

## Wireless Communication Facility (WCF) Permit Submittal Checklist

Staff Use Only:

WCF #:

Project Name:

### DEFINITION AND PURPOSE

The Wireless Communication Facility (WCF) permit provides a process by which macro wireless facilities, small wireless facilities, and eligible facilities requests are reviewed to ensure conformance with [SMC Chapter 15.480, Wireless Communication Facilities](#).

### AUTHORITY AND APPLICATION ([SMC 15.480.010](#))

- Permit Required.** A WCF permit is required for the placement of any wireless communication facility within the City limits regardless of if the facility is located in the right-of-way; on public or private property; or, on a City-owned, utility-owned or privately-owned structure.
- Lease Required.** In addition to the WCF permit, if all or a portion of the wireless communication facility will be located upon a City-owned structure, or upon non-right-of-way property, which is either City-owned or City-leased, a lease agreement with the City is required.
- Franchise Agreement Required.** In addition to the WCF permit, if all or a portion of the wireless communication facility will be located within the City's right-of-way, a franchise agreement with the City for the use of the City's right-of-way is required.
- Other Permits.**
  - For macro wireless facilities and eligible facilities request, other permits may be required, including but not limited to building, electrical, grading and right-of-way permits. ([SMC 15.480.030](#) and [SMC 15.480.190](#))
  - For small wireless facilities, the WCF permit is a consolidated permit that grants authority to construct small wireless facilities inside and outside the public right-of-way to allow the applicant, in most situations, to avoid the need for other permits such as building, electrical, grading and right-of-way permit. ([SMC 15.480.110](#))
- Permitting Authority.** The Planning Manager in the Community and Economic Development Department administers the provisions for macro wireless facilities and eligible facilities requests. The Engineering Review Manager in the Public Works Department administers the provisions for small wireless facilities.

### REVIEW PROCESS AND PROCEDURES

The specific review procedures for the WCF permit will depend on the type of WCF being proposed. The process and procedures below are a general summary and are not a substitute for specific regulations in Chapter 15.480, Wireless Communication Facilities.

- A Pre-Application meeting is encouraged for macro wireless facilities and is available for other WCF permit types. To schedule the required meeting, you must complete the required Pre-Application meeting request found here: (<http://www.seatacwa.gov/home/showdocument?id=4779>) and submit it to the Permit Center.

**2. Macro Wireless Facilities:**

- a. A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
- b. The review and approval process for macro wireless facilities can be found at [SMC 15.480.030](#).
- c. The City will review an application for collocation on an existing structure within ninety (90) days and an application for a new structure within one-hundred and fifty (150) days.

**3. Small Wireless Facilities:**

- a. The City will notify the applicant within ten (10) days if the application is incomplete and will identify and cite the missing documents and information.
- b. The review and approval process for small wireless facilities can be found at [SMC 15.480.120](#).
- c. The City will review an application for collocation on an existing structure within sixty (60) days and an application for a new structure within ninety (90) days.

**4. Eligible Facilities Requests:**

- a. The City will notify the applicant within twenty-eight (28) days if the application is incomplete and will identify the missing documents and information.
- b. If the application is complete, the City will review the application to determine if the request substantially changes the physical dimensions of the support structure. SMC 15.480.180, Definitions, defines what constitutes a substantial change.
- c. The City will make a determination on the request within sixty (60) days of the submittal of a complete application. See SMC 15.480.2200 for additional information on the review process.

## Application Checklist

The following materials are the minimum that must be submitted to review your application, based on the type of WCF application submitted. **Please do not turn in your application until all items listed below have been checked off.**

Submittals will not be accepted unless complete. Return completed checklist with application.

*\* Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.*

**Check the specific Wireless Communication Facility permit you are applying for in the boxes provided:**

- Macro Wireless Facility**
                 
  **Small Wireless Facility**
                 
  **Eligible Facilities Request**

**In addition to the general submittal requirements, please submit the additional required items for Macro Wireless Facilities and Small Wireless Facilities listed below.**

GENERAL SUBMITTAL REQUIREMENTS FOR ALL WCF PERMIT TYPES		APPLICANT	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
<b>1</b>	Master Land Use Application form, completed.		
<b>2</b>	Required fee(s) paid.		
<b>3</b>	<b>Electronic:</b> A thumb drive with electronic copies of all documents, <b>OR</b> <b>Paper:</b> Original, plus four (4) copies of all documents; minimum page size of 11x17.		
<b>4</b>	An environmental (SEPA) checklist, if applicable.		
<b>5</b>	Written description of the proposal.		

GENERAL SUBMITTAL REQUIREMENTS FOR ALL WCF PERMIT TYPES		APPLICANT	STAFF
6	Vicinity map.		
7	Site plan drawings identifying all site components of the existing and proposed facility including dimensions.		
8	Elevations and detail drawings for the proposed facility, including screening and mitigation methods.		
9	If applicable, a Critical Area(s) Report & Critical Area Map, including: <ul style="list-style-type: none"> <li>• Location of critical area(s) on site or in the vicinity; and</li> <li>• Buffer area.</li> </ul> See Critical area code SMC 15.700 for specific detailed requirements.		
10	Additional items as identified in a pre-application meeting, if applicable.		

MACRO WIRELESS FACILITY SUBMITTAL REQUIREMENTS <a href="#">(SMC 15.480.100)</a>		APPLICANT <i>(List sheet number for each item)</i>	STAFF
1	<b>General requirements for all Macro Facilities</b>		
	Illustration and description of the final schematic design of the macro facility installation when fully deployed.		
	Proposed maximum height of the proposed macro facility, including individual measurement of the base, the structure and the lightning rod.		
	A sworn affidavit signed by an RF engineer with knowledge of the proposed project affirming that the macro facility will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the macro facility will operate.		
	Photo-simulated post-construction renderings of the proposed structure, equipment enclosures, and ancillary structures from at least two (2) locations (but shall, at a minimum, include simulations from the vantage point of any adjacent roadways and occupied or proposed nonresidential or residential structures), proposed exterior paint and stain samples for any items to be painted or stained, exterior building material and roof samples.		
	A map showing the designated geographic search area and a statement that the included search area map is, in fact, the same as used to identify the proposed site.		
	A radio frequency propagation plot indicating the existing and proposed signal coverage of existing and proposed wireless communication sites, coverage prediction, and design radius, or a statement by a qualified representative that the facility is designed to provide additional network capacity.		
	A written certification from the applicant's radio frequency (RF) engineer that the proposed facility's coverage or capacity potential cannot be achieved by a higher ranked alternative, if any. This certification shall not be required in cases where the City and the applicant mutually agree that higher ranked alternatives are not feasible.		
	A statement on how the macro wireless facilities comply with FAA regulations.		

<b>MACRO WIRELESS FACILITY SUBMITTAL REQUIREMENTS</b> <a href="#">(SMC 15.480.100)</a>		<b>APPLICANT</b> <i>(List sheet number for each item)</i>	<b>STAFF</b>
	A written statement on Interference with Public Safety Communications, consistent with <a href="#">SMC 15.480.100(A)(2)(h)</a> .		
<b>2</b>	<b>Additional Requirements for Attached and Collocated Macro Facilities</b>		
	Certification furnished by a registered professional engineer licensed in the State of Washington that the macro facility structure has sufficient structural integrity in accordance with the latest published EIA/TIA codes and windspeed criteria for the district in which it is to be located to support the proposed antenna and feed lines in addition to all other equipment located or mounted on the structure.		
	A signed statement (including the signer's qualifications) shall be included by a party representing the structure's owner or owner's agent certifying that the radio frequency emissions of the proposal comply with FCC standards for such emissions, both individually and cumulatively and with any other facilities located on or immediately adjacent to the proposed facility.		
<b>3</b>	<b>Additional Requirements for Freestanding Macro Facilities and Mitigation of Macro Facilities.</b>		
	A signed statement from the structure owner agreeing to allow the collocation of other wireless equipment on the proposed structure, if the structure is designed for collocation.		
	If an attached structure or collocation is higher on the hierarchy than a proposed freestanding structure proposed for the macro facility, a copy of the public notice required by <a href="#">SMC 15.480.100(C)(2)</a> , with any and all responses or a statement that no responses were received. Include a copy of the mailing labels, or a list of the names and addresses of the recipients of the notice.		
	A report and supporting technical data demonstrating that all antenna attachments and collocations, including all potentially usable structures, and other elevated structures within the proposed service area have been examined, and found not to be acceptable, and the reasons such structures and other elevated structures are not acceptable. See <a href="#">SMC 15.480.100(C)(4)</a> for details.		
	Simulated photographic evidence of the proposed macro facility's appearance from any and all residential zones within one thousand (1,000) feet including the facility types the applicant has considered and the impact on adjacent properties including overall height, configuration, physical location, mass and scale, materials and color, and illumination.		
	A statement describing potential visual and aesthetic impacts of the proposed macro facility on all adjacent residential zoning districts.		
	Certification furnished by a registered professional engineer licensed in the State of Washington that the macro facility has sufficient structural integrity to accommodate the proposal.		
	Identification of the intended service providers of the macro facility.		

<b>SMALL WIRELESS FACILITY SUBMITTAL REQUIREMENTS</b> <a href="#">(SMC 15.480.110(E))</a>		<b>APPLICANT</b> <i>(List sheet number for each item)</i>	<b>STAFF</b>
<b>1</b>	Specific survey-quality locational information including GPS coordinates of all proposed small wireless facilities, including where the small wireless facilities will utilize existing, replacement or new poles, towers, existing buildings and/or other structures.		
<b>2</b>	Specify and show all ground-mounted equipment, conduit, junction boxes, backhaul (whether by fiber or microwave), and power connections necessary for and intended for use in the deployment, regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party.		
<b>3</b>	Detailed schematics and visual renderings of the small wireless facilities, including engineering and design features showing the following:		
	The location of overhead and underground public utilities, telecommunication, cable, water, adjacent lighting, sewer drainage and other lines and equipment within fifty (50) feet of the proposed project area, which project area shall include the location of the backhaul source and power source. Include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within fifty (50) feet of the proposed project area.		
	The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, proposed to temporarily or permanently be removed or relocated and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.		
	The construction drawings showing the plan for backhaul and power service, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such backhaul and power service, conduits, cables, and related improvements. Where another party is responsible for installing such backhaul and power service, conduits, cables, and related improvements, the construction drawings will include such utilities to the extent known at the time of application, but at a minimum must indicate how it expects to obtain power and backhaul service to the small wireless facility.		
	If the site location includes a replacement light pole, a photometric analysis of the roadway and sidewalk for the existing light and replacement light.		
	Details and written statement on how the proposal complies with the aesthetic requirements of this chapter.		
<b>4</b>	Written approval from the owner of any pole or structure for the installation of the small wireless facilities on such pole or structure. Such written approval shall include approval of the specific pole, engineering, and design features. Submission of the lease agreement between the owner and the applicant is not required. For City-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit		

<b>SMALL WIRELESS FACILITY SUBMITTAL REQUIREMENTS</b> <a href="#">(SMC 15.480.110(E))</a>		<b>APPLICANT</b> <i>(List sheet number for each item)</i>	<b>STAFF</b>
	application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.		
<b>5</b>	Any application for a small wireless facility permit located in the right-of-way adjacent to a parcel zoned for residential use shall demonstrate that it has considered the following: <ul style="list-style-type: none"> <li>a. Whether a small wireless facility is currently installed on an existing pole in front of the same residential parcel. If a small wireless facility exists, then the applicant must demonstrate that no technically feasible alternative location exists which is not in front of the same residential parcel.</li> <li>b. Whether the proposed small wireless facility can be screened from residential view by choosing a pole location that is not directly in front of a window or views.</li> </ul>		
<b>6</b>	For a permit application for a small wireless facility located on private property, documentation establishing the lease or easement right and permission of the property owner to locate the small wireless facility on the private property		
<b>7</b>	A declaration signed by an RF engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC regulations in connection with human exposure to RF emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless facility permit shall be conditioned on an RF certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one (1) emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one (1) emissions report for each subgroup installation identified in the batch.		
<b>8</b>	Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.		
<b>9</b>	A professional engineer licensed by the State of Washington shall seal both construction plans and final construction of the small wireless facilities and structure or pole and foundation as designed to reasonably withstand wind and seismic loads as required by applicable codes. If this structural review is conducted by another agency, such as the pole owner, copies of structural approval shall be provided to the City.		
<b>10</b>	A site-specific traffic control plan.		
<b>11</b>	Proof of a valid City of SeaTac business license.		