



CITY OF SALEM, MASSACHUSETTS

ELECTRICAL DEPARTMENT
44 LAFAYETTE STREET
TEL (978) 745-6300
FAX (978) 745-4638
JGIARDI@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

JOHN J. GIARDI
CITY ELECTRICIAN

Dear Applicant:

Thank you for expressing interest in the process for obtaining access to the right of way in the City of Salem to attach telecommunication equipment on a utility or City-owned pole. Below are the steps you will need to take in order to receive the approvals required:

1. Prepare petition, a proposed order, and attach a copy of the engineering plans along with abutter labels obtained from our Assessor's Office. Engineering plans should include the following information: (1) description of type of service to be provided; a list of all posts, poles or other supports of wires and location of proposed conduits and manholes in relation to existing underground facilities; (2) drawings, dimensioned and to scale of the proposed attachment as installed on an existing street light or utility pole or the same with respect to proposed new "dummy" poles or enhancements of existing City-owned poles; (3) detailed description of the types of aerial and underground facilities that the applicant intends to install; (4) detailed route maps or plans showing the location of facilities to be installed within the rights-of-way, prepared by a professional engineer registered in the Commonwealth; (5) construction schedule and maintenance plan; (6) structural report prepared by a structural engineer licensed by the Commonwealth; (7) equipment specifications and radio frequency emission calculations for the location proposed; (8) the specific trees, structures, improvements, facilities and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate and plans to remediate the same; and (9) executed pole attachment agreement or affirmation of intent to enter an agreement with the utility or the City.
2. Fill out the top half of the enclosed Telecommunications Routing Slip and submit it with the petition, plans, and proposed order to the City Electrician along with the \$500 application fee.
3. Once the Electrician has approved the petition and plans, the Routing Slip will be circulated to Departments for review. Applicant is responsible for circulating the Routing Slip.
4. If the pole is a City-owned pole, contact the City's Legal Department to begin negotiations for a pole attachment agreement. If utility-owned, obtain proof of permission/agreement to attach.
5. Once the Routing Slip has been signed off by the relevant departments, it should be forwarded to the City Clerk's Office along with the petition, proposed order, and plans.
6. Upon receipt of the completed file, the City Clerk will place the petition on the City Council Agenda. Petitions need to be filed in the Clerk's office before noon on the Tuesday before a Thursday Council meeting in order to appear on the Agenda for that week's meeting. The Council usually meets on the 2nd and 4th Thursdays of each month.
7. Although the petition will appear on the Agenda, the public hearing pursuant to Chapter 166 will not occur until the meeting following the one where it first appears on the Agenda. In some

circumstances, petitions may be referred to a City Council Committee prior to the scheduling of the public hearing.

8. The City Clerk will arrange for notices, from the labels provided, to abutters within 300 feet of the proposed location to be mailed.
9. On the date of the public hearing and/or at any Committee meeting, the Applicant should be prepared to appear to present the petition and answer any questions. Should the Council vote to grant the petition, the City Clerk will send out written notice and a copy of the order to the Applicant. The order will not be sent until Pole Attachment License/Agreement from Utility Company is provided.
10. Once the petition is granted, Applicant should return to the Electrical Department for any permits needed to begin construction. If conduits are necessary, the Applicant will receive an invoice for the conduit and the applicant will also need to contact the Engineering Department. Regular permit fees apply.

If you have any further questions about the process, please do not hesitate to contact me.

Sincerely,

John J. Giardi
City Electrician

Enclosure: Telecommunications Routing Slip

cc: Ilene Simons, City Clerk
Victoria Caldwell, Asst. City Solicitor

ROUTING SLIP

Telecommunications Attachments in the Public Right of Way

Pursuant to the Code of Ordinances, Sections 12-86 through 12-200, each applicant who seeks access to the public right of way for telecommunications purposes must submit a petition and plans along with a \$500 application fee to the Electrical Department. Once the City Electrician has signed off, please circulate to the Departments listed on the reverse side of this Routing Slip for signature and return it to the City Clerk's Office prior to the petition being placed on the City Council Agenda for a grant of location pursuant to MGL Chapter 166, Section 22.

Right of Way Location Requested: _____

Application Fee Received: Yes Check No. _____ Date: _____

City Electrician Approval: _____

BUSINESS NAME

Corporate name: _____

d/b/a: _____

Address: _____ Tele. # _____

CONTACT: _____

Street: _____ Tele. # _____

City: _____ State: _____ Zip: _____

Email Address: _____

Pole Ownership

___ To be attached to utility-owned pole

___ To be attached to City-owned pole

___ Pole Attachment Agreement attached*

___ Pole Attachment Agreement to follow*

*All grants of location for telecommunications attachments to poles are conditioned upon evidence of a valid pole attachment agreement.

Conduits

Will the attachment also require a conduit? ___ Yes ___ No

TO ALL CITY DEPARTMENTS: By signing this slip you are only acknowledging that the applicant has made your department aware of its plans. All grants of location will be conditioned upon compliance with all departmental requirements and require a vote of the City Council after a public hearing. Please attach comments on separate sheet.

Planning Department DATE
City Hall Annex, 98 Washington Street

Engineering Department DATE
City Hall Annex, 98 Washington Street

Salem Historical Commission DATE
City Hall Annex, 98 Washington Street

Office of Information Technology DATE
29 Highland Avenue

Legal Department DATE
City Hall, 93 Washington Street

RETURN ROUTING SLIP, ANY COMMENTS, PETITION, PLANS, ABUTTER LABELS, AND PROPOSED ORDER TO CITY CLERK'S OFFICE, CITY HALL, 93 WASHINGTON STREET WHEN COMPLETE SO THAT IT MAY BE PLACED ON THE COUNCIL'S AGENDA.