**PROCEDURE OVERVIEW**

The requirements of a Wireless Communications Facility (WCF) Permit pertain to all forms of antenna or building mounted facilities designed and constructed to receive or transmit radio frequency signals carrying wireless communications including primarily, but not limited to, cell phone service and communications to other wireless devices as defined in the Covington Municipal Code.

**I. APPLICATION TYPE**

The procedure for reviewing Wireless Communications Facility (WCF) is dependant on the Type of review required for the proposal. Applications that meet the requirements for a Type 2 or 3 review will follow the outlined procedure. If the proposal meets the requirements for a Type 1 review, then a standard building permit is required. Please note under the submittal requirements additional information that is required for a Type 1 review.

<table>
<thead>
<tr>
<th>Type of WC Facility (3)</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
</tr>
<tr>
<td>Transmission tower collocation</td>
<td>R-4, R-6, R-8, R-18</td>
</tr>
<tr>
<td>Adding antennas to an existing tower</td>
<td>Type 1</td>
</tr>
<tr>
<td>Utility pole collocation</td>
<td>Type 1 (1)</td>
</tr>
<tr>
<td>Concealed building attached</td>
<td>Type 2 (2)</td>
</tr>
<tr>
<td>Nonconcealed building attached</td>
<td>Type 2</td>
</tr>
<tr>
<td>New tower or height modification request</td>
<td>Type 3</td>
</tr>
</tbody>
</table>

Notes:

1. Provided, that the height of the tower does not increase and the square footage of the enclosure does not increase. If the enclosure area is increased it shall be a Type 2 review.
2. An applicant may request to install a nonconcealed building-attached facility under CMC 18.70.110.
3. In the event of uncertainty on the type of wireless facility, the Director shall have the authority to determine how a proposed facility is incorporated into Table 18.70.040(2) and the type of permit required.

**II. PRE-APPLICATION MEETING**

A pre-application meeting shall occur before a Type 2 or a Type 3 Wireless Communications Facility (WCF) Application is submitted. The intent of the pre-application meeting is to provide the applicant comments to the preliminary design of the project.

**III. PLAN REVIEW & ACCEPTANCE**

After a successful pre-application meeting, applicants may submit a formal Wireless Communications Facility (WCF) Application. Within 28 days of receiving the application, Department staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be contacted to provide additional information. Staff may conduct an environmental analysis of the project if subject to the requirements of the State Environmental Policy Act (SEPA). After staff review, a report with recommendations is prepared and forwarded to the Director or the Hearing Examiner, for a final decision.
The materials listed below must be submitted with your application unless specifically waived in writing by the Department. Please contact the Department if you feel certain items are not applicable to your project and should be waived. Staff review will not begin until the application is determined to be complete. All applicants must have a pre-application meeting.

The initial application materials start project review and vest the applicant’s rights. However, they in no way limit the City’s ability to require additional information as needed to establish consistency with development standards.

Department staff is available to answer questions about application materials at (253) 480-2400.

### WIRELESS COMMUNICATION FACILITIES CHECKLIST

<table>
<thead>
<tr>
<th>STAFF USE ONLY</th>
<th>Project Number: ______________________ Application Date: _________</th>
</tr>
</thead>
</table>

RETURN THIS CHECKLIST WITH YOUR APPLICATION

**SUBMITTAL REQUIREMENTS:**
Type 1 Applications shall follow the submittal plan dimensions and requirements associated with the building permit application in addition to the additional information required as part of the WCF application outlined in this checklist.

**PLAN DIMENSIONS AND NUMBER REQUIRED:** (Type 2 and Type 3 applications only)
- □ 2 sets of 24 x 36
- □ 5 sets of 11 x 17
- □ One set of 8½ x 11
- □ 21 sets of 11 x 17 site plan only

Plans shall include the following:
- □ A vicinity map showing location of the site.
- □ Preliminary Surveyed Plan, drawn to a 1” to 20’ or 1” to 30’ scale, with the following information:
  
  *(Use several sheets on one plat base map if necessary to clearly convey the information)*
  
  ◊ North Arrow, graphic scale, date and stamp of the licensed land surveyor
  ◊ Location of existing (dashed lines) and proposed (solid lines) property lines and easements
  ◊ Location of existing structures with setbacks
  ◊ Existing and proposed utilities easements; clearly identify what is proposed and what is existing; provide documentation of existing easement
  ◊ Location of any existing or proposed public trails, parks or other permanent open space on or adjacent to the site
  ◊ Existing significant trees (over 6” dbh) by species (if trees are proposed to be removed)
  ◊ Boundary lines of adjacent lands, whether subdivided or not, indicated by dotted lines for a distance of no less than 300 feet from the external boundary of the subject property; include the adjacent property zoning
## WIRELESS COMMUNICATION FACILITIES CHECKLIST

### CHECKLIST (CONTINUED)

- ◊ Topographical plan showing existing and proposed contours at 2-foot intervals for critical areas and their buffers

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>□</strong></td>
<td>Other information using the preliminary plan as a base map:</td>
</tr>
<tr>
<td></td>
<td>◊ Location and classification of any watercourses, wetlands or other critical areas</td>
</tr>
<tr>
<td></td>
<td>◊ Existing and proposed grades at 2-foot intervals, with slopes in excess of 20% to be clearly identified; all contours shall extend at least 50 feet beyond the subject property</td>
</tr>
</tbody>
</table>

### Type 1

- □ Written description outlining the proposed project and an evaluation of how the proposal meets the City’s code requirements.
- □ Applicants who are not the property owner of record of the land and/or structure on which a wireless communication facility is to be located are required to have the application cosigned by the property owner(s) and provide a signed statement by the property owner(s) and/or building or structure owner(s) (if different) authorizing the submittal of the application by the applicant.
- □ Plan sets prepared by a design professional that include a vicinity map, site map, architectural elevations, method of attachment, proposed screening, location of proposed antennas, and all other information which accurately depicts the proposed project and existing conditions or as otherwise determined necessary by the Director.
- □ Written statement from a radio frequency engineer that demonstrates that the facility meets the Federal Communications Commission requirements for allowed radio frequency emissions.
- □ A vicinity map depicting the proposed extent of the service area.
- □ Critical areas study and proposed mitigation (if required).
- □ If an outdoor generator is proposed, a report prepared by an acoustical engineer demonstrating compliance with Chapter 8.20 CMC, Noise Control.
- □ SEPA Application (if required).

### Type 2

The applicant shall submit all information required for a Type 1 application, plus the following:

- □ Photo simulations that depict the existing and proposed view of the proposed facility.
- □ Data sheet depicting the materials, textures, and colors proposed for use.
- □ Landscaping plan prepared by a Washington State-licensed landscape architect (if required).
- □ Service coverage area map (radio frequency (RF) modeling).
- □ If the facility is located within a residential zone, a report from a radio frequency engineer explaining the need for the proposed wireless communication facility. Additionally, the applicant shall provide detailed discussions on why the wireless communication facility cannot be located within a commercial or industrial/resource zone.
- □ Four (4) sets of mailing labels in 3-column format and electronic database or spreadsheet format file of all property owners within 500 feet of the subject property.
Type 3  Applicant shall submit all information required for Type 1 & 2 applications, plus the following:

- All information required for new towers under CMC 18.70.130 and 18.70.140.
- All information required for a height modification or setback modification request under CMC 18.70.150 and 18.70.160 respectively (if applicable).
- The radio frequency engineer report shall include a discussion of the information required under CMC 18.70.050. The report shall also explain why a tower must be used instead of any of the other location options outlined in the table on the first page of this packet.
- Engineering plans for the proposed tower, including a letter of certification by a licensed engineer that the proposed height and equipment comply with the requirements of this section.
- Evidence that the tower has been designed to meet the minimum structural standards for wireless communication facilities for a minimum of three providers of voice, video, or data transmission services, including the applicant, and including a description of the number and types of antennas the tower can accommodate.
- A graphic simulation showing the appearance of the proposed tower and ancillary structures and ancillary facilities from five points within the impacted vicinity. Such points are to be mutually agreed upon by the Director and applicant. All plans and photo simulations shall included the maximum build-out of the proposed facility.
- Evidence of compliance with Federal Aviation Administration standards for height and lighting and certificates of compliance from all affected agencies. (Ord. 09-12 § 1 (Exh. A))
WIRELESS COMMUNICATION FACILITIES APPLICATION

NAME OF PROJECT/DEVELOPMENT:

LOCATION OF PROJECT/DEVELOPMENT:
Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.

ADDRESS:

ASSESSOR’S PARCEL NUMBER(S):

LEGAL DESCRIPTION(S):

Quarter _____ Section _____ Township _____ Range _____ (This information is on your tax statement.)

PRIMARY CONTACT PERSON □ Applicant
Main contact regarding application, to whom all notices and reports shall be sent.
Name: ____________________________
Address: __________________________
City/State/Zip: _____________________
Phone: ____________________________ Fax: __________________________
E-mail Address: ____________________
Signature: ________________________

PROPERTY OWNER □ Applicant
Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.
Name: ____________________________
Address: __________________________
City/State/Zip: _____________________
Phone: ____________________________ Fax: __________________________
E-mail Address: ____________________
Signature: ________________________

ENGINEER □ Applicant
Company: __________________________
Contact Name: _____________________
Address: __________________________
City/State/Zip: _____________________
Phone: ____________________________ Fax: __________________________
E-mail Address: ____________________

CONSULTANT □ Applicant
Company: __________________________
Contact Name: _____________________
Address: __________________________
City/State/Zip: _____________________
Phone: ____________________________ Fax: __________________________
E-mail Address: ____________________

PROJECT DETAILS

| Total site area | Total area constrained by critical areas | Submerged: ________
|                |                                   | Associated Buffer: ________
|                |                                   | Other: ________

<table>
<thead>
<tr>
<th>Area of Equipment Enclosure</th>
<th>No. of parking stalls</th>
</tr>
</thead>
</table>

Rev. 10/13
Q:\Permit Services\Permit Applications\CURRENT APPLICATIONS\Wireless Communication Facilities 1013

Page 5 of 8
AUTHORIZATION TO ENTER PREMISES

Date: 

Property Owner: 

Project Address: 

Parcel Number(s): 

This authorization to enter premises is hereby granted to the City of Covington, its successors, and assigns for the purpose of conducting field investigations, inspections, studies, surveys, and other activities as deemed necessary by the City of Covington, its successors, and assigns in connection with review of an application for development on the project site noted above made before the City of Covington. This authorization expires: 

Property Owner Signature

Printed Name: 

State of Washington
County of King

I certify that I know or have seen satisfactory evidence that (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: 

Signature: 

Printed Name: 

Notary Public in and for the State of Washington
My appointment expires: 

(Notary Seal or Stamp)

Property Owner Signature

Printed Name: 

State of Washington
County of King

I certify that I know or have seen satisfactory evidence that (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: 

Signature: 

Printed Name: 

Notary Public in and for the State of Washington
My appointment expires: 

(Notary Seal or Stamp)
I/We make the following statements based upon personal knowledge:

1. I am/We are the current owner(s) of the following parcel number(s) that is/are the subject of this application, including all rights-of-way, easements, or other property ownerships which are necessary to fulfill the requirements of the application: ____________________________

2. All statements contained in the application are true and correct to the best of my/our knowledge.

3. The application is being submitted with my/our knowledge and consent.

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this ______ day of ____________, 20____, at ________________________, ________________________.

City State

Signature

Print Name

Address

Phone Number

State of Washington
County of King

I certify that I know or have seen satisfactory evidence that ________________________ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: ________________

Signature: ____________________________

Printed Name: ________________________

Notary Public in and for the State of Washington
My appointment expires: __________________

(Notary Seal or Stamp)
CRITICAL AREA DECLARATION

I/We make the following statement based upon personal knowledge (check one):

☐ There are critical areas on the following parcel number(s) that is/are the subject of this application:

☐ There are no critical areas on the following parcel number(s) that is/are the subject of this application:

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this ___ day of _____________, 20___, at ________________, ____________________________.

City State

Signature

Print Name

Address

Phone Number

State of Washington County of King

I certify that I know or have seen satisfactory evidence that ________________________ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: ______________

Signature

Printed Name: ____________________________

Notary Public in and for the State of Washington

My appointment expires: ______________________

(Notary Seal or Stamp)

Use additional pages as needed for all property owner signatures.