



STATE OF CONNECTICUT  
*CONNECTICUT SITING COUNCIL*

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

Web Site: [portal.ct.gov/csc](http://portal.ct.gov/csc)

**VIA ELECTRONIC MAIL**

July 3, 2024

Irina Gardini  
Sr. Permitting Specialist  
Crown Castle  
3470 MW 82<sup>nd</sup> Ave, 10<sup>th</sup> Floor  
Doral, FL 33122  
[Irina.Gardini@crowncastle.com](mailto:Irina.Gardini@crowncastle.com)

RE: **EM-CROWN-022-240627** – Crown Castle Fiber LLC (Crown Castle) notice of intent to modify an existing telecommunications facility located at 53 Westminster Road, Canterbury, Connecticut.  
**Notice of Incomplete Request.**

Irina Gardini:

The Connecticut Siting Council (Council) received a notice of intent to modify the above-referenced facility on June 27, 2024.

According to Section 16-50j-71 of the Regulations of Connecticut State Agencies, "...any modification, as defined in Section 16-50j-2a of the Regulations of Connecticut State Agencies, to an existing tower site, except as specified in Sections 16-50j-72 and 16-50j-88 of the Regulations of Connecticut State Agencies, may have a substantial adverse environmental effect."

Staff has reviewed this exempt modification request for completeness and has identified the following deficiencies in the submittal:

1. The exempt modification request lacks documentation of the original facility approval and any conditions of such approval or correspondence with the Town of Canterbury stating that the town no longer retains records of its decision.
2. The Council issued a memorandum on June 22, 2017 to entities requesting exempt modifications requiring a copy of the entire notice and attachments be physically mailed to the chief elected official of the host municipality, the municipal planning and zoning department and the underlying property owner and proof of such mailing shall be submitted to the Council with the request for exempt modification. See attached.
3. The cover page of the filing refers to Town of Granby representatives and a property owner different than what is listed on Site Plan, Sheet Z-1.

Therefore, the exempt modification request is incomplete at this time. The Council recommends that Crown provide documentation showing the original facility approval with conditions if any or correspondence with the Town stating that there are no records of the original facility approval, provide proof of proper notice of this exempt modification request to the chief elected official of the host municipality, the municipal planning and zoning department and the underlying property owner and a revised cover page providing the correct information for this site, on or before August 2, 2024. If additional time is needed to gather the requested information, please submit a written request for an extension of time prior to August 2, 2024. **Please provide an electronic version and one hard copy of the response for the incomplete request to be rendered complete and processed. Please include the Council's exempt modification identification number referenced above with the submittal.**

This notice of incompleteness shall have the effect of tolling the Federal Communications Commission (FCC) 60-day timeframe in accordance with Paragraph 217 of the FCC Wireless Infrastructure Report and Order issued on October 21, 2014 (FCC 14-153).

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at 860-827-2951.

Sincerely,

A handwritten signature in dark ink, appearing to read "Melanie Bachman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Melanie Bachman  
Executive Director

MAB/ANM/laf