

Applying for a Small Wireless Facility License

Pursuant to the FCC's Declaratory Ruling and Third Report and Order #18-133, you must obtain a Small Wireless Facility License to install small cell wireless infrastructure on, over, or below any public way. You must submit this application for all new installations and all modifications, including Section 6409(a) upgrades.

TERM:

- Once issued, the License is valid until December 31 of the year following the year of approval and is then annually renewable. The License expires if the annual fee is not paid.

APPLICATION CONDITIONS:

- You must apply online.
- The application must be approved by the City Engineer.
- The application must be approved by an Electrical Inspector.
- The application must be approved by a Zoning Planner.
- The application must be approved by an Urban Forestry Planner.
- The application must be approved by the Superintendent of Highways, Lines and Lights.
- A public hearing before the City Council is required for installations on new poles.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- A Small Wireless Facility License is transferrable.

FEE:

- \$1,000 license fee for each installation on a new pole, payable on application approval.
- \$100 license fee for each new or upgraded installation on an existing pole, payable on application approval.
- \$270 annual fee for each active installation, payable on the start of construction, then on the second occurring January 1 and annually thereafter on January 1.
- \$2.00 public hearing notification fee per abutter, only if the number of abutters exceeds 30, payable on application approval. (Example: For 30 abutters, there is no fee; for 31 abutters, there is a \$62 fee.)

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- A set of plans describing the work in detail.
- For each installation on a new pole, a mailing label for each abutter, using Avery Template #5160.
- For each installation on a new pole, a list of abutters, indicating the map-block-lot for each abutter.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citizenserve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Small Wireless Facility."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if your business is licensed in CitizenServe.
 - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.