



Application Requirements for Wireless Communication Facilities



Part 1: Application Instructions

INSTRUCTIONS

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425.556.2494 to schedule your appointment. Please see the linked **E-Track Portal webpage** (www.redmond.gov/e-track) for more information about user registration and electronic submittal.

APPLICABILITY

Pursuant to Redmond Zoning Code Section 21.56.020, Applicability Permits and Exemptions, any person desiring to locate or install a wireless communication facility must apply for a permit, unless exempted as follows:

- A. VHF and UHF receive-only television antennae (restricted to 15 feet above existing or proposed roof.
- B. Small satellite dish antenna(e), defined as any satellite dish antenna(e) that has a diameter less than or equal to one meter located in any zoning district or two meters within Industrial or Commercial zones.

SPECIAL NOTES

The submittal requirements below may change periodically. These submittal requirements are dated **April 2019**.

I. ELECTRONIC PLAN REVIEW SUBMITTAL STANDARDS

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete.

A. File Naming Standards:

Bolded items noted in Sections III, V, and associated Cover Sheets indicate the naming convention in which the particular submittal must be named. For example, the General Application (Section III) must be named **General Application** and Cover Sheet & Site Plan (Cover Sheet A) must be named **Cover Sheet & Site Plan**.

B. Plan Sheet Standards:

All plans must be drawn to scale, as specifically identified in the checklist, and each sheet shall state the scale.

C. Acceptable File Types

All application materials shall be submitted in an electronic form (i.e. Flash Drive or CD). If submitting a CD, the CD should be permanently marked with the Project Name and submission date.

Plans: Plans must be submitted in a PDF format.

Documents: Calculations, reports and other supporting documents (non-drawing files) must be uploaded as a PDF.

- D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

II. PROFESSIONAL

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is

applicable, as well as the signature, shall be provided on the face of the application materials.

III. GENERAL

The applicant shall check each of the following items below to confirm that they are included in the application submittal package:

- ☐ A. Completed **General Application Form** and **Project Contact Form**.
- ☐ B. Application Fees
- ☐ C. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.
- ☐ D. **Details/Specifications** for antenna(e) and

related equipment in the form of elevation drawings shall be provided, including: size, shape, materials, color, construction, anchoring, wiring, and other such details.

- ☐ E. **Photographs** of the site keyed to a site plan showing existing structures, adjacent properties and structures, direction of access to the site, and all pertinent conditions of the property.
- ☐ F. **Photo Simulation**, if required, of facility after installation.

IV. FORMAT

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

- A. Provide plans labeled “**Cover Sheet & Site**

Plan” (which includes all information on Cover Sheet A, attached).

- B. Provide screening plans labeled “**Screening Plans**” (which includes all information on Cover Sheet B, attached).

Part 2: Cover Sheet A (Plan Requirements)

INSTRUCTIONS

All plans must be submitted in a **searchable PDF format (non-scanned)**. The plans shall be drawn to an **engineering scale of 1" = 20' or larger** are required.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards**, using 1990 City of Redmond datum for vertical and horizontal control.

- ☐ a. Existing property lines and all setbacks.
- ☐ b. Proposed location and dimensions of the facility and related equipment, if proposed.
- ☐ c. Location, type and dimension of all utilities and utility easements (only required if facility and/or related equipment is proposed to be ground mounted). This information must be completed by a registered engineer.
- ☐ d. Location of existing streets, existing fences, locations and dimensions of buildings on site and on adjacent sites.
- ☐ e. Existing major grade changes and vegetation between the antenna and nearby buildings and streets with notations as to height and type of vegetation (deciduous or evergreen). (Only required if facility and/or related equipment is proposed to be ground mounted).
- ☐ f. Locations where any vegetation will be removed for reception purposes.
- ☐ i. If the project is located within a floodplain, you must provide the Base Flood Elevation.

Part 3: Cover Sheet B (Screening Plans)

Screening plans shall be **labeled as "Screening Plans"**. These plans must be submitted in a **searchable PDF format (non-scanned)**. The plans shall be drawn to **architectural scale of 1/8" or 1/4" = 1'** and shall be uploaded in landscape format in the horizontal position.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

WIRELESS COMMUNICATION FACILITY DETAILS

- ☐ a. North, south, east and west elevations which demonstrate how screening of the facility will be accomplished. This would include: existing or proposed topography, existing or proposed vegetation, existing or proposed buildings, existing or proposed fencing, details of the roof (if facility is not ground mounted), all in relation to the proposed facility and related equipment. Elevations must indicate dimensions of the facility and related equipment as well as the dimensions of all screening proposed.
- ☐ b. Proposed landscaping including identification of quantity, size, and species of proposed planting.
- ☐ c. Proposed paint color (if new color is proposed).