



DEVELOPMENT SERVICES

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WIRELESS COMMUNICATION FACILITIES BUILDING	37
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A Wireless Communication Facility permit (submittal checklist #38) shall be required prior to the construction or installation of each new WCF, or for an increase or expansion in the number or size of WCF equipment (other than a temporary WCF or other exempt facility as defined in BMC 12.11.035). A WCF application requires a pre-application meeting prior to application.

This submittal checklist should be used for: maintenance of existing facilities, including replacement of antennas and other equipment, which only require a building permit, per BMC 12.11.050, or for the construction of a new WCF monopole or tower (which also require a Wireless Communications Facility permit), or for the construction of WCF equipment enclosures.

This checklist identifies minimum application elements necessary for the City of Bothell to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted.

Applicant: A Permit Technician will confirm each item is included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> The applicable fee (Plan Check fee, + Fire Plan Check fee for new structures) | <input type="checkbox"/> |
| <input type="checkbox"/> Development Review Billing form (Form D) | <input type="checkbox"/> |

Site Plan showing the proposed structure in plan view indicating:

- | Plan Sheet Number | Applicant | Staff |
|-------------------|---|--------------------------|
| _____ | <input type="checkbox"/> North arrow | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Bar scale | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Legal description and parcel number(s) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Property lines | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Title block indicating name, address, phone number of applicant and owner, and property (site) address (contact Development Services for address verification or applications for new addresses prior to intake appointment) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> All present improvements on property | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Distances from the proposed structure to property lines and other buildings on the site . | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Existing and proposed streets surrounding the property | <input type="checkbox"/> |

For new structures also include:

- | | | |
|-------|--|--------------------------|
| _____ | <input type="checkbox"/> Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.); | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> If present, any surface waters within 200 feet of property | <input type="checkbox"/> |

_____ Location of existing and/or proposed easements.....

Construction Plans (drawn to scale, construction plans are to be drawn to 1/8" = 1'):

Plan sheet Number	Applicant		Staff
_____	<input type="checkbox"/>	Structure Elevations	<input type="checkbox"/>
_____	<input type="checkbox"/>	Structure Size.....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Antenna connection to pole or structure details (design from P.E. if over 400 lbs)	<input type="checkbox"/>
_____	<input type="checkbox"/>	Location of all permanently installed equipment such as cabinets, poles, etc.....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Slab details and hold downs if equipment weighs over 400 lbs. (equipment weighing over 400 lbs requires design from licensed P.E.)	<input type="checkbox"/>
_____	<input type="checkbox"/>	Dimension and locations of cabinet(s).....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Weight of equipment	<input type="checkbox"/>

Additional items required:

Applicant		Staff
<input type="checkbox"/>	Structural calculations for equipment, poles, or antennas weighing over 400 lbs	<input type="checkbox"/>

Square footage of Wireless Communication Facilities Building (if applicable): _____

Wireless Communication Facilities Antenna(e)/Equipment Enclosure Valuation: \$ _____