



CITY OF TUKWILA
 Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670

WIRELESS TELE-COMMUNICATION FACILITIES

INFORMATION

City of Tukwila governs the placement of wireless telecommunication facilities under Tukwila Municipal Code (TMC) [18.58](#). The review process for new antennas and facilities is based on the type of facility and the location of the facility. The City’s goal is to streamline the placement of desirable facilities that are located on existing cell towers, within commercial and industrial zones, and on electrical transmission towers. Your project may qualify for expedited review as legislated by Section 6409 of the Spectrum Act. To find out if you qualify as an eligible facilities modification, please review the information provided on page two.

TABLE A Type of Permit Required, Based on Type of Wireless Communication Facility			
Type of Facility	Zoning ^A		
	Residential	Commercial	Industrial
Adding antennas to an existing tower or utility pole	Type 1 ^B	Type 1 ^B	Type 1 ^B
Eligible facilities modification	Type 1	Type 1	Type 1
Utility pole co-location	Type 2	Type 2	Type 2
Concealed building attached	Type 2 ^C	Type 2 ^C	Type 1
Non-concealed building attached	Type 2 ^D	Type 2	Type 1
New tower or height adjustment request	Type 3 ^D	Type 3	Type 3

- A. Zoning for any private/public property or right-of-way:
 Residential – LDR, MDR, or HDR.
 Commercial – O, MUO, RCC, NCC, RC, RCM, TUC, C/LI or TVS.
 Industrial – LI, HI, MIC/L, or MIC/H.
- B. Provided the height of the tower or utility pole does not increase and the square footage of the enclosure area does not increase.
- C. An applicant may request to install a non-concealed building attached facility, under TMC Section 18.58.140.
- D. MDR and HDR only.

A. The following type of facilities are outright permitted uses:

1. Locating antennas on an electrical transmission tower.
2. Adding antennas to an existing tower; provided the height of the tower is not increased.
3. Locating antennas on an existing building that is zoned either LI, HI, MIC/L or MIC/H.
4. Eligible facility modifications.

B. Administrative approval is required for the following facilities:

1. Utility Pole Co-Location
2. Installing antennas on an existing building which is located within a commercial or residential zone.

C. The following facilities require review by the City’s Hearing Examiner at a public hearing:

1. Permission to construct a new wireless telecommunications tower;
2. A height waiver request.

ELIGIBLE FACILITIES MODIFICATIONS

If the proposal qualifies for review under Section 6409 of the Spectrum Act please provide information sufficient to determine whether the proposed change constitutes a substantial change or not. If it is not a substantial change then it could be processed expeditiously as required by the Spectrum Act. A substantial change as established by FCC rules is:

Substantial Change. A proposed facilities modification will substantially change the physical dimensions of an eligible support structure if it meets any of the following criteria:

a. 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 20 feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than 10 feet, whichever is greater.

Changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act.

b. 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 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 6 feet.

c. 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 4 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.

d. For any eligible support structure:

(1) it entails any excavation or deployment outside the current site;

(2) it would defeat the concealment elements of the eligible support structure; or

(3) 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 noncompliant only in a manner that would not exceed the thresholds identified in this section.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application. You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal. Application review will not begin until it is determined to be complete. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City’s request for additional information the City may cancel your application.

Check items submitted with application	Information Required. - <i>Additional materials may be required.</i>
APPLICATION MATERIALS: Items 1-9 are required for ALL Wireless Telecommunication Facilities.	
	1. Application Checklist (1 copy) indicating items submitted with application.
	2. Completed Application Form and drawings (5 copies).
	3. Four sets of plans prepared by a design professional. The plans shall include a vicinity map, site map, architectural elevations, method of attachment, proposed screening, location of proposed antennas, and all other information which accurately depicts the proposed project. Minimum size is 8 1/2” x 11”. Plans shall be no greater than 24” x 36”.
	4. Application Fee: See Land Use Fee Schedule .
	5. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).
	6. SEPA Environmental Checklist. SEPA is not required when the facility: <ul style="list-style-type: none"> i) Is a microcell and is to be attached to an existing structure that is not a residence or school and does not contain a residence or a school; ii) Includes personal wireless antennas, other than a microcell, and is to be attached to an existing structure (that may be an existing tower) that is not a residence or school and does not contain a residence or school, and the existing structure to which it is to be attached is located in a commercial, industrial, manufacturing, forest or agriculture zone; or iii) Involves constructing a personal wireless tower less than sixty feet in height that is located in a commercial, industrial, manufacturing, forest, or agricultural zone.
	7. A letter from the applicant describing the proposed project and describing compliance with the City’s Code requirements stated in TMC Section 18.58 . Include statement whether the proposal is considered a “substantial change” or not as defined by the FCC rules and TMC Section 18.58.200 .
	8. Sensitive Area studies and proposed mitigation (if required).
	9. If an outdoor generator is proposed, a report prepared by an acoustical engineer demonstrating compliance with TMC Section 8.22, “Noise” .
If the application requires a Type 2 review these additional items are needed:	
	10. Four sets of photo simulations that depict the existing and proposed view of the proposed facility;
	11. Materials board for the screening material;
	12. Landscaping plan;
	13. Letter from a radio frequency engineer that demonstrates that the facility meets Federal requirements for allowed emissions;
	14. If the facility is located within a residential zone, a report from a radio frequency engineer explaining the need for the proposed wireless communication facility at that location. Additionally,

Check items submitted with application	Information Required. - <i>Additional materials may be required.</i>						
	the applicant shall provide detailed discussion on why the wireless communication facility cannot be located within a commercial or industrial zone.						
If the application requires a Type 3 review these additional items are needed:							
	15. A narrative responding to the criteria at TMC Section 18.58.060.						
	16. The radio frequency engineer report shall include a discussion of the information required under TMC Section 18.58.070. The report shall also explain why a tower must be used instead of any of the other location options outlined in Table A.						
	17. Engineering Plans for the proposed tower.						
	18. A vicinity map depicting the proposed extent of the service area.						
	19. A graphic simulation showing the appearance of the proposed tower and ancillary structures and ancillary facilities from five points within the impacted vicinity. Such points are to be mutually agreed upon by the Director of DCD and applicant. All plans and photo simulations shall include the maximum build-out of the proposed facility.						
	20. Evidence of compliance with Federal Aviation Administration (FAA) standards for height and lighting and certificates of compliance from all affected agencies.						
	21. Evidence that the tower has been designed to meet the minimum structural standards for wireless communication facilities for a minimum of three providers of voice, video or data transmission services, including the applicant, and including a description of the number and types of antennas the tower can accommodate.						
PUBLIC NOTICE MATERIALS: (Necessary for Type 3)							
	22. Payment of notice board fee (see Land Use Fee schedule) to FastSigns Tukwila OR provide a 4' x 4' public notice board on site within 14 days of the Department determining that a complete application has been received (see Public Notice Sign Specifications Handout).						
	<p>23. Pay the fee as established by the Land Use Fee Schedule for generating mailing labels; OR provide an excel spreadsheet of mailing labels for all <i>property owners</i> and <i>tenants</i> (residents and businesses) within 500 feet of the subject property. Each unit in multiple family buildings e.g. apartments, condos, trailer parks--must be included.</p> <p>Once your project is assigned to a planner, you will be required to provide an electronic copy of the mailing label spreadsheet in the following format: Name, Street Address, City St Zip, with each of these fields as an individual column:</p> <table border="1" data-bbox="316 1417 1026 1486"> <thead> <tr> <th>Name</th> <th>Street Address</th> <th>City, St, Zip</th> </tr> </thead> <tbody> <tr> <td>Mr. Smith</td> <td>1234 Park Ave S</td> <td>Tukwila WA 98188</td> </tr> </tbody> </table> <p>PLEASE NOTE: Regardless of whether you pay the City to generate the mailing labels or you provide them, there is an additional fee for postage and material as listed under Public Notice Mailing Fee on the Land Use Fee Schedule. Payment of this fee is due prior to issuance of the decision and you will receive a separate bill for this fee.</p>	Name	Street Address	City, St, Zip	Mr. Smith	1234 Park Ave S	Tukwila WA 98188
Name	Street Address	City, St, Zip					
Mr. Smith	1234 Park Ave S	Tukwila WA 98188					
	24. If providing own labels, include King County Assessor's map(s) which shows the location of each property within 500 ft. of the subject lot.						



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**WIRELESS TELE-
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APPLICATION

FOR STAFF USE ONLY	
Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

NAME OF PROJECT/DEVELOPMENT: _____

BRIEF DESCRIPTION OF PROJECT: _____

CIRCLE TYPE :

TYPE 1

TYPE 2

TYPE 3

**Public Hearing Notices
 and Hearing Examiner
 Fees Apply.**

LOCATION OF PROJECT/DEVELOPMENT: *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

DEVELOPMENT COORDINATOR :

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City, to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____

E-mail: _____

Signature: _____ Date: _____



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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20_____

(Print Name)

(Address)

(Phone Number)

(Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC in and for the State of Washington
residing at _____

My Commission expires on _____