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## Wireless Communications Facility Application Checklist

### FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
<b>Applicant</b>	The following is a list of materials which are required for a complete application. Consult with the Planning Department if you have any questions.		
<b>City</b>			
<b>NA</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Wireless Communication Facilities Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Wireless Communication Facilities Permit fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Vicinity map identifying the project site, adjacent streets, and property lines of adjacent properties. Include an 8 ½ X 11 vicinity map showing the project area in relation to the greater Roslyn area. The vicinity map should be a minimum scale of three inches equals one mile.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Written description of the proposed project or action, including any development regulation modification requests and justification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Seven full size copies of plans and one reduced set of plans (11" x 17") (Minimum scale of site plans one inch equals forty feet 1"=40').
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Zoning of subject and contiguous parcels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Photosimulations of the proposed facility as viewed from affected residential properties and public rights-of-way at varying distances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. A signed statement indicating that (1) the Applicant and landowner agree they will diligently negotiate in good faith to facilitate co-location of additional wireless communication facilities by other providers on the Applicants structure or within the same site location and (2) the Applicant and/or landlord agree to remove the facility within ninety days after abandonment.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>10. If the proposal includes installation of a new freestanding facility in a residential zoning district, the Applicant shall demonstrate in writing that other nonresidential zoning districts within the City cannot meet the Applicants technical and network location requirements.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>11. If the proposal is the installation of a freestanding facility, the Applicant shall demonstrate in writing that the placement of the antennae on an existing structure cannot meet the Applicant's technical and network location requirements.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>12. Copies of any environmental documents required by any federal or state agency, including the City if applicable. These shall include the environmental assessment required by FCC Para. 1.1307 or State Environmental Policy Act (SEPA), if required by the City. In the event that a FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>13. A full site plan shall be required for all sites, showing the tower, antenna, antenna support structure, building, fencing, buffering, access, and all other items required in this Chapter. The site plan shall clearly indicate the location, the specific placement of the facility on the site, the type and height of the proposed WCF, on-site land uses and zoning, adjacent land uses and zoning, adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed facility, the location of existing structures, trees, and other significant site features, the type and location of plant materials used to screen the facility, fencing, proposed color(s), and any other proposed structures. The site plan shall not be required if the antenna is to be mounted on an existing structure.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>14. A current map showing the location and service area of the proposed WCF, and a map showing the locations and service areas of other wireless communication facilities operated by the Applicant and those proposed by the Applicant that are close enough to impact service within the City.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>15. A legal description of the parcel(s) and parcel number(s);</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>16. The approximate distance between the proposed tower and the nearest residential unit, platted residentially zoned properties, and unplatted residentially zoned properties.</p>

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>17. The method of fencing, the finished color, and, if applicable, the method of camouflage and illumination, if required.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>18. A letter signed by the Applicant stating the WCF will comply with all FAA regulations and EIA standards and all other applicable federal, state and local laws and regulations.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>19. A statement by the Applicant as to whether construction of the WCF will accommodate co-location of additional antennas for future users.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>20. At the time of site selection, the Applicant should demonstrate how the proposed site fits into its overall network within the City. This shall include a service area coverage chart for the proposed facility that depicts the extent of coverage and corresponding signal quality at the proposed facility height and at least one height lower than that proposed.</p>



5. Avoids potential damage to adjacent properties:

**Please read the wireless communication facilities regulations on the reverse side and sign below.**

*I have read and understand that failure to comply with the wireless communication facility regulations as listed in RMC Chapter 12.130 is ground for immediate revocation of the wireless communication facility permit. I certify under the penalty of perjury under laws of the State of Washington that the above information is true and correct.*

Signature:

Date:

Printed Name:

Date: