



# Wireless Communication Facilities (WCF) Supplemental Checklist

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Applicant	<b>REQUIREMENTS FOR ALL APPLICATION SECTION A</b>  Requirements for all applications. A lease agreement with accurate and up to date information for the property owner may be submitted in place of the property owner information required as a part of TCC 20.60.030. In addition to TCC 20.60.030, the following information shall be submitted as part of the application for all WCFs subject to this chapter:	Staff
	1. Identification of all service providers using the facility;	
	2. If the applicant is not the owner or person in control of the structure or site, an attestation that the owner or person in control of the eligible support structure or site has consented to the proposed WCF or modification. If the WCF or eligible support structure is to be located within a public rights-of-way, the applicant must also attest that the applicant has authorization to install, maintain, and operate transmission equipment in, under, and above the public rights-of-way;	
	3. An attestation that the permittee will comply with existing structural, electrical, and safety codes, and a description of the general structural capacity of the new WCF and associated structure upon which the WCF is to be attached or the general structural capacity of the proposed modification, if applicable;	
	4. If the applicant proposes a modification requiring alteration to an eligible support structure, excavation, installation of new equipment cabinets, or other activities impacting or altering the land, existing structures, fencing, or landscaping, the applicant must submit a detailed site plan and drawings, showing the point of true north, and an appropriate scale depicting:	
	a. The location, elevation, and dimensions of the existing, proposed for collocation, modification, or replacement structures, transmission equipment, and equipment cabinets, as applicable;	
	b. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and	
	c. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.	
	5. If the applicant proposes a modification that will protrude from the edge of a non-tower structure, record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the structure at the location of the proposed modification;	
	6. Copies of the land use or building permit approval that authorized the original installation of any existing tower or structure, or any subsequent approval(s) granting modifications, if applicable;	
	7. If new generators, or any other noise producing equipment components are being proposed, an assessment of noise that shows compliance with County and state noise standards; and	
	8. A stamped report by a state of Washington registered professional engineer, or a verified statement from a qualified radio frequency engineer, demonstrating or assuring that the site will be in full compliance with federal radio-frequency emissions standards for wireless facilities.	



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Applicant	<b>ELIGIBLE FACILITIES REQUEST SECTION B</b>  The application for an EFR shall not require the applicant to demonstrate a need or business case for the proposed modification or collocation. In addition to A, a complete application for an administrative SUP for an eligible facilities request includes:	Staff
	1. A detailed explanation of how the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act, 47 U.S.C § 1455(a), and 47 C.F.R. § 1.6100.	
	2. A detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete, and particularly, how concealment or stealth will be extended with the modification. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure. The applicant may substitute alternate documentation and analysis if, in the reasonable discretion of the County, it provides similar detail and description of the proposed modification as set forth in this subsection.	
Applicant	<b>WIRELESS COMMUNICATION FACILITIES (WCF) INCLUDING SWFS SECTION C</b>  Wireless Communication Facilities (WCF) including SWFs. Applications for SWFs may be submitted in batches of applications. In addition to the application materials delineated in subsection A of this section, a complete application for a SUP for a WCF (including SWFs) includes:	Staff
	1. A description of compliance with the applicable design and performance standards set forth in TCC 20.33.130. This includes, but is not limited to:	
	a. A scaled site plan clearly indicating, to the extent applicable, the location, type and height of the proposed facility or collocation, on-site land uses and zoning, adjacent land uses and zoning, comprehensive plan classification of the site, proposed means of access, setbacks from property lines, spacing between tower(s) and other structures, elevation drawings of the proposed tower and any other structures, topography of the site, and proposed parking;	
	b. Legal description of the parent tract and leased parcel, if applicable;	
	c. A landscape plan showing specific landscape materials, if applicable;	
	d. Method of fencing, the finished color, and the method of camouflage and illumination, if applicable;	
	e. If new equipment cabinets, generators, or any other ground equipment components are being proposed:	
	i. A description of the method of concealment of equipment components, such as: whether such components will be located within an existing building, within an architecturally compatible addition to an existing building, or within a new building which is architecturally compatible with other buildings on the site and adjoining properties; located underground; or within an equipment cabinet or shelter; and	



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	ii. If equipment is proposed to be concealed within an equipment cabinet or shelter that will be located aboveground (and not mounted on or within the structure itself), a description of the landscaping and screening, if technically feasible; and	
	2. A description of compliance with the additional requirements in this chapter for collocating and for special uses subject to a Type III review, if applicable.	
<b>Applicant</b>	<b>NEW TOWERS SECTION D</b>  In addition to the application materials delineated in subsection A and C of this section, a complete application for a SUP for a new tower includes:	<b>Staff</b>
	1. An attestation from the applicant as to whether construction of a new tower will accommodate collocating of additional WCFs for other service providers.	
	2. For information purposes only and to assist the County in understanding the expected benefits of the site, but not to be considered as the criteria for approval, include an explanation of how the proposed new tower at the proposed location is necessary to either fill a significant gap in service, to introduce new services, to densify a network, or to otherwise improve service capabilities. Include applicable coverage maps, data, or documentation.	
	3. A description of the lack of suitability of the use of existing facilities, including towers or other structures to provide the services through the use of the proposed new tower.	
	4. Photo simulations of the proposed tower from adjacent residential properties and rights-of-way at varying distances; and	
	5. A statement in a form approved by the County attorney signed by the WCF applicant and the property owner of the proposed site agreeing:	
	a. To the collocation of additional wireless service providers on the applicant's structure or within the same site location;	
	b. That the applicant will remove all facilities and related equipment if the site is abandoned as a result of discontinued use for six months; and	
	c. That if the applicant fails to remove the facility within ninety days after notice of abandonment by the County, responsibility for removal shall fall upon the landowner (see TCC 20.33.180).	
	<b>THIRD-PARTY RADIO FREQUENCY EMISSION REVIEW</b>  The County may submit the applicant's materials to a third-party RF professional for review, as may be reasonably deemed necessary by the County to determine compliance with this chapter and federal regulatory requirements.	
	<b>FEE</b>  Every application made under this section must be accompanied by an application fee, which will be set by the Board of County Commissioners in its unified fee schedule, to reimburse the County for the costs of reviewing the application, including any third-party review required by the County.	



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	Permits for WCFs that attach to County structures (such as a utility pole), or are located within the County rights-of-way, may be subject to additional fees related to the attachment and use of property owned or controlled by the County.	
	<p style="text-align: center;"><b>WAIVER OF SUBMITTAL REQUIREMENTS</b></p> <p>The approval authority or their designee may waive any submittal requirement upon determination that the required submittal, or part thereof, would prohibit or have the effect of prohibiting wireless communications. It is the intent of the County that waivers authorized under this section will only be used in rare occasions based upon unique, site specific factors. A waiver, to be effective, must be in writing and signed by the approval authority.</p>	