



WIRELESS COMMUNICATIONS FACILITIES CHECKLIST

Land use review is required for the following types of projects:

- A. Any change of occupancy of a building from one Building Code group or division of a group to another;
- B. Any new nonresidential and nonagricultural use of land;
- C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and
- D. Any substantial addition to such structure or remodel or substantial revision of the site plan associated with such use.

The following steps are highly recommended before applying for Land Use Review:

- **Presubmission Conference.** Submit for an application for a Presubmission Conference. This is a preliminary meeting with City staff to review a proposed development and to obtain required applications and reports that may be necessary for the review of the project.
- **Pre-Intake Meeting.** Please contact our office at 360.753.8314 when you are ready to submit your project application. City staff will schedule a pre-intake meeting. You will need to bring a USB Drive to the meeting that contains all the electronic files, plans and materials that you have prepared to submit for land use review.

City staff will review the materials to verify that all required plans and associated documents have been prepared. At this meeting, the lead planner will provide a detailed guide sheet to assist you in applying on the City's portal.

PLEASE NOTE: Do not start the application process on the City's portal until you have had a pre-intake meeting.

Land Use Review Application Submittal. City staff will determine whether the application is complete upon your submittal of the application on the City's online application portal. Staff will also confirm applicable application fees and then notify you to make payment. Fees are required to be paid for your application to be considered complete and vested. Payment of the fees can be made through your portal account. Fees totaling more than \$5,000 requires an E-Check. Contact our customer service center if assistance is needed at 360.753.8314.

In addition to the submittal requirements of any subsection below, each applicant for Wireless Communication Facilities (WCF) shall submit:

1. General Information:
 - An affidavit by a radio frequency engineer demonstrating compliance with Section 18.44.080 (Siting Alternatives Hierarchy). If a lower ranking alternative is proposed, the affidavit must address why

higher ranked options are not technically feasible, practical, or justified given the location of the proposed wireless communications facility.

- Four (4) sets (24"×36") of signed and sealed site plans, including antenna support structure elevations, and landscape plans if required, and one (1) letter size copy (8½"×11"), of the foregoing preliminary grading plans may be included on site plans or separately submitted in equal quantities.
- Proof that a property and/or antenna support structure owner's agent has appropriate authorization to act upon the owner's behalf (if applicable).
- A signed statement from a qualified person, together with his/her qualifications, that provides expected radio frequency emissions levels from the antenna array(s), and certifies that these emissions comply with FCC standards not only at ground level below the WCF, but also wherever terrain or placement of buildings could cause exposure. The statement shall also certify that both individually and cumulatively, and with any other existing facilities located on or immediately adjacent to the proposed facility, that the proposal complies with FCC standards.
- Proposed maximum height of the proposed WCF, including individual measurement of the base, the antenna support structure, less the lightning rod.
- Photo-simulated post construction renderings of the completed proposed antenna support structure, equipment cabinets, landscaping, and ancillary structures from a minimum of four (4) locations, to include renderings from the vantage point of any adjacent roadways and occupied or proposed non-residential or residential structures.
- If the proposed WCF is subject to FAA regulation, then prior to issuance of a building permit, a copy of all material submitted by the applicant to the FAA and any such approval if available.
- If the United States Fish and Wildlife Service requires the applicant to submit any information to them concerning the proposed wireless communications facility, the applicant shall also furnish a copy of any material submitted to the United States Fish and Wildlife Service to the City as part of the application package.
- Radio frequency field measurements to determine a base level of the existing RF level.

In order to facilitate the regulation, placement, and construction of WCFs, and to ensure that all parties comply to the fullest extent possible with the rules, regulations, and/or guidelines of the FCC, a written statement by each owner of a WCF or applicant for a WCF agreeing to comply with "Good Engineering Practices" as defined by the FCC in its rules and regulations, certification from the applicant that it complies with FCC regulations regarding susceptibility to radio frequency interference, frequency coordination requirements, general technical standards for power, antenna, bandwidth limitations, frequency stability, transmitter measurements, operating requirements, and any and all other federal statutory and regulatory requirements relating to radio frequency interference (RFI), and shall provide an analysis to determine that the proposed facilities will not cause radio frequency interference with the City's public safety communications equipment and will implement appropriate technical measures, as described in the application requirements for Antenna Element Replacements, to attempt to prevent such interference. In the case of an application for collocated telecommunications facilities, the applicant, together with the owner of the subject site, shall use their best efforts to provide a composite analysis of all users of the site to make such a determination, and will implement such appropriate technical measures to attempt to prevent such interference.

- A map showing the designated search ring.
- For all applications *except* collocations, a radio frequency analysis indicating the coverage of existing wireless communications sites, coverage prediction, and design radius, together with a certification from the applicant's radio frequency (RF) engineer that the proposed network design is intended to improve coverage or capacity potential or reduce interference and the proposed facility cannot be achieved by any higher ranked alternative such as a concealed (stealth) facility, attached facility, replacement facility, collocation, or new antenna support structure.
- Compliance letter from the Olympia Historic Preservation Officer.
- Completed checklist demonstrating compliance with the State Environmental Policy Act (SEPA).

2. Attached, Collocated, and Combined WCFs applications shall also include:

- Certification furnished by a Registered Professional Engineer licensed in the State of Washington that the WCF has sufficient structural integrity to support the proposed antenna and feed lines in addition to all other equipment located or mounted on the structure, yet sufficient structural capacity remains to maintain the facility in compliance with original collocation specifications.
- A signed statement from the antenna support structure owner or owner's agent agreeing to allow the collocation of other wireless equipment on the proposed antenna support structure, if the structure is designed or capable of additional wireless equipment.
- A signed statement from a qualified person, together with his or her qualifications, shall be included that warrants radio frequency 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 proposed antenna complies with FCC standards.

3. Freestanding Concealed or Non-concealed WCFs, and Mitigation of WCFs applications shall also include:

- A report and supporting technical data demonstrating that all antenna attachments and collocations, including all potentially useable utility distribution poles or transmission towers and other elevated structures within the proposed geographic search ring, and alternative antenna configurations have been examined, and found unacceptable. The report shall include reasons that existing facilities such as utility distribution poles and transmission towers and other elevated structures are not acceptable alternatives to a new freestanding WCF. The report regarding the adequacy of alternative existing facilities or the mitigation of existing facilities to meet the applicant's need or the needs of service providers indicating that no existing wireless communications facility could accommodate the applicant's proposed facility shall demonstrate any of the following: No existing wireless communications facilities located within the geographic search ring meet the applicant's engineering requirements, and why; existing wireless communications facilities are not of sufficient height to reasonably meet the applicant's engineering requirements, and cannot be increased in height, existing wireless communications facilities do not have sufficient structural integrity to support the applicant's proposed wireless communications facilities and related equipment, and the existing facility cannot be sufficiently improved; and other limiting factors that render existing wireless communications facilities unsuitable.

- Technical data included in the report shall include certification by a radio frequency engineer or other qualified professional, which qualifications shall be included, regarding service gaps or service expansions that are addressed by the proposed WCF, and accompanying maps and calculations demonstrating (using the hierarchy in Section 18.44.080) the need for the proposed WCF.
- A statement that the proposed facility meets the siting alternatives hierarchy, or alternatively, that concealment technology is unsuitable for the proposed facility. Costs of concealment technology that exceed facility development costs shall not be presumed to render the technology unsuitable.
- The applicant shall provide simulated photographic evidence of the appearance of the proposed WCF from four (4) vantage points including the facility types the applicant has considered and the impact on adjacent properties including: overall height; configuration; physical location; mass and scale; materials and color; illumination; architectural design; and if applicable, the applicant shall provide a statement as to the potential visual and aesthetic impacts of the proposed WCF on all adjacent residential zoning districts.
- Certification furnished by a Registered Professional Engineer licensed in the State of Washington, that the WCF has sufficient structural integrity to accommodate the required and a proposed number of collocations.
- A written statement by a Registered Professional Engineer licensed by the State of Washington specifying the design structural failure modes of the proposed facility, and if applicable, identification of the intended service providers of the WCF.

4. Antenna Element Replacements applications shall also include:

- Any repair or replacement of an existing antenna or antenna array with another of like model, type, and number, and which will not alter the structural integrity of the support structure, shall be exempted from further review provided that a notarized certification shall be submitted by a qualified technician stating that the replacement will not alter the structural integrity of the support structure, and that any changes will not affect electrical specifications.
- For any repair or replacement of an existing antenna or antenna array on a WCF that changes the mechanical or electrical specifications of the WCF, but does not increase the number and/or size of feed lines to the existing WCF, the applicant must, prior to making such modifications, submit the following: written statement setting forth the reasons for the modification; a description of the proposed modifications to the WCF, including modifications to antenna element design, type and number, as well as any additional feed lines from the base of the WCF to such antenna elements; 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; a stamped or sealed structural analysis of the existing WCF prepared by a Registered Professional Engineer licensed by the State of Washington indicating that the existing antenna support structure as well as all existing and proposed appurtenances meets all State of Washington and City of Olympia building code requirements (including wind loading) for the antenna support structure.

- Any repair or replacement of an existing antenna or antenna array on a WCF that changes the mechanical specifications in a manner that increases the number and/or size of feed lines to the existing WCF will be treated as a new collocation.