



Submittal Requirements

2/10/2014

Wireless Communication Facilities (WCF) Permits

WCF in Right of Way: Installation of a new or modification of an existing wireless communication facility (includes associated equipment) within the public right of way. Requires separate Right of Way Use Permit. May also require a separate Administrative Conditional Use or Conditional Use and/or Electrical Permit. May or may not include SEPA. **(CA)**

WCF on Private or Public Property*: Installation of a new or modification of an existing wireless communication facility (includes associated equipment) on private or public property or a temporary facility. May include clearing & grading review. Requires building plan review. May require a separate Land Use Exemption, Administrative Conditional Use or Conditional Use and/or Electrical Permit. May or may not include SEPA. **(CD)**

Site Address: _____	Date: _____	
FOR OFFICE USE ONLY: This section to be completed prior to application submittal by the planner in the Permit Center.		
Planner: _____ <input type="checkbox"/> Include clearing & grading work in this permit (Over 1,000 square feet of clearing; over 50 cubic yards of grading; over 2,000 sq. ft. of new, replaced, or new plus replaced impervious surface; or work in a Critical Area)	Type of Critical Area: <input type="checkbox"/> Geologic Hazard <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Flood Hazard <input type="checkbox"/> Habitat <input type="checkbox"/> Critical Areas offsite within 100 feet	Also requires a separate: <input type="checkbox"/> Admin. Conditional Use <input type="checkbox"/> Conditional Use <input type="checkbox"/> Land Use Exemption SEPA: Does the WCF include SEPA? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICATION DOCUMENTS: Submit the following number of document copies specified for your application type.

	WCF in ROW	WCF on Private/Public Property
Initial for waiver by City of Bellevue Planner		
This Chart	1	1
Application	1	1
Letter of Property Owner Authorization	1	1
“Bill To” Form	1	1
Site Plan A	4	4
WCF height, diameter, etc. ^A	4	3
Visual screening method and materials	2	3
Structural Support/Connection Plan and Details		3
Criteria Compliance Narrative ^B	1	1
Photo Simulation(s)	1	1

Initial for waiver by City of Bellevue Planner		WCF in ROW with SEPA*	WCF on Private/Public Property
	Construction Stormwater Pollution Prevention Plan (CSWPPP) ^C		3
	Dispersal Map ^D	2	2
	Deployment Plan including existing and proposed sites ^E	2	2
	Service coverage area map (RF Modeling with and without site)	2	2
	Letter of Certification ^F	1	1
	Letter of Compliance with FCC RF Standards	1	1
	Environmental Checklist (if includes SEPA)	3	3
	Land Use Exemption Administrative Conditional Use or Conditional Use Permit	Submit with the WCF if required	
	Other Requirements ^G	Right of Way Use permit	
	Fees	Permit Processing provides current fee information (425-452-4898). Fees are due at submittal; additional fees are due at issuance and fees may be due in monthly billings.	

Footnotes

- ^A Show all associated roof and ground equipment included in the installation. Include co-axial cable and trenching routes.
- ^B If project is not exempt from land use review, provide a written narrative that addresses all requirements in Land Use Code 20.20.195.D.
- ^C If clearing and grading is included in the building permit, a CSWPPP must be submitted with the application. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small Construction projects may be submitted.
- ^D Required for WCF proposed in the public right of way or on City-owned property. Map must show the locations of all existing WCFs by all carriers, either in the public right of way or on City-owned property in residential land use districts, as well as the location of your proposed facility.
- ^E Deployment plan must include all existing sites and all proposed sites in the City and adjacent jurisdictions. If multiple phases of deployment are proposed, entire phasing plan should be provided.
- ^F Letter of Certification by a licensed engineer that the proposed height and equipment comply with the requirements of LUC 20.20.195.D.1 and D.4.d respectively, and describe the search ring as required in 20.20.195.D.2.
- ^G If your wireless application does not require a Conditional Use or Administrative Conditional Use application, please provide the information requested on Sheet #18a, *Supplemental Information Required for Wireless Communication Facility Applications*.
- * State Environmental Protection Act (SEPA) review is not required if the installation:
1. Is a microcell installed on an existing structure (other than a structure containing a residence or school) in any land use district; OR
 2. Is attached to an existing structure (other than a structure containing a residence or school) and the structure is located in a non-residential land use district; OR
 3. Is attached to a new WCF support structure less than 60 feet in height and the structure is located in a non-residential land use district.

Note: Every installation proposed within a critical area, as designated under the Growth Management Act (RCW 36.70A.060) requires SEPA review.

Please Note

The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, flood plains, and geological hazard areas), additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711.