



City of Bothell™

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

SMALL WIRELESS FACILITIES (SMALL CELL)

Submit your application online at www.MyBuildingPermit.com. Online application is required.

Application type: Right-of-Way>Franchise Utility>Franchise Utility Work>Small Wireless Facility

38B

This submittal checklist identifies minimum application elements necessary for the City of Bothell to accept the application.

Small wireless facilities and small wireless network (small cell) are defined per 47 CFR 1.6002(l):

Small wireless facilities, consistent with § 1.1312(e)(2), are facilities that meet each of the following conditions:

- (1) The facilities—
 - (i) Are mounted on structures 50 feet or less in height including their antennas as defined in § 1.1320(d); or
 - (ii) Are mounted on structures no more than 10 percent taller than other adjacent structures; or
 - (iii) Do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
- 2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of “antenna” in § 1.1320(d)), is no more than three cubic feet in volume;
- (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
- (4) The facilities do not require antenna structure registration under part 17 of this chapter;
- (5) The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
- (6) The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in § 1.1307(b).

The following contact information will be requested with the online application submittal:

APPLICANT INFORMATION	PRIMARY CONTACT INFORMATION
Applicant Name: _____	Contact Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____
<i>All telecommunication carriers and service providers engaged in the business of transmitting, supplying, or furnishing telecommunications service of any kind originating or terminating in the City of Bothell shall apply and obtain a Business License from the City pursuant to Chapter 5.04 of the Bothell Municipal Code.</i>	
CONTRACTOR INFORMATION	STRUCTURE OWNER CONTACT INFORMATION
Business: _____	Owner Name: _____
Contact: _____	Contact: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____
State License #: _____	
Bothell Business License: _____	

GENERAL INFORMATION

Does the Applicant have a Franchise? Yes ☐ No ☐.

- If no, please execute the template small wireless facility franchise agreement or contact the City to discuss the terms. Please note that the template small wireless facility franchise agreement will not be modified without a tolling agreement.
- If yes, provide ordinance number of existing Franchise agreement: _____

Does the Applicant propose to install facilities on City-owned poles? Yes ☐ No ☐.

Does the Applicant have a Master Lease Agreement for usage of City-owned poles? Yes ☐ No ☐.

If the applicant has not executed a master lease agreement, please contact the City for the master lease agreement. Please note that the template master lease agreement will not be modified without a tolling agreement.

Number of proposed small wireless facilities: _____.

Number of proposed small wireless facilities on existing poles: _____.

Number of proposed small wireless facilities on replacement poles: _____.

Number of proposed small wireless facilities on new poles: _____.

APPLICANT OR AUTHORIZED AGENT (IF AN AGENT, SUBMIT AUTHORIZING DOCUMENTATION)

Print Name: _____ Date: _____

Applicant's Signature: _____

SMALL WIRELESS FACILITY SUBMITTAL REQUIREMENTS:

Applicant may batch multiple small wireless facility sites in one application, however, it is encouraged to batch the small wireless facility sites within an application with similar designs and/or in a contiguous service area within one application. Please organize the submission based on existing poles and structures or new poles/new structures.

The issuance of a small wireless permit grants authority to construct small wireless facilities in the rights-of-way in a consolidated manner to allow the applicant, in most situations, to avoid the need to seek duplicative approval by both the Public Works and the Community Development departments. Specifically, small wireless facilities installed with the rights-of-way pursuant to a SWF permit may proceed to construct the approved SWFs without the need for an additional right-of-way use permit.

Applicant

Staff

☐	Fees: See Land Use and Planning Fees form C. Staff time will be accounted for and charged on an hourly basis.	☐
☐	Indicate whether the wireless facilities proposed with this submittal located in the right-of-way or on private property.	☐
☐	Development Review Billing form D.	☐
☐	If work in the right of way is proposed: Certificate of insurance with CG 2012 meeting City requirements to be provided prior to issuance of permit(s), if not included at submittal	☐
☐	If work in the right-of-way involves any cuts or other modifications: Provide an itemized cost estimate for any work in City right of way and/or sidewalk area.	☐

☐	If the applicant requires a new franchise to utilize the right-of-way, the franchise approval may be consolidated with the small wireless facility permit review if requested by the applicant. As an exercise of police powers pursuant to RCW 35.99.040(2), the small wireless facility permit is not a right-of-way use permit, but instead a consolidated public works and land use permit.	☐
☐	Owner approval of installation. The applicant must show written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. Such written approval shall include approval of the specific pole or structure, engineering and design standards from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the owner and the applicant is not required. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole. Small wireless facilities may not encroach onto or over private property or property outside of the right-of-way without the property owner's express written consent. Such consent shall be submitted with the application.	☐
General site plan requirements. Each pole location site plan set shall include, but is not limited to, the following:		
☐	Indicate specific location information for the proposed Small Wireless Facility including GIS coordinates of all proposed small wireless facilities.	☐
☐	The location and dimensions of existing buildings and structures, including setbacks and sidewalks, and including five-foot wide pedestrian accessible route.	☐
☐	Indicate compliance with the transportation requirements (e.g., pedestrian accessible routes, site distance). For new poles (including replacement poles) indicate clear zone.	☐
☐	Specify where the small wireless facilities will utilize existing, replacement or new poles, towers, existing buildings and/or other structures.	☐
☐	Indicate ground mounted equipment, conduit, junction boxes and fiber and electrical connections necessary for and intended for use in the deployment, regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party.	☐
Specific Location Considerations:		
☐	Any application for a small wireless facility located in the right-of-way adjacent to a parcel zoned for residential use shall demonstrate that it has considered all of the following: - Whether a small wireless facility is currently installed on an existing pole in front of the same residential parcel. If a small wireless facility exists, then the applicant must demonstrate that no technically feasible alternative location exists that is not in front of the same residential parcel. - Whether the proposed small wireless facility can be screened from residential view by choosing a pole location that is not directly in front of a window or views.	☐
☐	Any application for a small wireless facility located in a Design District must provide appropriate analysis of location priority, as required by BMC 12.11.250 and the Bothell Standards, demonstrating that the SWF cannot be located outside the proposed Design District.	☐
☐	Color photographs of the existing site, and computer generated color photographs depicting the proposed Small Wireless Facility incorporated into the site (e.g. photosimulation or photosim) . At least one color photograph and one color photosim shall be provided depicting the site as viewed from each adjacent public right-of-way.	☐
☐	Radio Frequency ("RF") Certification. The applicant shall submit a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the WCF, including small wireless	☐

	facility deployments, will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the facility and, if applicable, associated wireless backhaul will operate. If facilities that generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless facility permit shall be conditioned on an RF Certification showing the impact of the RF emissions of the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.	
☐	Site Specific Agreement. Per BMC 12.11.210.G. Prior to the issuance of a permit to construct a new pole or ground-mounted equipment in the right-of-way, the applicant must obtain a site-specific agreement from the City to locate such new pole or ground-mounted equipment. This requirement also applies to replacement poles when the replacement is necessary for the installation or attachment of small wireless facilities, the replacement structure is higher than the replaced structure, and the overall height of the replacement structure and the proposed small wireless facility is more than sixty (60) feet. The director may execute such site-specific agreements on behalf of the City to any applicant that has obtained a franchise.	☐
Construction plan including plan view and elevation drawings, drawn to scale, containing:		
☐	Detailed construction drawings of the SWF, including engineering details.	☐
☐	A professional engineer licensed by the state of Washington shall certify in writing, over his or her seal, that both construction plans and final construction of the small wireless facilities and structure or pole and foundation are designed to reasonably withstand wind and seismic loads as established by the International Building Code. Further, the construction drawings shall depict all existing proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees, and structures within 150 feet from the proposed site. The construction drawings shall also include the applicant's plan for electric and fiber utilities and for all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber (if applicable) and electric service to the small wireless facility.	☐
☐	The location of overhead and underground public utility, telecommunication, cable, water, sewer, and storm drainage and other lines and equipment in the rights-of-way along the proposed route and/or specific configuration and structural elements associated with structurally-mounted facilities outside the rights of way.	☐
☐	The location of existing watercourses, critical areas, utility lines, easements, deed restrictions, rockeries, and other built or natural features restricting use of the subject property or right-of-way.	☐
☐	The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate, and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.	☐
☐	Volume dimensions and calculations documenting compliance with 47 CFR volume restrictions.	☐
☐	Demonstrate compliance with the aesthetic design concealment requirements of BMC 12.11.260 and the Bothell Standards.	☐

☐	Provide traffic control plan or sidewalk closure plan, if any closure or work in right of way is proposed.	☐
☐	The application shall include those elements that are typically contained in the right-of-way use permit to allow the applicant to proceed with the build-out of the small wireless facility deployment.	☐
☐	Any application for a small wireless permit that contains an element not exempt from SEPA review shall simultaneously apply under Chapter 43.21C RCW and Chapter 14.02 BMC. Further, any application proposing small wireless facilities in Shoreline Management Zones (pursuant to Title 13 BMC) or in Critical Areas (pursuant to Chapter 14.04 BMC) must indicate that the application is exempt or comply with the review processes in such codes.	☐

A small wireless facility permit shall not be required for replacing equipment within the equipment enclosure or reconfiguration of fiber or power to the small wireless facility. However, routine maintenance, repair, or replacement shall comply with Chapter 17.02 BMC and the Bothell Standards, including the general standards applicable to the use of the rights-of-way described in Title 17 BMC.

Small wireless facilities must be maintained in safe and working condition. The permittee shall be responsible for the removal of any graffiti or other vandalism and shall keep the site neat and orderly, including but not limited to following any maintenance or modifications on the site.

Within sixty (60) days of operation, the permittee shall send a letter to the City confirming that operation has commenced at the Small Wireless Facility.

Post-Construction As-Built. Within sixty (60) days after construction of the small wireless facility, the grantee shall provide the City with as-builts and site photographs of the small wireless facilities demonstrating compliance with the permit.

Permit Time Limit.

Construction and usage of the small wireless facility must be completed within two years from the date of permit issuance. The Director is authorized to approve a request for an extended expiration date where a construction schedule is provided warranting such extension and approved prior to permit issuance.

Every Small Wireless Facility permit may be renewed for a period of one hundred eighty (180) days for an additional fee as long as no changes have been made to the originally approved location and plans. The request must be received prior to the permit expiration. For permits that have expired, a new permit must be obtained and full new fees paid. No permit shall be renewed more than once.

Prior to Permit Issuance we will need the contractor's information (UBI number, or state contractor license number), in order to verify:

- State Contractors License
- City of Bothell business license

Prior to Permit Issuance if proposed work is in the right-of-way the following will be required:

- Performance Bond (on City bond form) for 120% of cost estimate (\$1,000 minimum)
- Certificate of Insurance for personal property and public liability (\$1,000,000 minimum) naming the City of Bothell as additional insured ***the certificate MUST state the project name and/or permit number and be submitted on a CG 2012 form.**