



**COMMUNITY & ECONOMIC  
DEVELOPMENT**  
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## WIRELESS COMMUNICATIONS FACILITIES (WCF) PRE-APPLICATION WORKSHEET

**Purpose:** *The purpose of this worksheet is to determine which permit(s) and/or land use application(s) should be submitted for a WCF project and whether a specific proposal qualifies as an Eligible Facilities Modification under section 6409(a) of the "Spectrum Act".*

**Fee:** None.

### I. Project Information:

**Applicant's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Wireless Provider:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Description of Proposed Project** (*Example: Replacing 6 antennas on existing attached concealed facility on water tower*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### II. Building & Electrical Permit Questions:

*The questions below will help determine if Building and/or Electrical permits will be required for the project.*

**A. Are any new structures proposed?** (equipment building/ cabinet, foundation(s), tower, etc.)

Yes       No

If yes, describe scope of the new construction in detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Are any additional gravity or wind loads proposed?** (additional arrays or bigger, heavier antennas not accounted for in original tower design, etc.)

Yes       No

If yes, describe new loads in detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<i>OFFICIAL USE ONLY</i>		
<i>Building Permit Required:</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Staff Initials</i> __		

**Are any new circuits or wiring proposed?** (new or relocated antenna head, wiring to new equipment cabinets/buildings etc.)

*Yes*                       *No*

If yes describe new circuit or wiring in detail:

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<i>OFFICIAL USE ONLY</i>		
<i>Electrical Permit Required:</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Staff Initials</i> __		

**IF YOU ANSWERED “NO”:**

To all of the questions in sections A, B, and C, Building and Electrical permits may not be required for the project.

**IF YOU ANSWERED “YES”:**

To any of the questions in sections A, B, and C, a determination about Electrical and/or Building permit requirements will be made based on the detailed descriptions you provided.

**III. Land Use/Zoning questions:** *(for Eligible Facilities Modifications, skip ahead to Section IV)*

**A. New Facility Project: Does project include the siting or construction of a new WCF facility?**

*Yes*                       *No*

**B. Existing Facility Project: Is project at an existing WCF Site?**

*Yes*                       *No*

1. **If yes, describe existing facility** (example: Concealed attached WCF on water tower)

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**2. Maintenance or Repair Project:**

**a. Is this a maintenance and repair project that meets the following criteria?**

“Maintenance and repair of existing antennas and/or feed lines, where the model, type, mechanical and electrical specifications, size and number remains the same.”

Yes       No

*\*Please note that if the project does not exactly meet the criteria above it is considered an upgrade project. See following upgrade project questions below.*

**b. If yes, provide detailed description of project.**

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**c. If maintenance/repair project, respond to the following questions:**

- Describe if and how colors and materials will be the same or different than existing devices.

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- Describe how any maintenance/repair project devices will continue to be concealed from view. (Example: Paint colors and/or materials will be same, screening method will be same, etc.)

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**3. Existing Facility Upgrade Project:**

A project is a facility upgrade if it does not meet the criteria of a maintenance/repair project as described above and instead involves improving equipment by adding or replacing components.

**a. Is project an upgrade to an existing facility?**

Yes       No

**b. Type of Project:** If a facility upgrade project, identify any of the following descriptions that apply (Respond “yes” or “no” to any of the following that apply):

- Antenna element replacement:     Yes       No

- Antenna element combining:     Yes       No

- Modifications to equipment enclosures including cabinets, shelters, pedestals and other similar structures:     Yes       No

- Modifications to devices within equipment enclosures necessary for the transmission and/or reception of wireless communication signals:

Yes       No

- Other (describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. **Project Description:** If a facility upgrade project, provide a detailed description of the project. All changes to the facility need to be itemized and match any drawings submitted.

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- d. **Aesthetic Impact of Project:** If a facility upgrade project, describe how the project does or does not impact the aesthetic appearance of the facility (Specifically describe how any upgraded devices will be concealed from view by noting where size, material or color of upgraded components are different than existing devices. Type I Site Plan Review Application may be required if project has significant aesthetic impact.)

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WCF Type I Site Plan Review Required:     Yes                       No                      Staff Initials\_\_

**IV. Eligible Facilities Modification questions:**

- A.** The proposed modification to a “tower” or “base station” meets at least one of the three threshold criteria below for an *eligible facilities request*. Check all that apply.

- \_\_\_\_\_ Collocation of new “transmission equipment”  
\_\_\_\_\_ Removal of new “transmission equipment”  
\_\_\_\_\_ Replacement of “transmission equipment”

- B.** Is this a modification to an existing, previously approved “existing facility”?

\_\_\_\_\_ No (*If no, this project does not qualify under Section 6409(a) and it is not necessary to complete the remainder of this form.*)

\_\_\_\_\_ Yes (*If yes, provide documentation with permit application of existing approvals, including but not limited to, permit numbers and approval documentation, SEPA determination date, property owner authorization, etc.*)

- C.** Is the proposed modification a *substantial change* as defined in 6409(a)? To determine, fill in the appropriate information below. *If the application does not meet any of the criteria listed below, then the project does not qualify under Section 6409(a) and it is not necessary to complete this form.*

**Height:**

\_\_\_\_\_ “Tower” outside of the right-of-way.  
“Height” increased by no more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 ft., whichever is greater.

Existing height: \_\_\_\_\_ ft. Proposed Height: \_\_\_\_\_ ft.

**OR**

\_\_\_\_\_ “Tower” in the right-of-way and all other “eligible support structures”.  
“Height” increased by no more than 10% or 10 ft., whichever is greater.

Existing height: \_\_\_\_\_ ft. Proposed Height: \_\_\_\_\_ ft.

**Addition of appurtenances:**

\_\_\_\_\_ “Tower” outside of the right-of-way.  
Appurtenance protrudes no more than 20 ft from the edge of the tower or the width of the tower structure at the level of appurtenance, whichever is greater.

Existing protrusion: \_\_\_\_\_ ft. Proposed protrusion: \_\_\_\_\_ ft.

**OR**

\_\_\_\_\_ “Tower” in the right-of-way and all other “eligible support structures”.  
Appurtenance protrudes from the edge of the structure no more than 6 ft.

Existing protrusion: \_\_\_\_\_ ft. Proposed protrusion: \_\_\_\_\_ ft.

**Cabinets:**

\_\_\_\_\_ “Eligible support structures”  
If cabinets already exist, proposal installs the standard number of cabinets for the technology involved, not to exceed four cabinets?

Type of technology: \_\_\_\_\_

Number of equipment cabinets required for the technology: \_\_\_\_\_

Total number of cabinets proposed: \_\_\_\_\_ cabinets (may not exceed 4 total)

**OR**

\_\_\_\_\_ “Tower” in the right of way and base stations with no cabinets:  
Proposal does not add any cabinets if no cabinets presently exist.

Number of proposed cabinets: \_\_\_\_\_

**OR**

\_\_\_\_\_ “Tower” in the right of way and base stations with existing cabinets:  
If there are existing cabinets, new ground cabinets do not exceed 10% larger in height or overall volume than any other ground cabinets associated with the structure.

Size of largest existing cabinet(s): Ht.: \_\_\_\_\_ Volume: \_\_\_\_\_

Size of proposed cabinet(s):

Ht.: \_\_\_\_\_ % Change: \_\_\_\_\_ Volume: \_\_\_\_\_ % Change: \_\_\_\_\_

**Excavation** (check which applies):

\_\_\_\_\_ Project does not entail any excavation or deployment outside the current “site.”

\_\_\_\_\_ Project includes excavation or deployment outside the current “site.”

**Concealment** (check which applies):

\_\_\_\_\_ Project does not defeat the concealment (concealed or stealth-designed facilities) elements of the “eligible (existing) support structure.”

\_\_\_\_\_ Project defeats the concealment elements of the “eligible support structure.”

**Project Conditions** (check which apply):

\_\_\_\_\_ Project meets all existing, underlying Conditions of Approval. If applicable, provide conditions of approval from the underlying approval(s) to ensure compliance with the conditions associated with the original approval, including siting approval of the construction or modification of the “eligible support structure” or “base station.”

\_\_\_\_\_ Project does not meet existing, underlying Conditions of Approval.

# WCF Project Pre-Application Worksheet Submittal Requirements

The following materials must be submitted. Additional information may be requested.

## REQUIRED SUBMITTAL INFORMATION TO ACCOMPANY WORKSHEET

Number of Copies	Materials
3 copies	<b>Completed WCF Project Pre-Application Worksheet</b>
3 copies	<p><b>Site Plan/Drawings (11 x 17)</b></p> <p><u>Projects at Existing WCF Sites Must Show:</u></p> <p><b>1.) Facility Plan identifying:</b>            ---All site components with location(s) of proposed modifications identified on drawings (including dimensions)</p> <p><b>2.) Drawings/Diagrams/Elevation Sheets identifying:</b>            ---Screening method applied to all new or upgraded equipment (including any changes to size, materials or colors that help to ameliorate potential impacts to the aesthetics of the facility)</p>