



CITY OF BOSTON
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961
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JOANNE P. MASSARO
Chairperson

Commission Members:
Transportation Department
Property Management
Inspectional Services
Water & Sewer Commission

AMY S. CORDING
Chief Engineer

TODD M. LIMING
Acting Executive Secretary

GRANT OF LOCATION CHECKLIST
Telecom, Non-Telecom

- 1. Prepare plans
- 2. Submit plans to public agencies
- 3. Submit plans to private utility companies
- 4. Consult with PIC Legal Counsel
- 5. Provide full submission package to the PIC
 - Plans
 - Petition
 - COBUCS number
 - Public agency responses
 - Boston Transportation Department
 - Inspectional Services Department
 - Boston Water & Sewer Commission
 - PWD – Street Lighting Division
 - Commission for Persons with Disabilities (if applicable)
 - Boston Parks & Recreation Department (if applicable)
 - Boston Landmarks Commission (if applicable)
 - Architectural District Commission (if applicable)
 - Utility company delivery receipts
 - Telecom Participants delivery receipts (if applicable)
 - Manager's Certificate or Certificate of Authority
 - TAPA (if applicable)
- 6. Appear at PIC Hearing under "New Business"
- 7. Revise/amend project as directed by Commission
- 8. Appear at PIC Hearing under "Public Hearing"
- 9. Permits and Construction



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GRANT OF LOCATION PROCEDURE
Telecom, Non-Telecom

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission to be approved for a Grant of Location for utility conduit and/or associated surface structures within the public right-of-way. Once the articles listed in Step 5 have been submitted to the satisfaction of the Chief Engineer, you will be placed on the next available PIC Hearing agenda under "New Business".

1. Prepare plans to conform to the following criteria:
 - Landscape orientation
 - Stamped and signed by a MA-registered civil engineer
 - Call out the approximate length of proposed conduit
 - Cross-sectional detail of the proposed conduit layout
 - Provide horizontal dimensions to all proposed surface structures as necessary (minimum accessible width in most instances is 60 inches; this shall not include tree grates flush with the sidewalk)
 - Telecom conduit should include a 4-inch City shadow line
2. Submit to the following public agencies plans and background information relating to the project. A written response indicating approval will be required from every listed public agency. See the enclosed "Public Agency Contacts" for contact information.
 - Boston Transportation Department (BTD)
 - Inspectional Services Department (ISD)
 - Boston Water & Sewer Commission (BWSC)
 - PWD – Street Lighting Division
 - Commission for Persons with Disabilities (if proposing any surface structures)
 - Boston Parks & Recreation Department (if any trees are being impacted)
 - Boston Landmarks Commission (if applicable)
 - Architectural District Commission (if applicable)
3. Submit via certified mail plans to the private utility companies listed on the enclosed "Utility Contacts" document. A written response will not be required from these companies; however, their comments shall be addressed to the satisfaction of the Commission. If the petitioner is seeking Telecom Lead Company Status an offer to participate should also be extended to every company listed on the enclosed "Telecom Participants List".



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4. Consult with PIC's Legal Counsel to cooperatively begin drafting any necessary legal (Lead Company, Participant, and/or License, Maintenance, and Indemnification) agreements.
5. Provide full submission to the PIC for review. This submission shall include three sets of the prepared plans along with an Engineering Report. The report shall include the following:
 - Petition signed by the interested party
 - COBUCS number as provided by Public Works Department, Highway Division
 - Letters of support/approval from every public agency noted in Step 2
 - Proof of delivery (delivery receipt) from every utility company noted in Step 3 (also include all responses that may have been provided)
 - Manager's Certificate (for a licensed LLC) or Certificate of Authority (for all other business structures) verifying that the individual(s) signing the petition have the authority to make the decisions associated with the subject PIC action
 - Transportation Access Plan Agreement (TAPA) if deemed necessary by BTB
6. Once PIC Staff is satisfied with the submission the project will be placed on the next available PIC Hearing agenda under "New Business". The petitioner and any other supporting parties (e.g. co-petitioners, contracted engineers, legal counsel, public agencies, etc.) should be prepared to present the project to the Commission and field any questions or comments that may arise. A date for a Public Hearing will be declared.
7. Revisions and/or plan amendments may be requested by the Commission at the "New Business" Hearing. These should be addressed prior to the Public Hearing as scheduled in Step 6.
8. Return to the PIC Hearing under "Public Hearing". The petitioner and any other supporting parties should be prepared to provide evidence of the steps taken to satisfy the comments made by the Commission at the New Business Hearing. If the Commission is satisfied a motion to approve the petition will be voted on. If any issues are outstanding a motion to deny or continue the petition will be voted on. If the petition is continued a date for the Continuation of the Public Hearing will be declared and the process reverts to Step 7.
9. After obtaining an approving vote from the Commission, the necessary permits may be granted and construction may commence.