



PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

TYPE I SITE PLAN REVIEW-WCF APPLICATION PACKET

INFORMATION SHEET

Purpose:

The purpose of the Type I Site Plan Review-WCF application is to allow the City to review proposed activities at Wireless Communication Facilities that are:

- Required to meet Zoning Code standards, including those defined in SMC Chapter 15.31A Siting of Wireless Communications Facilities, and
- Not covered by other City permits.

Fees:

Type 1A: Value of Work Less than \$10,000) Filing Fee: \$200.00
Type 1B: Value of Work More than \$10,000) Filing Fee: \$400.00

Procedures:

- It will take a minimum of 2 to 4 weeks from the date of filing a complete application for a decision on a site plan review application to be made.
- Notification of adjacent property owners is not required, unless the Director of Planning & Community Development decides during the Determination of Completeness that the project scope and potential impacts warrant notification of adjacent property owners. If required, envelopes for notification of neighbors within 500 or 1000 feet of the project site shall be submitted prior to issuance of the Determination of Completeness.
- Any administrative decision regarding a site plan review may be appealed to the Hearing Examiner. The Hearing Examiner's decision is final unless appealed to the Superior Court of King County.

Submittal Requirements

- Please submit all of the items listed on the attached application and checklist.

FAILURE TO SUBMIT ALL REQUESTED ITEMS (IN A LEGIBLE FORM) WILL DELAY PROCESSING OF YOUR APPLICATION.

NOTE: THIS INFORMATION SHEET DOES NOT HAVE TO BE SUBMITTED WITH APPLICATION.



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TYPE I SITE PLAN REVIEW-WCF APPLICATION

FILE NUMBER: _____
DATE SUBMITTED: _____
PRE-APPLICATION MTG DATE (IF REQUIRED): _____

TYPE IA REVIEW (\$200): _____ TYPE IB REVIEW (\$400): _____

APPLICANT'S NAME: _____		
Phone: _____	FAX: _____	E-mail: _____
PROPERTY OWNER: _____		Phone: _____
APPLICANT'S CONTACT: _____		
Address _____		
Phone: _____	FAX: _____	E-mail: _____
Lessor/Licensor Contact Information:		
Name: _____		
Address: _____		
Phone: _____	FAX: _____	E-mail: _____

Commercial Wireless Provider _____

New Structure: Yes [] No [] Co-location: Yes [] No [] Water Tower: Yes [] No []
 Replace Existing Structure: Yes [] No [] Replacement (upgrade) of existing antennas Yes [] No []
 Stealth Attached Facility: Yes [] No [] New Stealth Antenna Support Structure: Yes [] No []

FACILITY INFORMATION:

Site Address: _____
 Latitude (NAD83): _____ Longitude (NAD83): _____
 Ground Elevation (AMSL) (ft): _____ Total Height of Tower: (AGL) (ft) _____
 RAD Center (ft): _____
 TAX Parcel Identification Number: _____
 Present Zoning of Property: _____
 Land Use and Description of Property: _____
 FCC Antenna Structure Registration Number (ASR) (if applicable): _____

ADDITIONAL INFORMATION (IF APPLICABLE):

Applicants should consult with City staff to determine whether the following information should also be provided. *(If required, three paper copies required; additional electronic copy on CDROM desirable to speed processing):*

1. A map of the search ring used to determine the proposed site location;
2. A statement that the submitted search ring is the same as utilized in the selection of the site;



3. A map indicating applicant's current RF signal propagation;
4. A map indicating applicant's proposed new RF signal propagation;
5. A statement from a qualified individual that the applicant will comply with all FCC rules regarding human exposure to RF energy, along with the individual's qualifications (NIER report);
6. A statement from the applicant that the applicant will comply with all applicable FCC rules regarding radio-frequency interference, along with the individual's qualifications;
7. RF Engineering Independent Review – Deposit of \$3500. The deposit will be collected upon application submittal and any portion not used refunded to the applicant.

Please note: Supplemental information may be requested for purposes of clarity or confirmation.

GENERAL SUBMITTAL REQUIREMENTS:

PROJECT DESCRIPTION

Please Note: Numbers 1-4 identical to Submittal Requirements found in SMC 15.31A.050 D.

1. Written statement setting forth the reasons for modifications;
2. A description of the proposed modifications to the WCF, including modifications to antenna element design, type, and number, as well as any additional feed lines from the base of the WCF to such antenna elements;
3. A signed statement by a party representing the antenna-supporting structure's owner certifying that the radio frequency emissions of the proposal comply with FCC standards, both individually and cumulatively; and;
4. A stamped or sealed structural analysis of the existing WCF prepared by a registered professional engineer licensed by the State of Washington, indicating that the existing antenna-supporting structure as well as all proposed appurtenances meets Washington Building Code requirements;
5. Written statement detailing conformance with applicable sections of SMC 15.31A Siting of Wireless Facilities, including:
 - a) Description of method of concealment utilized to minimize the aesthetic impact of any changes in infrastructure;
 - b) Other requirements in SMC 15.31A as applicable

SITE PLAN

1. A dimension site plan drawn to scale showing the following:
 - a) All devices (existing and proposed)
 - b) Structural details of pole bases and equipment
 - c) Tower Elevation
 - d) Antenna mounting details (unless reviewed under building permit)



TYPE I SITE PLAN REVIEW-WCF APPLICATION

SUBMITTAL CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Planning and Community Development.

Return this checklist with your application

For Office Use Only
Date Submitted: _____ Date of Pre-App. Meeting (if required): _____

PART I –SUBMITTAL		Applicant	Staff
1	The application form is completed and the original along with three (3) copies submitted.		
2	A legal description of the subject property is provided.		
3	All oversized plans folded to 8 1/2" x 14".		
4	One paper reduction of each oversized plan to 8 1/2" x 11".		

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