



# Personal Wireless Service Facility Eligible Facilities Requests Application

File Number <hr style="width: 80%; margin: 0 auto;"/>
--

APPLICANT INFORMATION		
Name:	Company:	Daytime Phone:
Mailing Address:		E-Mail:
Contact person:	E-Mail:	Daytime Phone:
Property owner (if different):		Daytime Phone:
Mailing Address:		E-Mail:
Carrier/Service Provider Name:		Original Permit Number:

PROJECT INFORMATION	
Site Address:	Parcel Number:
Zoning District:	Comprehensive Plan designation:
Legal description of property/ Latitude/ Longitude/ Building Location:	
Existing carrier(s) <i>(Identify the existing carrier(s) located on the property/ building)</i>	
New Equipment <i>(Describe the new wireless equipment to be collocated on the existing tower):</i>	
Equipment to be removed <i>(Describe equipment to be removed from the existing tower):</i>	
Equipment to be replaced <i>(Describe equipment to be replaced on the existing tower):</i>	
Review Process: <input type="checkbox"/> Building Permit <input type="checkbox"/> Right of Way Use Permit (Type ___)	
Affected critical areas: <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Critical Aquifer <input type="checkbox"/> Landslide Hazard Area <input type="checkbox"/> Fish & Wildlife	

Criteria:

Height of existing building or tower (*Note: If the tower is sited outside the public rights-of-way, show that the modification does not increase the height of the building or tower by more than 10%, or by the height of one additional antenna array, whichever is greater. The separation between the additional antenna and the existing antenna should not exceed 20 feet*): \_\_\_\_\_

Height of tower or structure after addition: \_\_\_\_\_

Width of existing tower or structure: \_\_\_\_\_

Width of tower or structure after addition: \_\_\_\_\_

Will the facilities protrude more than 20 feet from the edge of the tower or structure after installation for sites that are outside the public rights-of-way or more than 6 feet within public rights-of-way?  Yes  No \_\_\_\_\_

Number and dimensions of existing equipment cabinets: \_\_\_\_\_

Number of new equipment cabinets (including if attached to the structure): \_\_\_\_\_

Dimensions of existing base stations: \_\_\_\_\_

Dimensions of base stations after additions: \_\_\_\_\_

Does the proposal require excavation outside the current tower site?  Yes  No

Does the proposal require replacement of the underlying structure?  Yes  No

Does the proposal comply with the existing concealment requirements for the structure?  Yes  No

Does the proposal comply with the conditions associated with the siting approval of the structure?  Yes  No

**SIGNATURE**

I, \_\_\_\_\_, declare that I am the owner of the property/ tower owner involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate \_\_\_\_\_ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.

# Personal Wireless Service Facility Eligible Facilities Request Handout

## WHAT IS AN ELIGIBLE FACILITY REQUEST?

Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:

- i. Collocation of new transmission equipment;
- ii. Removal of transmission equipment; or
- iii. Replacement of transmission equipment

(The following is a summary. For more detailed information, please see BMC 19.50.070.)

## WHAT IS THE CRITERIA TO QUALIFY AS AN ELIGIBLE FACILITY?

A proposal to modify an existing PWSF which does not result in a substantial modification meets the criteria to qualify for an Eligible Facilities Request under the 47 CFR Part 1 and BMC 19.50. A substantial modification includes meeting any one of the following thresholds:

1. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten (10) feet, whichever is greater;
2. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20) feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;
3. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and Base Stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;
4. It entails any excavation or deployment outside the current site;
5. It would defeat the concealment elements of the eligible support structure; or
6. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided, however, that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

**A building permit is required for Eligible Facilities Requests that are located outside the public rights-of-way.**

**A right of way permit is required for Eligible Facilities Requests which are located within the public rights-of-way.**



## **WHAT STEPS ARE REQUIRED FOR A ELIGIBLE FACILITIES REQUEST REVIEW AND HOW LONG WILL IT TAKE?**

The following is a summary of the steps required for review and processing of an Eligible Facilities Request. Under federal, state and local laws, the City has 60 days to issue a decision on your application, beginning on the day the application is complete (however, our actual average processing times have been less). NOTE: The 60-day timeframe excludes time for response to requests by the City for additional information from the applicant.

1. **Pre-Application Meeting.** A pre-application meeting with the Project Review Team is recommended to determine if the proposal meets the criteria for an Eligible Facilities Request. Pre-application meetings are generally held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday mornings of each month. To set up a pre-application meeting, submit a *Pre-Application Meeting Request* with the Dept. of Community Development, along with the required information, at least a week before the meeting. The Project Review Team consists of staff from the City Departments of Community Development (Planning and Building), and Public Works, along with staff from the appropriate water, sewer and fire districts, if applicable. The purpose of the pre-application meeting is to provide the applicant with a preliminary list of issues, discuss the nature of the proposed deployment, code requirements, review process, schedule and application requirements.
2. **Call for Application Submittal Appointment:** Call the Planner who handled your pre-application meeting to setup an application submittal appointment. Generally, this can occur within a day or two.
3. **Determination of Completeness:** Within 30 days of receipt of the application, your application will be reviewed for completeness. A letter will be sent delineating any missing documentation or information. If the application is complete, the review process will begin.
4. **Staff Review:** Your application will be reviewed by the Project Review Team, and any technical requirements that have not been met will be provided to you.
5. **Decision:** If the proposal meets the Eligible Facilities Request criteria:
  - A. **Building Permit/Right of Way Use Permit:** Staff reviews the permit for compliance with BMC 19.50 and all other applicable regulations and the applicable permit is issued.
6. **Appeal:** The appeal period for a Building Permit or Right of way use permit Review is 14 days.

## **HOW CAN I SPEED UP REVIEW OF MY APPLICATION?**

Review times are generally dependent on the complexity of the project, the amount and content of public comment, and staff, Hearing Examiner and City Council workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. **Provide Good Quality, Accurate Information:** The single largest reason for delay is lack of quality, accurate information. The cheapest survey, engineering plan or soils report isn't always the best. We have samples of reports and plans that are good examples to follow for format, level of detail and content.
2. **Read and Understand the Regulations and Policies:** We've found that an informed applicant usually does a better job of answering the review criteria, submitting good information and addressing neighbor concerns. It helps if you can specifically address the relevant Code sections applicable to your project. This makes our review easier, and faster.

These are just a few suggestions to help you prepare and file an application that will be easy for us to review, and speed up the decision on your application.

# Service Facility Eligible Facilities Requests Checklist

**PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION**

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off.

<b>Pre-Application Meeting</b>	REQUIRED	PROVIDED
A pre-application meeting with a planner is recommended prior to submittal (see separate pre-application meeting handout).		
<b>Application</b>	REQUIRED	PROVIDED
A completed and signed Eligible Facilities Requests Application Form.	X	
<b>Fees</b>	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees and engineering deposits (see separate fee schedule).	X	
<b>SEPA Environmental Checklist (5 copies)</b>	REQUIRED	PROVIDED
Five (5) copies of a completed and signed SEPA Environmental Checklist (see separate SEPA Checklist handout).		
<b>Survey, Site Plans and Building Elevations (5 copies)</b>	REQUIRED	PROVIDED
Five (5) copies of dimensioned plans, drawn at 1" = 20' or a comparable scale, and one set reduced to 8½" x 11" size, showing:	X	
1. Adjacent land uses and zoning, adjacent streets and proposed means of access.	X	
2. Location, type and height of existing and proposed facilities and equipment and on-site land uses.	X	
3. Elevations of each building façade, floor plans of affected floors, roof plan for rooftop work and details of antennas with screening	X	
4. Photosimulations of the proposed facility from public rights-of-way, public properties and affected residential-zoned properties. The photosimulations shall show how the proposed PWSF will affect views of Mt. Rainier, Puget Sound and the Cascade and Olympic Mountains. Photosimulations shall also include all cable, conduit and/or ground mounted equipment necessary for and intended for use in the deployment regardless of whether the additional facilities are to be constructed by a third party.	X	
5. Photographs of the existing tower/ building and construction drawings of the proposed modification or removal showing existing and proposed illustrations/ construction diagrams.	X	



5.	Notes on drawings indicating how specific requirements of 47 CFR 1.6100 and BMC 19.50 are being met.	X	
6.	Copy of underlying lease or other form of authorization from the owner of the pole or structure for the installation of the PWSF on such pole or structure. For City owned structures, the applicant shall submit approval from the applicable City department responsible for that structure.	X	
7.	Sworn affidavit from an RF engineer with knowledge of the proposed project affirming that the proposed PWSF will be in compliance with FCC and other governmental regulations relating to human exposure to radio frequency emissions for every frequency at which the PWSF will operate and emissions report	X	

<b>Drainage Plans</b>		REQUIRED	PROVIDED
	Drainage plans complying with the City of Burien's Storm Water Design Manual (see separate handout).	X	

<b>Critical Area Study</b>		REQUIRED	PROVIDED
	A critical area study complying with City of Burien Zoning Code Section 19.40.060 (see separate handout).	X	

<b>Other Information</b>		REQUIRED	PROVIDED
1.	Narrative that explains in plain and fact-specific terms why the applicant believes the application:	X	
	A. Qualifies as an Eligible Facilities Request, and	X	
	B. Will not result in a substantial change	X	
	C. The narrative should state the applicable standards for each issue and discuss the facts that allow the City of Burien to find that the application qualifies for approval under 47 CFR 1.6100.	X	
2.	If the structure or site that is the subject of this application was approved with any concealment requirements or other conditions of approval, describe how this application will comply with those conditions.	X	