

Wireless Telecommunication Facility Submittal Checklist

Planning & Community Development
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Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



This permit is required for all new telecommunications installations, including eligible facilities modifications. A Demolition Permit is required for removal of equipment, not this permit.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [20.40.600](#) and [20.40.605](#) to learn more about the City's telecommunication facility regulations. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the requirements.

To access this
checklist online
visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch-tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the City's [fee schedule](#) for current application fees.
- Construction Documents
 - Please review the City's [Construction Documents handout](#).
 - Cover sheet clearly identifying the type of equipment to be installed (monopole, new structure, co-location with existing equipment, attachment to existing structure, etc.)
 - Construction plans and details for the installation of the equipment and its supports. Include foundations, columns, beams, framing members, braces, brackets, cables, clamps, and other connection hardware as needed.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- Elevation of each facility with screening, enclosures, landscaping and color scheme. Elevations must show all structure façades. Please include dimensions wall lengths, heights, and tenant lease lines. Drawings labeled “not to scale” will not be accepted.
- Elevation of structure including mounting structure.
- Plans for shelters or other structures related to the installation. Provide heating, ventilation, and/or air-conditioning equipment documentation and plans if proposed. Engineering calculations demonstrating that the equipment and the supporting structure have been designed to withstand gravity, wind, and earthquake forces per the currently adopted International Building Code. The plans and calculations must specify all design parameters as listed in the [International Building Code Section 1603](#).
- ☑ Ownership or Lease Documents
 - Provide a copy of the *current* lease showing your ability to make changes to their property or have the property owner sign the permit application form authorizing you to act on their behalf. The agreement must be current, not expired, and must list the current property owner. The agreement holder must match the applicant.
- ☑ Photo Simulation or Photos/Renderings of Existing Facility
- ☑ Radio Frequency Information
 - Must provide one of the following:
 - Radio Frequency Radiation Report (Non-Ionizing Electromagnetic Radiation “NIER” Report); or
 - [FCC Optional Checklist for Local Government to Determine Whether a Facility is Categorically Excluded](#).
 - Staff may require an RF Report if the applicant’s checklist does not demonstrate that the facility is categorically exempt.
- ☑ Site Plan
 - Please review the City’s [Site Plan handout](#).
 - The site plan must show the property lines, existing and proposed buildings, proposed telecom installation locations, graphic scale and north arrow, easements, parking stalls, trenching location, trees with their critical root zones, and access roads.

Additional Documents (Possibly Required)

- ☐ [Eligible Facilities Modification Checklist](#)
 - Required for eligible facilities modifications (antenna swaps, small increases as allowed by the FCC and SMC).
- ☐ Existing Facility Documentation
 - Required for ground-mounted installations such as lattice towers and monopoles, both camouflaged and non-camouflaged, including additions or modifications to existing towers and monopoles.
 - Documents should include copies of an earlier Conditional Use Permit, Special Use Permit, or other historic permits for the existing facility, including any conditions that may still apply.
- ☐ Impact Fee Forms
 - Only required for new installations or expansions – not required for eligible facilities modifications.
 - [Fire Impact Fee Estimation Form](#).
 - [Park Impact Fee Estimation Form](#).
 - [Transportation Impact Fee Estimation Form](#).
- ☐ Noise Emission Report
 - Required for new facilities or projects adding any ground facilities.
- ☐ [Towair Confirmation](#) or FCC Registration
 - Required for any new facility or increase in height.
- ☐ [SEPA Environmental Checklist](#)

- Required if the project is not categorically exempt as described in [SMC 20.30.560](#) or [WAC 197-11-800](#).
- Additional fee for SEPA Environmental Checklist review is required at the time of application, as specified in the [City's fee schedule](#).
- Other documents as required:
 - _____
 - _____

Additional Permits

These are additional permits that may be required to accompany your Wireless Telecommunications Facility application depending on your scope of work.

- [Right-of-Way Use Permit](#)
 - Required for any work within the public right-of-way.
- [Demolition Permit](#)
 - Required when *only* removing equipment permanently. Equipment swap-outs do not require a Demolition Permit.