



What is an Eligible Facilities Modification?

Eligible Facilities Modification. Any proposed modification of an existing eligible support structure that does not substantially change the physical dimensions of that eligible support structure which the applicant asserts is subject to review under Section 6409 of the Spectrum Act, and which involves collocation of new transmission equipment; removal of transmission equipment; or replacement of transmission equipment.

What is a substantial change?

Substantial Change. A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

- a. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten feet, whichever is greater;
- b. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the Tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;
- c. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;
- d. It entails any excavation or deployment outside the current site;
- e. It would defeat the concealment elements of the eligible support structure; or
- f. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified in paragraphs (a) – (d) of this section.
- g. For purposes of this section, changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act.

If your project meets the criteria of a wireless eligible modification, the following information will need to be gathered prior to applying for a wireless eligible facilities application:

1. Project Title
2. Project description (provide a detailed description of what the modifications existing of)
3. Current Property Owner (site) and mailing address
4. Applicant Information-name and contact information (phone and email). Provide the Legal/dba Names, mailing address, Washington State Tax No.
5. Contractor name, address, contact information (phone and email) state and city business license numbers.
6. Registered design professional name, address, and contact information (phone and email).
7. Site Information including all site addresses and the assessor's tax parcel number.
8. The person/corporation in control of the support structure.
9. The height and width of the existing support structure. If the structure is over 75' in height a structural observation will be required.
10. Proposed height and width of the existing support structure after modification.
11. Indication if the support structure or facilities has any restrictions or requirements including any concealment requirements imposed by the City.
12. Indication of any proposed modification(s) that require excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site.
13. Value of construction: The value of construction shall include prevailing fair market value of all labor, materials, and equipment.

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so may result in cancellation of the application.

Eligible Document. An assertion from the applicant that that proposed eligible facilities modification is subject to review under the Section 6409 of the Spectrum Act.

Owner Attestation Document. An attestation from the owner or the person in control of the eligible support structure and/or site has consented to the proposed modifications.

FCC Compliance Document. Provide a signed statement from a qualified person representing the antenna support structure's owner or owner's agent, together with his or her qualifications, that certifies that the radio frequency (RF) emissions from the antenna array(s) comply with FCC standards. The statement shall also certify that both individually and cumulatively, and with any other facilities located on or immediately adjacent to the proposed facility, the replacement antenna complies with FCC standards.

Copies of Land Use Approval document. Provide a copy of the underlying land use approval document for the siting of the tower or base station proposed to be modified. If you need to request a copy, you may make a public records request on the City of Olympia’s website at: [https://public-olympiawa.mycusthelp.com/WEBAPP/rs/\(S\(x4mur3dgsabvxfmh3hff3lmm\)\)/supporthome.aspx?sessionID=1982393266XQHZINDFRFMZEOPXUNSQJCTXDCCNUO&lp=4](https://public-olympiawa.mycusthelp.com/WEBAPP/rs/(S(x4mur3dgsabvxfmh3hff3lmm))/supporthome.aspx?sessionID=1982393266XQHZINDFRFMZEOPXUNSQJCTXDCCNUO&lp=4)

Certificate of Conformance Document. Statement from the applicant certifying that the proposed modification project conforms to any restrictions or requirements of the City.

Record Drawings. If the proposal results in an increase in height or width of the support structure, record drawings, as-built plans or the equivalent as:

- A. Original constructed and approved by the City or other applicable zoning or similar regulatory authority or
- B. As the most recent modification that received City approval prior to the passage of the Spectrum Act, whichever height is greater.

Structural Calculations. A technical report by a qualified engineer registered in the State of Washington demonstrating that the eligible support structure with the proposed modifications will comply with applicable structural, electrical and safety codes. The City may retain the services of an independent technical expert to review, evaluate and provide an opinion regarding the applicant’s demonstration of compliance.

Plan Set. That include the following items:

Structural Plans. Plans showing how the proposed work meets the requirements of all applicable building codes. Plans must be designed, stamped, and signed by a qualified engineer registered in the State of Washington.

Visual Simulations. Provide existing and proposed elevations of the modifications on the support structure showing the surrounding area. Provide details of the modifications that may substantially alter the appearance of the structure and note what concealment restrictions are in place.

Detailed Site Plan. A detailed site plan and drawings, showing (a) the location, elevation and dimensions of the existing eligible support structure, (b) the location, elevation and dimensions of the existing transmission equipment, (c) the location, elevation and dimensions of the transmission equipment, if any, proposed to be collocated or that will replace existing transmission equipment, (d) the location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each, (e) any proposed modification to the eligible support structure, (f) the location of existing structures on the site, including fencing, screening, trees, above- and underground utilities, and other significant site features, and (g) 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.

Special Inspection/Structural Observation Schedule. If the proposed work is being done on a structure over 75’ in height a structural observation is required as per 2015 International Building Code section 1704.6.1. Please provide a completed special inspection schedule with all required signatures and the correct special inspection/structural

observation marked. The special inspection schedule is available here, <http://olympiawa.gov/city-services/building-permits-and-inspections/commercial-codes.aspx> see bulletin 06-2016.

Lease Agreement. If the wireless communications facility is located on property that is owned by the City of Olympia, the lease agreement in place is required.

After submitting for this permit, an Electrical Permit is also required. Electrical permit must be accompanied by plans showing how the proposed electrical work meets the requirements of all applicable electrical codes.