

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, <u>Applicability Permits and Exemptions</u>, 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 **January 2013**.

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. <u>Plan Orientation:</u> 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

- Show proposed project The applicant shall check each of the following items below to confirm that they are included in - North Arrow the application submittal package: - Street numbers and/or names adjacent ☐ A. Completed **General Application Form** and to the project boundary Project Contact Form - Project Name □ B. Application Fees - Identify the boundaries of any critical ☐ C. Greenhouse Gas Emissions Worksheet areas ☐ D. If SEPA Determination is required, please ☐ J. Public Notice Tree Preservation Plan see the SEPA Application checklist for showing the following information on the tree submittal requirements. preservation plan suitable for public notice: ☐ E. **Details/Specifications** for antenna(e) and - Show proposed project related equipment in the form of elevation drawings shall be provided, including: size, - Highlight, in the shade of green, trees on shape, materials. color, construction, the site designated to remain (trees that anchoring, wiring, and other such details. are NOT being removed) ☐ F. **Photographs** of the site keyed to a site plan - North Arrow showing existing structures, adjacent - Street numbers and/or names adjacent properties and structures, direction of access to the project boundary to the site, and all pertinent conditions of the property. Project Name ☐ G. Photo Simulation, if required, of facility - Show an "X" over each tree proposed to after installation. be removed ☐ H. **Special Exceptions**, if necessary (see - Include a key stating that the "X" Section IV). represents trees proposed to be removed. ☐ I. Public Notice Site Plan showing the ☐ K. ALTA Survey may be required by the following information on the site plan suitable Technical Committee in certain

IV. Special Exceptions

for public notice:

Pursuant to Redmond Zoning Code Section 21.56.060, <u>Special Exceptions</u>, when adherence to all development standards of RZC 21.56, <u>Wireless Communication Facilities</u>, would result in a physical barrier which would block signal reception or transmission or prevent effective communication in all permissible locations, a

Special Exception may be permitted. A request for a Special Exception shall be processed in conjunction with the permit approving the Wireless Communication Facility and shall not require any additional application or fees. The final approval authority of granting of the

circumstances.

Special Exception shall be the same as that for the permit approving the antenna(e) location.

Upon review of Special Exception requests, the approval authority shall consider first those standards having the least effect upon the resulting aesthetic compatibility of the antenna(e) or tower with the surrounding environment. The approval authority shall review setback, size, screening requirements, and height limits.

Special Exception requests shall include the following:

A. A statement which identifies the specific regulation for which a special exception is being sought and what the proposed modification to the regulation is. The

- statement must also include an explanation of how consideration was given to the waiving criteria outlined within RZC 21.56.060.
- B. A statement and supporting pictures, drawings (to scale), maps and/or manufacturer's specifications, and other technical information which demonstrates that the inability to receive a communication signal is the result of factors beyond the property owner's or applicant's control.
- C. The applicant shall demonstrate that the proposed materials, shape, and color of the antenna(e) will minimize negative visual impacts on adjacent or nearby residential uses to the greatest extent possible.

V. 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.

I. COVER SHEET & SITE PLAN	SECTION COMPLETE?
□ a Evisting property lines and all setbacks	
□ a. Existing property lines and all setbacks.	ment if proposed
b. Proposed location and dimensions of the facility and related equipment of the facility and related equipm	
 c. Location, type and dimension of all utilities and utility easements (or related equipment is proposed to be ground mounted). This information by a registered engineer. 	
$\hfill \Box$ d. Location of existing streets, existing fences, locations and dimension adjacent sites.	s of buildings on site and or
 e. Existing major grade changes and vegetation between the antennative streets with notations as to height and type of vegetation (decide required if facility and/or related equipment is proposed to be ground the street of the	duous or evergreen). (Only
$\hfill \square$ f. Locations where any vegetation will be removed for reception purposes \hfill	oses.
$\hfill \Box$ \hfill 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 searchable PDF format (non-scanned). The plans shall be drawn to archit = 1' and shall be uploaded in landscape format in the horizontal position. All components of the application shall be prepared by the appropriat the State of Washington. A license stamp or registration number, whiche the signature, shall be provided on the face of application materials.	tectural scale of 1/8" or 1/4" e professional(s) licensed in
I. Screening Plan	Section Complete?
I. JURILLINING I LAIN	SECTION COMPLETE:
WIRELESS COMMUNICATION FACILITY DETAILS	
☐ a. North, south, east and west elevations which demonstrate how scr accomplished. This would include: existing or proposed topography, existing or proposed buildings, existing or proposed fencing, details of the mounted), all in relation to the proposed facility and related equipment dimensions of the facility and related equipment as well as the dimensions ☐ b. Proposed landscaping including identification of quantity, size,	ing or proposed vegetation roof (if facility is not ground nt. Elevations must indicate s of all screening proposed.
planting. □ c. Proposed paint color (if new color is proposed).	and species of proposec