



Peabody Municipal Light Plant

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APPLICATION FORM FOR SMALL CELL SITE LICENSES

The process outlined and the forms contained within this document apply to any potential Licensee who wishes to install, own, and maintain Wireless Communication Facilities (WCFs) on poles owned by the Peabody Municipal Light Plant (PMLP), for the purposes of providing Wireless Communication Services. Every potential Licensee shall execute a Wireless Communication Facility Pole Attachment Master License Agreement (License Agreement) prior to submitting an application for WCFs. Please contact the PMLP for a copy of this agreement. Along with a properly executed Application for a Site License, Licensee shall submit a Pre-Construction Survey and detailed plans for the proposed Attachment, including a description of any necessary Make-Ready Work to accommodate the Attachment, along with any other Authorization(s) required for the Attachment. Any applicable time deadline for PMLP's review and decision shall commence upon actual receipt of a complete Application. Incomplete applications shall be rejected by PMLP whereupon Licensee may resubmit a new complete application, which shall initiate the process again. PMLP's acceptance of the submitted design documents does not relieve Licensee of full responsibility for any errors and/or omissions in the engineering analysis.

A single batch of Applications for WCFs may contain Applications for up to a maximum of fifteen (15) Site Licenses, provided that the proposed Wireless Communication Facilities to be installed at each Pole described in the batch of Applications are of the similar size, type and configuration. Licensee shall be permitted to apply for a maximum of one (1) batch of Applications for Wireless Communication Facilities per month.

Every Application shall include a detailed description of the Wireless Communication Facilities proposed to be installed, including type of equipment, the installation design, and documentation (datasheets and technical specifications of the antenna system) that confirms all Radio Frequency (RF) emissions comply with applicable laws governing RF exposure levels, and pole loading calculations.

For attachment to any pole in the service territory which is not a PMLP Solely-Owned Pole, Licensee shall obtain, and provide along with the Application, the prior approval of any joint pole owner.



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Every Application shall identify the legal owner of the Wireless Communication Facilities, and the entity bearing legal responsibility for control and maintenance of the facilities.

Each Application shall identify the time deadline under law that the Licensee asserts applies to that Application. If the Licensee asserts that a particular Application is entitled to the benefit of the deadline proscribed in the FCC Section 6409 Siting Order, the Licensee shall provide the PMLP with the reasons for that determination.

The Application shall comply with any and all written policies and standards of PMLP regarding the construction, installation, repair, maintenance, operation or use of PMLP's poles for Wireless Communication Facilities.

Every Application shall include a proposed attachment sketch of each device that has not been previously approved.

Acceptable software for the pole loading analysis shall be a commercially available product with general industry acceptance. Should the Licensee utilize a commercially available software application that PMLP does not possess, the Licensee shall make available to PMLP, if requested by PMLP, at least one software license for PMLP's use at the Licensee's expense, subject to PMLP's Information Technology requirements.

Unless otherwise agreed, Licensee shall utilize a licensed professional engineer to undertake and complete the engineering design and pole loading analyses calculations required in completing an Application for a Site License. A qualified engineer shall include engineering employees or contractors with a valid Commonwealth of Massachusetts professional engineering license in good standing. The professional engineer's qualifications must include experience performing such work, or substantially similar work, on electric transmission or distribution systems.

Every Application shall contain a Safety Report developed for PMLP personnel for the type of Wireless Communication Facilities proposed, if not previously approved. This document shall be written for PMLP employees and contractors who may be required to work near and/or around such Wireless Communication Facilities and shall contain a detailed explanation of what hazards the associated equipment may pose, from an installation, maintenance, and environmental (including RF Emissions) basis, a recommendation to what Personal Protective Equipment should be worn, and what precautions should be taken to mitigate the risk of injury or exposure to any of the potential hazards. Licensee will also provide the necessary on-site training and safety briefing information to the appropriate PMLP personnel to ensure that PMLP personnel are able to properly



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and safely install, interconnect, energize, de-energize, maintain, transfer, and remove Licensee's equipment on PMLP's pole. The necessary training will be provided free of charge to PMLP at a mutually agreed-upon date and time. The contents of the Safety Report and associated training are to be pre-approved by PMLP before distribution and conveyance to PMLP employees and contractors.

Licensee shall be charged a non-refundable Application Fee for each proposed Attachment. Such Application Fee is not otherwise accounted for in the calculation of Annual Pole Attachment Fees or Make-Ready or Utility Services work. PMLP reserves the right to adjust the Application Fee from time to time to cover actual and documented costs reasonably incurred in processing Applications. Failure to include Application Fees will cause the Application to be deemed incomplete, and PMLP will not process such Application until the Application Fees are paid. Please contact PMLP for the current Application Fee prior to submitting an Application.



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EXPLANATION OF THE USE OF ADMINISTRATIVE FORMS

1. At the time a potential Licensee anticipates a request for a Site License, or an existing Licensee requests another license for additional WCFs, it should submit to Licensor: Form A-1 (Application for Site License) and Form A-2 (Submittal Details). Form B (Itemized Estimate of Pole Make-Ready Work and Charges) and Form C (Itemized Utility Services Work and Charges) will be completed by Licensor.

2. Licensor shall review and respond to such properly executed and complete Application(s) within sixty (60) days of receipt for applications including up to fifteen (15) Wireless Communication Facilities. Licensor's response will either:
 - (i) concur with the proposed Make-Ready and Utility Services as described in Licensee's Application and engineering survey and provide, within 14 days of notice of Licensor's concurrence, a cost estimate for the Licensor's portion of that work using Form B and Form C;

 - (ii) disagree with the proposed Make-Ready and/or Utility Services and will provide Licensee, within 14 days of notice, a revised Make-Ready and/or Utility Services analysis based on what Make-Ready Work and/or Utility Services Licensor reasonably determines is required as well as providing Licensee a cost estimate for the Licensor's portion of that work using Form B and Form C; or

 - (iii) provide a specific written explanation as to why the Application is being denied.

3. Upon receipt of Licensor's response, Licensee shall have fourteen (14) days to approve the estimate of any proposed Make-Ready Work and/or Utility Services Work. Within (60) sixty days of the Licensee's approval of the work and estimate, the Licensee shall provide advance payment to Licensor in accordance with the License Agreement and the specifications of the estimate.



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4. Upon receipt of payment for such Make Ready Work and/or Utility Services, Utility will issue a Site License, Form D, to Licensee, which shall serve as authorization for Licensee to make its Attachment upon completion of the Make Ready Work and/or Utility Services. Utility shall use commercially reasonable efforts to complete the Make Ready Work and/or Utility Services within (60) sixty days of issuance of the Site License. Upon completion of such Make Ready Work and/or Utility Services, Licensee shall have the right, subject to the terms and conditions of the License Agreement, to place and maintain Licensee's Wireless Communications Facility Attachment in the space designated on the Pole designated in the Site License. Such authorization notwithstanding, any installation or maintenance of Wireless Communication Facilities within or above the Electric Supply Space will only be conducted by the Utility as Utility Services at Licensee's expense.

5. Any time a Licensee discontinues the use of a pole or poles upon which it has a license, it shall submit Form E (Notification of Discontinuance of the Use of Poles) to each Licensor, and will abide by the License Agreement criteria for WCF equipment removal.



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Form A-1

APPLICATION FOR SITE LICENSE

Owner/Carrier: _____
Street Address: _____
City, State, and Zip: _____
Date: _____

Entity (Licensee) Responsible for WCF Installation, Control and

Maintenance (if different than above): _____

Street Address: _____
City and State: _____
Date: _____

In accordance with the terms and conditions of the License Agreement between the parties, dated

_____, 20____, application is hereby made for a license to make _____

WCF Attachments to JO poles and _____ WCF Attachments to SO poles. A completed Form A-2 accompanies this form and acknowledges submittal of all of the necessary information to comply with the License Agreement and the requirements of this "Application Form for Small Cell Site Licenses" packet.



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Licensee's Name (Print):

Licensee's Signature:

Title:

Tel. No.:

E-mail Address:

*****For Licensor use, do not write below this line*****

In response to the Licensee's Application, the Licensor:

_____ concurs with the proposed Make-Ready and Utility Services as described in Licensee's Application and engineering survey and will provide, within 14 days of notice of Licensor's concurrence, a cost estimate for the Licensor's portion of that work using Form B and Form C;



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_____ disagrees with the proposed Make-Ready and/or Utility Services and will provide Licensee, within 14 days of notice, a revised Make-Ready and/or Utility Services analysis based on what Make-Ready Work and/or Utility Services Licensor reasonably determines is required as well as a cost estimate for the Licensor's portion of that work using Form B and Form C; or

_____ provides the following specific written explanation as to why the Application is being denied:

Licensor's Name: Peabody Municipal Light Plant

Signature: _____

Print Name: _____

Title: Supervising Electrical Engineer

Date: _____

Tel. No.: (978) 531-5975



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Form A-2

SUBMITTAL DETAILS

Checklist for each WCF location:

- ___ WCF location, street and pole number, or latitude and longitude coordinates
- ___ Pre-Construction Survey
- ___ Detailed Plans:
 - ___ Description of Make-Ready Work
 - ___ Other authorizations (if necessary)
- ___ Joint Pole Owner Authorization (if necessary)
- ___ Description of WCF's:
 - ___ Type of Equipment (including dimensions and weights of all proposed equipment)
 - ___ Installation Design
 - ___ RF Emissions Data Sheets
 - ___ Confirmation that RF Emissions comply with applicable laws governing RF exposure levels
- ___ Pole Loading Calculations (including structure heights for existing or proposed new poles)



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- ___ Applicable Time Deadline as per FCC Siting Order 6409
- ___ Proposed Attachment Sketch
- ___ Safety Briefing/Report
- ___ Performance Bond
- ___ Certificate of Insurance
- ___ Application Fee Included



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Form B

ITEMIZED POLE MAKE-READY WORK AND CHARGES

Licensee: _____

Field survey work associated with your License Application, dated, _____ 20_____, for Attachment to poles has been completed.

The following is a summary of the make-ready work and associated charges which will apply:

Make-Ready Work description:



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Make-Ready Work Costs	<u>Hours</u>	<u>Rate/Hour</u>	<u>Total</u>
Engineering	_____	_____	\$ _____
Labor	_____	_____	\$ _____
Equipment	_____	_____	\$ _____
Police Detail	_____	_____	\$ _____
Materials	_____	_____	\$ _____
Total			\$ _____

Licensors Name: (Print) Peabody Municipal Light Plant

Signature: _____

Print Name: _____

Title: Supervising Electrical Engineer

Address: 201 Warren St. Ext.

Peabody, MA 01960

Tel. No.: (978) 531-5975

Date: _____

Attached is an itemized summary (Form B) of required Make-Ready Work and associated charges. To authorize PMLP to complete the required Make-Ready Work, please sign this copy below and return with an advance payment in the amount of \$_____.



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The Make-Ready Work associated with License Application dated, _____, 20____ are authorized and the costs therefore will be paid to Licensor in accordance with License Agreement.

Licensee's Name (Print): _____ Signature: _____

Title: _____ Tel. No.: _____

E-mail Address: _____ Date: _____



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Form C

ITEMIZED POLE UTILITY SERVICES WORK AND CHARGES

Licensee: _____

Field survey work associated with your License Application dated, _____ 20_____, for Attachment to poles has been completed.

The following is a summary of the Utility Services Work and associated charges which will apply.

Utility Services Work description:



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Utility Services Work Costs:	<u>Hours</u>	<u>Rate/Hour</u>	<u>Total</u>
Engineering	_____	_____	\$ _____
Labor	_____	_____	\$ _____
Equipment	_____	_____	\$ _____
Police Detail	_____	_____	\$ _____
Materials	_____	_____	\$ _____
Total			\$ _____

Licensors Name: (Print) Peabody Municipal Light Plant

Signature: _____

Print Name: _____

Title: Supervising Electrical Engineer

Address: 201 Warren St. Ext.

Peabody, MA 01960

Tel. No.: (978) 531-5975

Date: _____

Attached is an itemized summary (Form C) of required Utility Services Work and associated charges. To authorize PMLP to complete the required Utility Services Work, please sign this copy below and return with an advance payment in the amount of \$_____ .



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The Utility Services Work associated with License Application dated, _____,
20____ are authorized and the costs therefore will be paid to Licensor in accordance with
License Agreement.

Licensee's Name (Print): _____ Signature: _____

Title: _____ Tel. No.: _____

E-mail Address: _____ Date: _____



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Form D

SITE LICENSE

Site License #: _____

Licensee: _____

This Site License is associated with the License Agreement dated _____ 20____

<u>Pole Number</u>	<u>Location</u>	<u>WCF Attachment Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Licensors Name: (Print) Peabody Municipal Light Plant

Signature: _____

Print Name: _____

Title: Supervising Electrical Engineer

Address: 201 Warren St. Ext.

Peabody, MA 01960

Tel. No.: (978) 531-5975

Date: _____



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Form E

NOTIFICATION OF DISCONTINUANCE OF USE OF POLES

This form is to be completed and mailed to Licensor – Peabody Municipal Light Plant - at the address listed below and the co-owner of the pole(s), if any:

Peabody Municipal Light Plant

201 Warren St. Ext.

Peabody, MA 01960

Co-Owner: _____

Licensee: _____

Street Address: _____

City and State: _____

Date: _____

In accordance with the terms of License Agreement dated _____ 20____, for Site License # _____ this serves as written notification from Licensee that Attachment(s) to the following pole(s) in the municipality of _____, State of _____, are being discontinued (removed) on _____, 20____.

201 Warren Street Ext / Peabody, MA 01960 / Phone 978-531-5975 / Fax 978-531-5476 / www.pmlp.com



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<u>Pole Number</u>	<u>Location</u>	<u>WCF Attachment Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of Attachments to JO poles to be discontinued _____.

Total number of Attachments to SO poles to be discontinued _____.

Said license is to be canceled **in its entirety/partially** as above.

(circle one)

Licensee: _____ Print Name: _____

Signature: _____ Tel. No.: _____

E-mail Address: _____

Title: _____ Date: _____



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To be completed by Licensor :

It has been verified by Licensor that use of poles has been discontinued.

Licensor: _____ Print Name: _____

Signature: _____ Tel. No.: _____

E-mail Address: _____

Title: Supervising Electrical Engineer Date: _____

It is the Licensee's responsibility to submit an original copy of this form to Licensor and to any co-owner.