



WIRELESS COMMUNICATION FACILITY (WCF) SUBMITTAL STANDARDS

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

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 plans** drawn to scale 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 Washington for a lower siting hierarchy tier than Tier 1, if applicable.
- **Site plan** drawn to scale with the following requirements:
 - North arrow and the date of preparation.
 - Location of all structures (existing and proposed), property lines, streets and alleys.
 - Dimensions for all lots, structures, and setbacks.
 - Critical areas and required buffers, if present.
- **Project plans** 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 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
 - Signed by each affected property owner
- **Site plan** drawn to scale with the following requirements:
 - North arrow and the date of preparation.
 - Location of all structures (existing and proposed), property lines, streets and alleys.
 - Dimensions for all lots, structures, and setbacks.
 - 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 SMC14.265.
 - 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)
- **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 scaled **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.