



WCF SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

All Permits:

- Wireless Communication Facility Permit Application Form
- Building Permit Application Form (if applicable)
- Right of Way Disturbance Application Form (if applicable)
- Application Fees
- Signed Submittal Checklist

Category 1 Permits:

- Written project narrative**, including:
 - Classification of the proposal on the siting preference hierarchy in SMC 14.242.050.
 - Detailed explanation for why the application qualifies as an eligible facilities request, subject to the Spectrum Act.
- Project drawings** illustrating the size, placement, elevation, architectural detail, and character of any existing and proposed structures or improvements.

Category 2 Permits:

- Written project narrative(s)**, including:
 - Description of how the proposal meets the requirements of SMC 14.242.140.
 - Justification from a registered professional electrical engineer licensed in the State of Washington for a lower siting hierarchy tier than Tier 1, if applicable.
- A **site plan** with the following requirements:
 - Maximum dimensions of 24" x 36".
 - Drawn to 1" = 20' or 1"=40' scale.
 - Plan must include a North arrow and the date of preparation.
 - Show location of all structures (existing and proposed), property lines, streets and alleys.
 - Include all dimensions for lots, structures, and setbacks.
 - Show all critical areas and required buffers, if present.
- Project drawings** illustrating the size, placement, elevation, architectural detail, and character of any existing and proposed structures or improvements.

Category 3 Permits:

- Written project narrative(s)**, including:
 - Description of how the proposal meets the requirements of SMC 14.242.140.
 - Justification from a registered professional electrical engineer licensed in the State of Washington for a lower siting hierarchy tier than Tier 1, if applicable.
 - For siting hierarchy Tier 4:
 - Demonstration that facility height is the lowest necessary to meet functional requirements.
 - Description of how the proposal meets the requirements of SMC 14.65.020.B.
- Land Use Application Form

- A **site plan** with the following requirements:
 - Maximum dimensions of 24" x 36".
 - Drawn to 1" = 20' or 1"=40' scale.
 - Plan must include a North arrow and the date of preparation.
 - Show location of all structures (existing and proposed), property lines, streets and alleys.
 - Include all dimensions for lots, structures, and setbacks.
 - Show all critical areas and required buffers, if present.
- Project drawings** illustrating the size, placement, elevation, architectural detail, and character of any existing and proposed structures or improvements.
 - Plans shall include a scaled depiction of the maximum permitted increase in the physical dimensions of the proposed project that would be permitted by the Spectrum Act, using the proposed project as a baseline.
- Critical Areas Review** (if applicable). Refer to Critical Areas Regulations in SMC 14.265.
 - A letter from a qualified professional stating that no wetlands or streams, or their required buffers exist on the site may be submitted in place of a Critical Areas report.
 - A mitigation plan is required if any impacts to Critical Areas or buffers are proposed.
- Flood Elevation Certification** and impact studies (if within special flood hazard area)
- SEPA Submittal** (if applicable)
 - SEPA Checklist
 - Mailing labels and list of all property owners within 300 feet of the subject property
See Adjacent Property Owners List Handout
- Geotechnical report**, (if applicable):
 - Identify the characteristics and capabilities of site soils and landform features
 - Assessment of geologic hazards, if subject to Chapter 14.275 SMC

Application for a **WCF Permit for an Exception from the Standards** shall include all requirements of Category 3 permits, with the following additions:

- The **written project narrative** must include demonstration of how the exception meets the criteria in SMC 14.242.060.C.
- The **site plan** must include:
 - A description of the proposed facility's design and dimensions, as it would appear with and without the exception.
 - Elevations showing all components of the WCF as it would appear with and without the exception.
 - Color simulations of the WCF after construction demonstrating compatibility with the vicinity, as it would appear with and without the exception.

Signature of Owner or Authorized Agent Printed Name Date

Permit Coordinator: _____ Date: _____