



City of Bothell™

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

SMALL WIRELESS FACILITIES (SMALL CELL)

Submit your application online at www.MyBuildingPermit.com. Online application is required.

38B

This submittal checklist identifies minimum application elements necessary for the City of Bothell to accept the application.

Small wireless facilities and small wireless network (small cell) are defined per 47 CFR 1.6002(l):

Small wireless facilities, consistent with § 1.1312(e)(2), are facilities that meet each of the following conditions:

- (1) The facilities—
 - (i) Are mounted on structures 50 feet or less in height including their antennas as defined in § 1.1320(d); or
 - (ii) Are mounted on structures no more than 10 percent taller than other adjacent structures; or
 - (iii) Do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
- 2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of “antenna” in § 1.1320(d)), is no more than three cubic feet in volume;
- (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
- (4) The facilities do not require antenna structure registration under part 17 of this chapter;
- (5) The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
- (6) The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in § 1.1307(b).

APPLICANT INFORMATION	PRIMARY CONTACT INFORMATION
Applicant Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____	Contact Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____
<i>All telecommunication carriers and service providers engaged in the business of transmitting, supplying, or furnishing telecommunications service of any kind originating or terminating in the City of Bothell shall apply and obtain a Business License from the City pursuant to Chapter 5.04 of the Bothell Municipal Code.</i>	
CONTRACTOR INFORMATION	STRUCTURE OWNER CONTACT INFORMATION
Business: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____ State License #: _____ Bothell Business License: _____	Owner Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____

GENERAL INFORMATION

Does the Applicant have a Franchise? Yes No .

- *If no, please execute the template small wireless facility franchise agreement or contact the City to discuss the terms. Please note that the template small wireless facility franchise agreement will not be modified without a tolling agreement.*
- *If yes, provide ordinance number of existing Franchise agreement: _____*

Does the Applicant propose to install facilities on City-owned poles? Yes No .

Does the Applicant have a Master Lease Agreement for usage of City-owned poles? Yes No .

If the applicant has not executed a master lease agreement, please contact the City for the master lease agreement. Please note that the template master lease agreement will not be modified without a tolling agreement.

Number of proposed small wireless facilities: _____.

Number of proposed small wireless facilities on existing poles: _____.

Number of proposed small wireless facilities on replacement poles: _____.

Number of proposed small wireless facilities on new poles: _____.

Are there any proposed small wireless facilities that need Community Development Department review consistent with BMC 12.11.150? Yes No .

APPLICANT OR AUTHORIZED AGENT (IF AN AGENT, SUBMIT AUTHORIZING DOCUMENTATION)

Print Name: _____ Date: _____

Applicant's Signature: _____

SMALL WIRELESS FACILITY SUBMITTAL REQUIREMENTS:

Applicant can batch multiple small wireless facility sites in one application, however, you are encouraged to batch the small wireless facility sites within an application in a contiguous service area. Please organize the submission based on existing poles and structures or new poles/new structures.

	Applicant	Staff
<input type="checkbox"/>	Personal Wireless Services fee due at submittal. See Land Use and Planning Fees form C. Staff time will be accounted for hourly and remaining monies, if any, will be refunded upon final of the project.	<input type="checkbox"/>
<input type="checkbox"/>	Are the wireless facilities proposed with this submittal located in the right-of-way or on private property? _____	<input type="checkbox"/>
<input type="checkbox"/>	Development Review Billing form D.	<input type="checkbox"/>
<input type="checkbox"/>	Certificate of insurance with CG 2012 meeting City requirements to be provided prior to issuance of permit(s), if not included at submittal	<input type="checkbox"/>
<input type="checkbox"/>	Itemized cost estimate for any work in City right of way and/or sidewalk area.	<input type="checkbox"/>

<input type="checkbox"/>	<p>A completed application for all related permits and approvals including right-of-way placement permit application under Chapter 17.24 BMC if the small wireless facility is to be located within a public right-of-way or building permit application per submittal checklist 37.</p> <ul style="list-style-type: none"> Small wireless facilities installed pursuant to a small wireless facility permit may proceed to install the approved small wireless facilities without the need for an additional right-of-way use permit if construction is commenced within thirty (30) days of approval by providing email or written notice to the Director. Facilities approved in a small wireless permit in which installation has not commenced within thirty (30) days of the approval of a small wireless facility permit shall apply for and be issued a right-of-way use permit to install such small wireless facilities in accordance with the standard requirements of the City for use of the right-of-way. 	<input type="checkbox"/>
<input type="checkbox"/>	<p>Owner approval of installation.</p> <p>The applicant must show written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards from the pole owner, unless the pole owner is the City. 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 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.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>If the application is for a new or replacement light pole, then you must provide a photometric analysis for each new or replacement light pole.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Locational maps including:</p> <ul style="list-style-type: none"> A vicinity map showing the location of the proposed wireless communication facility (WCF) and the location of any WCFs of the licensed carrier within the service area when applying the siting hierarchy in BMC 12.11.065. A map depicting the area immediately around the proposed site, showing the zoning designation of the subject property and of all adjacent properties 	<input type="checkbox"/>
<input type="checkbox"/>	<p>The application shall provide specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement, or new poles, towers, existing buildings and/or other structures. Ground mounted equipment, conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Indicate power source location</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>A statement of whether excess space will be incorporated into the design and configuration of the structure or building, whether excess space will remain after installation of the proposed WCF, and whether such excess space shall be leased</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>A description of the proposed support structure or building upon which the WCF is proposed to be located, and the technical reason for the design and configuration of the WCF</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Any application for a small wireless facility located in the right-of-way adjacent to a parcel zoned for residential use shall demonstrate that it has considered all of the following:</p> <ol style="list-style-type: none"> 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 that is not in front of the same residential parcel. 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. 	<input type="checkbox"/>

<input type="checkbox"/>	Color photographs of the existing site, and computer generated color photographs depicting the proposed WCF incorporated into the site. At least one color photosim shall be provided depicting the site from the north, south, east and west from pedestrian eye height (60-inch) from both the adjacent and opposite side of the right-of-way.	<input type="checkbox"/>
<input type="checkbox"/>	Regulatory authorization. Issuance of the Use Permit for the facilities shall also be contingent upon the applicant's provision of proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.	<input type="checkbox"/>
<input type="checkbox"/>	Radio Frequency ("RF") Certification. The applicant shall submit a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the WCF, including small wireless facility deployments, 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 facility and associated wireless backhaul will operate. An existing franchisee applying for a permit for a WCF or a small wireless deployment shall provide an RF certification for all facilities included in the deployment which are to be installed by the Franchisee. If facilities necessary to the WCF are to be provided by another franchisee, the Right-of-Way Use Permit and Franchise to deploy such facilities shall be contingent on submittal of an RF Certification by the other franchisee for any such facilities which produce RF emissions. If such facilities will emit RF emissions, this additional RF Certification shall address the cumulative impact of the RF emissions and certify compliance with federal requirements. The initial franchisee and all implementing Right-of-Way Use Permits shall be contingent on such secondary certification. The applicant or franchisee shall immediately remove or repair any facilities that exceed FCC RF Emission requirements. A modification of a facility by an Eligible Facilities Request requires a new RF certification.	<input type="checkbox"/>
<input type="checkbox"/>	Construction plan including plan view and elevation drawings, drawn to scale, containing the following:	<input type="checkbox"/>
<input type="checkbox"/>	The construction drawings shall depict 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 250 feet from the proposed site. The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches, and any other ancillary equipment or construction necessary to construct the small wireless facility.	<input type="checkbox"/>
<input type="checkbox"/>	The location of overhead and underground public utility, telecommunication, cable, water, sewer drainage, and other lines and equipment in the rights-of-way along the proposed route	<input type="checkbox"/>
<input type="checkbox"/>	The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate, and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.	<input type="checkbox"/>
<input type="checkbox"/>	Volume dimensions and calculations documenting compliance with 47 CFR volume restrictions	<input type="checkbox"/>
<input type="checkbox"/>	Elevations for all proposed improvements on the site	<input type="checkbox"/>
<input type="checkbox"/>	A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans are designed to reasonably withstand wind and seismic loads.	<input type="checkbox"/>
<input type="checkbox"/>	Demonstrate compliance with the aesthetic design concealment requirements of BMC 12.11.130.	<input type="checkbox"/>

<input type="checkbox"/> Are there any small cell facilities proposed within the Designated Design District pursuant to BMC 12.11.120? _____ If yes, demonstrate compliance with the concealment element design for the design district established within BMC 12.11.120 and the 2019 Bothell Design and Construction Standards beginning at page 3-32 and Table 3-9(1), including the associated map, and the applicable provisions of the Downtown Design District which creates a well-coordinated, cohesive Downtown experience.	<input type="checkbox"/>
<p>Site Plan. Must be represented by a set of plans within the overall application, designed so that if any single pole is removed from the application, the remaining site plan(s) remain valid. Each pole location site plan set shall include, but is not limited to, the following:</p>	
<input type="checkbox"/> Cover sheet with pole title, name, location, information, and photograph of the proposed location of the pole and a photo simulation of the proposed pole.	<input type="checkbox"/>
<input type="checkbox"/> "Required notes for each set of pole site plans" only if unique to the location and as such cannot be part of the overall sheet notes.	<input type="checkbox"/>
<input type="checkbox"/> 1. Label and dimension site plan and elevation plan, including, but not limited to, the following when applicable: <ul style="list-style-type: none"> a) Key symbols, ROW, property and easement lines, etc. b) Street information including names, curb lines, sidewalks, street amenities, vegetation, existing and proposed utilities c) Structural plans, signed and stamped by a professional structural engineer, for pole and associated foundations, and include depth, diameter, grounding, reinforcing, concrete d) Labeled construction materials, color, finish, etc. e) Pole dimensions and total max height adjacent to grade. Size and dimensions of any ground mounted based equipment (junction boxes, cabinets, etc.) f) Size and dimension of any projection(s) from pole (i.e. antennas, boxes, shielding) g) Proposed voltage, maximum transmission wattage, radio frequency, and microwave expulsion for all equipment associated with each pole, as allowed under FCC regulations, signed and stamped by a certified RF Engineer. 	<input type="checkbox"/>
<input type="checkbox"/> For new poles (including replacement poles) provide exhibit indicating clear zone	<input type="checkbox"/>
<input type="checkbox"/> Provide traffic control plan or sidewalk closure plan, if any closure or work in right of way is proposed	<input type="checkbox"/>
<input type="checkbox"/> Information necessary to determine the intended service area of the WCF	<input type="checkbox"/>
<input type="checkbox"/> Design information including equipment brochures, color and material boards, and dimensional information	<input type="checkbox"/>
<input type="checkbox"/> The director may also require an evaluation by an independent qualified expert regarding the applicant's analysis and the effectiveness of any proposed mitigating measures or programs. Recommendations regarding the least intrusive means for closing a significant gap in coverage prevention of an effective prohibition of service shall be included;	<input type="checkbox"/>
<input type="checkbox"/> Recognizing that small wireless technology is rapidly evolving the director is authorized to promulgate and publish standards for the technological and structural safety of City owned light, traffic, and other structures and to formulate and publish applications question for use when an applicant proposes to attach to or replace a City-owned structure	<input type="checkbox"/>

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| <input type="checkbox"/> | Any application for a small wireless permit that contains an element not exempt from SEPA review shall simultaneously apply under Chapter 43.21C RCW and Chapter 14.02 BMC. Further, any application proposing small wireless facilities in Shoreline Management Zones (pursuant to Title 13 BMC) or in Critical Areas (pursuant to Chapter 14.04 BMC) must indicate that the application is exempt or comply with the review processes in such codes. | <input type="checkbox"/> |
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A small wireless facility permit shall not be required for replacing equipment within the equipment enclosure or reconfiguration of fiber or power to the small wireless facility. However, routine maintenance, repair, or replacement shall comply with Chapter 17.02 BMC and the Bothell Standards, including the general standards applicable to the use of the rights-of-way described in Title 17 BMC.

Small wireless facilities must be maintained in safe and working condition. You shall be responsible for the removal of any graffiti or other vandalism and shall keep the site neat and orderly, including but not limited to following any maintenance or modifications on the site.

Post-Construction As-Builts. Within thirty (30) days after construction of the small wireless facility, the grantee shall provide the City with as-builts of the small wireless facilities demonstrating compliance with the permit and site photographs.

Permit Time Limit. Construction of the small wireless facility must be completed within six (6) months after the approval date by the City. The grantee may request one (1) extension to be limited to three (3) months, if the applicant cannot construct the small wireless facility within the original six (6) month period.

Prior to Permit Issuance the following will be required:

- Performance Bond (on City bond form) for 120% of cost estimate (\$1,000 minimum)
- Certificate of Insurance for personal property and public liability (\$1,000,000) naming the City of Bothell as additional insured ***the certificate MUST state the project name and/or permit number and be submitted on a CG 2012 form.**
- Provide a completed Certificate of Liability Insurance (COLI) form
- Provide a completed Instructions for Liability Insurance Requirement (LIR) form
- State Contractors License verified
- City of Bothell business license