

Personal Wireless Service Facilities (PWSF) Submittal Checklist



I. Project Information

Project Name: _____ File Number: _____
Project Type: _____ Date of Submittal: _____

II. Applicability

The Personal Wireless Service Facilities (PWSF) Submittal Checklist shall apply to all applications for new personal wireless service facilities or modifications to existing personal wireless service facilities. Development standards for PWSF are primarily located in Chapter [30.28A](#) of Snohomish County Code (SCC).

III. Electronic Plan Review Standards Section Complete?

All submittal items shall be submitted in an electronic format through [MyBuildingPermit.com](#) or on a flash drive until all electronic submittals are required online. Electronic plans and required submittal items should meet the requirements in Assistance Bulletins [#111](#) and [#112](#). The following specifies general requirements:

- A. **File Naming Standards.** Bolded items noted in Sections IV, V, and VI indicate the naming convention in which the particular submittal item must be named.
- B. **Plan Sheet Standards.** All plans must be drawn to scale using a standard scale (i.e., Engineer's Scale or Architect's Scale) and each sheet shall state the scale.
- C. **Plan Orientation.** Generally, all plans should be drawn in "landscape" format in the horizontal position.
- D. **Acceptable File Types.** All applications, plans, and documents shall be submitted in a PDF format.

IV. General Requirements Section Complete?

The general requirements of Section IV apply to all PWSF application submittals. Additional requirements under Sections V and VI apply to specific situations. Therefore, those requirements may add to the general requirements noted below and shall appear on the required submittal items when applicable.

- A. **Commercial Building Permit Application for Personal Wireless Service Facilities (PWSF).** A Commercial Building Permit Application for Personal Wireless Service Facilities (PWSF) shall be completed in its entirety and signed by the applicant(s).

- B. **Project Narrative.** Provide a project narrative describing the proposed PWSF and discussing how the project will comply with applicable regulatory requirements. A single narrative which covers all of the required code requirements listed below is preferred.
- C. **Site Plan.** All projects require a site plan that meets the following requirements:
 - 1. Scale and north arrow.
 - 2. Vicinity map (approximate scale of 1" = 2,000').
 - 3. Name, address, and phone number of property owner(s) and PWSF owner(s).
 - 4. Name, address, and phone number of plan preparer and date of preparation.
 - 5. Tax account number(s).
 - 6. Legal description (for the entire parcel).
 - 7. Existing and proposed property lines with dimensions.
 - 8. Indicate site zoning and adjacent zoning of adjacent properties.
 - 9. Existing or proposed topography at intervals of five feet or less (if slope is less than 1%, make a note on the site plan instead of showing topographic contours). Topographic contours must also be on civil plans.
 - 10. Location of any and all easements (existing and proposed).
 - 11. Setbacks from all:
 - i. Property lines;
 - ii. Easements; and
 - iii. Existing buildings.
 - 12. Setbacks for all:
 - i. Proposed and existing towers;
 - ii. Buildings; and
 - iii. Auxiliary support equipment.
 Setbacks are measured from the widest appendage (i.e., antenna or base). The minimum setbacks for towers exceeding zoning height limit is 50 feet; the setback for auxiliary support equipment is 20 feet in residential zones.
 - 13. Locations of existing and/or proposed rockeries, retaining walls, and fences.
 - 14. Locations of existing and/or proposed access points from right-of-way to property, showing arrows for ingress and egress.
 - 15. Show driveway from access point to tower. If access is to private road or via panhandle, show access all the way from the public road site (break lines may be used). Distinguish between existing and proposed.
 - 16. Distances to proposed and/or existing structures and parking areas.
 - 17. Locations of proposed and/or existing parking areas (individual stall detail is not required).
 - 18. Location of existing septic tank, drainfield, reserve areas, and wells if applicable. If the site contains these features, it must be indicated on the site plan, regardless of where a PWSF is located.

- 19. Location of proposed and required landscaping and screening pursuant to SCC [30.25.020](#) and SCC [30.25.025](#).
- 20. Indicate all trees to be removed inside and outside of any fenced areas and for new access ways. (This may be shown on landscape plan for better clarity. If so, make a note on site plan.)
- 21. Show the Natural Vegetation Retention Area (NVRA) on the site and civil plans (check with the Snohomish County project manager to determine).
- 22. Location of critical areas and buffers within 300 feet of the site.
- 23. Place the paint note on site plan and elevation sheet.
- 24. If the project is a tower, indicate the tower site coordinates in NAD83 format on the site plan.
- D. **Architectural Plans, Structural Plans, and Structural Analysis.** Provide complete architectural plans and structural plans and include all structural analysis and/or calculations.
- E. **Lease Agreement.** If the PWSF is buying or leasing a portion of a legal lot of record, documentation must show compliance with SCC [30.41A.020\(9\)](#), [30.41B.020\(13\)](#), or [30.41D.010\(3\)\(e\)](#). If the PWSF is locating on a structure, proof of lease agreement or ability to locate must be provided.
- F. **Lighting Details.** Provide lighting details (including shielding) if the PWSF height is over 200 feet, the tower is in the vicinity of an airport, or the PWSF is lighted. Information may be provided in a separate document or show on architectural plans. (If a PWSF will not have lighting, indicate on Elevation Drawings.)
- G. **SEPA Environmental Checklist.** A [SEPA Checklist](#) shall be submitted unless exempted by SCC [30.61.030](#) and [30.61.035](#), WAC [197-11-800](#), or other state statute or rule.
- H. **FAA Form 7460-01.** [FAA Form 7460-01](#) must be completed with the FAA if the PWSF is within 20,000 feet of an airport or is 200 feet or taller. Form 7460-01 may be submitted at a later date, but will be required prior to issuance of a SEPA Threshold Determination. Additional height review standards may apply if the project is located within an Airport Compatibility Area per SCC [30.28A.030\(5\)](#).
- I. **Filing Fees.** Provide all applicable filing fees. The Department will not accept an application without the fees being paid.

V. New PWSF and Collocation Modifications (not Eligible Facilities Requests)

Section Complete?

The following requirements apply to all permit applications for new PWSF or collocation modifications to PWSF that do not qualify as eligible facilities requests. Eligible facilities requests consistent with SCC [30.28A.060\(2\)](#) do not need to submit this information.

- A. **Noise Study.** Provide a noise study completed by a person who is qualified and certified to perform and prepare the study. The study must show compliance with SCC [30.28A.140\(2\)](#) for all existing and proposed PWSF equipment and noise-making equipment on the property.

- B. **Non-ionizing Electromagnetic Radiation (NIER) Report.** Provide a NIER report (RF study) in accordance with SCC [30.28A.140](#). The RF study must be conducted by a licensed engineer qualified to perform the study and must bear the stamp and signature of a Washington State licensed engineer. The study must include all existing and proposed PWSFs within 500 feet of the property and include the following information:
 1. Carrier's name;
 2. Site address;
 3. Number of antennas (proposed and total potential with collocation);
 4. Number of sectors;
 5. Frequency of the send and receive antennas;
 6. Height of the tower (if applicable);
 7. Power density in MPE format;
 8. Watts per sector output;
 9. Total watts of the output for the site; and
 10. The FCC maximum output allowed.
- C. **Propagation Maps.** Provide propagation maps showing coverage area before and after proposed facility in accordance with SCC [30.28A.110](#). In accordance with SCC [30.28A.110](#), this information is not required for PWSF that will improve performance by adding capacity to the applicant's existing system.
- D. **Analysis of Site Selection.** Provide a description of the site selection process in accordance with priority locations in SCC [30.28A.120](#) indicating which sites were reviewed and why the proposed site was selected.
- E. **Collocation Attempts.** Provide documentation of collocation attempts in accordance with SCC [30.28A.080](#). This document is not required for modifications to existing PWSFs.
- F. **Identification of Priority Bird Species Habitat.** Provide a list containing any priority bird species habitat, as listed by the Washington State Department of Fish and Wildlife, located within 1,000 feet of the proposed PWSF site. The list shall include measures and buffer zones used to comply with SCC [30.23.110\(26\)\(g\)](#).
- G. **Service Area Map.** Provide a map showing the service area within one mile of the proposed facility.
- H. **Utility Pre-design Review.** If the PWSF is locating on new structures in the County right-of-way, excluding PWSF locating on existing non-County-owned utility poles, the applicant shall submit documentation of a completed [Utility Pre-design Review Form](#) with the Snohomish County Department of Public Works pursuant to SCC [30.28A.170\(3\)\(c\)](#).

VI. New Towers and Substantial PWSF Modifications Section Complete?

The following materials shall be submitted for all new PWSF permit applications when the PWSF is a tower or when a modification to a tower does not qualify as an eligible facilities request in SCC [30.28A.060\(2\)](#) or collocation in SCC [30.28A.080\(4\)](#).

- A. **Master Permit Application** ([Supplemental Information](#)). A [Master Permit Application](#) shall be completed in its entirety and signed by the applicant(s).
- B. **Land Use Permit Binder Recording Form**. Submit a completed land use permit binder recording form. The land use permit binder recording form is used in conjunction with the Land Use Permit Binder to record the legal description of the property to ensure property notification of the Conditional Use Permit (CUP) restriction to anyone interested in the property.
- C. **Dwelling Unit Setback Waiver**. If the distance between the base of the proposed tower and an existing dwelling unit is less than the height of the proposed tower, provide proof of consent from the dwelling unit owner that a closer distance is permitted, in accordance with SCC [30.23.110\(26\)\(h\)](#). This is not required for modifications to previously approved PWSF towers.
- D. **Landscape Plan** ([Supplemental Information](#)). Provide a landscape plan in compliance with SCC [30.25.025](#) and any other applicable landscaping requirements.
- E. **Market Study**. Provide a market study on the effects of PWSFs on property values (must be like-type neighborhood).
- F. **Photo Simulations**. Photo simulations are required for all CUPs or modifications to CUPs. The photo simulation should show the tower at the correct height and with the paint color that the tower and all auxiliary support equipment will be painted. Submit photo simulations for a minimum of three angles, together with a key map, with arrows, showing where the photo was taken and what direction the camera was facing. The simulations shall show the existing site and proposed facilities from all adjacent property and public right-of-way at a radius of approximately one mile from the proposed PWSF, including additional height of 20 feet for possible collocation. They shall be made from a range of elevations of surrounding residential areas.

VII. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.