



WIRELESS COMMUNICATION FACILITY

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

Select application type: Land Use > Any Project Type > Use Approval > Wireless Communication Facility - WCF

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A WCF permit shall be required prior to the construction or installation of each new WCF as required per BMC 12.11.050. Maintenance of existing facilities, including replacement of antennas and other equipment, will only require a building permit per BMC 12.11.050. This submittal checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted. The City may take up to 28 days to make a completeness determination, per BMC 11.06.003.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal.

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

General Requirements:

- | Applicant | Staff |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| L <input type="checkbox"/> Copy(s) of the recorded legal description of the existing property(s) boundary(s) and dimension of property and/or legal description of the site for all applications, as required by the applicable development regulations. | <input type="checkbox"/> |
| <input type="checkbox"/> Development Review Billing form (form D) | <input type="checkbox"/> |
| <input type="checkbox"/> Application fee due at submittal: see Land Use and Planning Fees form C..... | <input type="checkbox"/> |
| <input type="checkbox"/> Notes from pre-application meeting (pre-application meeting required prior to WCF application per BMC 11.06.001) | <input type="checkbox"/> |
| L <input type="checkbox"/> Location maps, including: | |
| <input type="checkbox"/> A vicinity map showing the location of the proposed Wireless Communication Facility (WCF) and, when applying the siting hierarchy in BMC 12.11.065, the location of any existing WCFs of the licensed carrier within the service area. | <input type="checkbox"/> |
| <input type="checkbox"/> 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"/> Color photographs of the existing site, and computer generated color photographs depicting the proposed WCF incorporated into the site (photosimulations, or photosims) showing sight lines for the proposed WCF. Said sight lines shall graphically depict the level of visibility of the WCF as viewed from adjacent public rights-of-way. At least one color photograph and one color photosim shall be provided depicting the site from the north, south, east and west, or as determined by the Director at the pre-application meeting. | <input type="checkbox"/> |
| L <input type="checkbox"/> A description of the support structure or building upon which the WCF is proposed to be located, and the technical reasons for the design and configuration of the WCF. | <input type="checkbox"/> |
| L <input type="checkbox"/> 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. | <input type="checkbox"/> |
| L <input type="checkbox"/> Information necessary to determine the intended service area of the WCF..... | <input type="checkbox"/> |
| L <input type="checkbox"/> Design information, including equipment brochures, color and material boards, and dimensional information | <input type="checkbox"/> |
| L <input type="checkbox"/> The FCC license for the facility. | <input type="checkbox"/> |
| L <input type="checkbox"/> Structural calculations for antennas..... | <input type="checkbox"/> |
| L <input type="checkbox"/> Soils compaction analysis for structures being placed on ground..... | <input type="checkbox"/> |

Applicant

Staff

- L All easements on or adjacent to WCF location.....
- L Distance from the proposed WCF to property lines, easements and other buildings on the site.....
- L Proposed testing procedures of WCFs as outlined in BMC 12.11.120 and 12.11.130
- L Description of how the WCF will meet the security requirements of BMC 12.11.140

Site plan, drawn to scale, depicting the proposed and existing improvements on the property. The site plans shall include drawings which include a plan view and elevations, and contain the following information:

Applicant

Staff

- L Site plans shall include:
- Dimensions and shape of the lot, and street names
 - Location and dimensions of existing and proposed improvements, buildings and structures, including setbacks and elevations
 - Circulation. Adjacent street improvements, curb cut locations for ingress and egress, and parking layout in accordance with Chapter 12.16 BMC; provided, however, that the requirements of BMC 12.16.090, Pedestrian Circulation and Access, shall not apply to WCFs
 - Existing and proposed landscaping, including the location of significant trees with a caliper diameter exceeding eight inches as measured four feet above grade
 - Existing watercourses, critical areas, utility fines, easements, deed restrictions, rockeries, and other built or natural features restricting use of the subject property
 - Preliminary grading plan depicting proposed and existing grades at 5 foot contours, if grading is proposed .
 - Storm drainage, sidewalks and exterior lighting

Environmental documents, if applicable.

If critical Areas are located on or adjacent to the area to be altered, the following are required:

Applicant

Staff

- L Necessary information for review of environmental impacts, in accordance with BMC Title 14, Environment
- L SEPA Checklist
- L A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property)
- L A Stream Delineation and Assessment Study (if streams located on or adjacent to the subject property)
- L A Geological Hazards Report (soils report) (if steep slopes present on subject property)
- L A special flood report prepared by a licensed engineer, (if the site is within a Frequently Flooding Area).....

If any changes to utilities or roadways are proposed the following are required:

Applicant

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- L Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades
- L Proposed public improvements, including proposed public right-of-way, sidewalk, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines.
- L Road width and turning radii.....

NOTE: The above list is intended to assist an applicant in providing minimum information required for the City of Bothell to begin consistency review of a Wireless Communication Facilities Land Use permit for a WCF. Other items may be required to be submitted for a permit application to be determined consistent. The applicant is responsible for all notification (for Type I permits posting only, and for all types posting, publishing, mailing and other methods) as required by Title 11, Administration of Development Regulations.