

Special Use Permit For Wireless Facilities

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Special use permits for wireless facilities are governed by Section 18.43 of the Hunts Point Municipal Code (HPMC). With respect to the placement of antennas on an antenna support structure, the requirements for a special use permit will be applicable, based upon the height of the antenna mount and antenna or antenna support structure, except as otherwise provided in Chapter 18.43. Special use permits are required for wireless facilities proposed to be more than 26 feet in height, or for those situations in which the applicant desires to vary from any term or condition of Chapter 18.43. This permit may require review by a third party.

(If the proposed antenna is less than 26 feet in height or the applicant does not desire to vary from any term or condition of Chapter 18.43 then a site development permit is necessary.)

Process

Pre-application Conference

A pre-application conference is required prior to submittal of a special use permit for wireless facilities.

Submittal

Upon receipt of a complete application, town staff will issue a notice of application which shall be posted on the street right-of-way adjacent to the site of the application in a location which is clearly visible to the public and posted at all of the regular posting sites maintained by the town, and sent to other parties as outlined in HPMC 11.10.160(4).

SEPA Procedure

Decisions pertaining to the application to site wireless service facilities are not subject to the State Environmental Policy Act (SEPA, specifically RCW 43.21C.030(2)(c)), if the facilities meet the requirements of RCW 43.21C.0384 (as that section currently exists or may be amended in the future). The town may also follow the procedures set forth in RCW 80.36.375 (as that section currently exists or may be amended in the future), where a wireless service provider applies to site several "microcells" (as defined in RCW 80.36.375(2)(b)), in a single geographical area.

Hearing Procedure

The notice of application shall be provided at least 15 days prior to the Public Hearing date, in accordance with Chapter 11.10 HPMC. The hearing examiner shall act on a special use permit only after a public hearing, as provided in Chapter 11.10 and 18.43.013 HPMC. Upon completion of the public hearing, the hearing examiner shall review, approve, conditionally approve or deny the special use permit.

Criteria for Approval

The special use permit will be approved if the applicant demonstrates consistency with the policies of Chapter 18.43.013 HPMC.

Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 3, Revenue & Finances
HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)
HPMC Title 18, Zoning

Fees

See fee schedule



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Special Use For Wireless Facilities

21

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Special use permits are required for wireless facilities proposed to be more than 26 feet in height, or for those situations in which the applicant desires to vary from any term or condition of Chapter 18.43 (HPMC). If the proposed antenna is less than 26 feet in height or the applicant does not desire to vary from any term or condition of Chapter 18.43 then a site development permit is necessary.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is 3 (three). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):
If an item is not applicable, attach explanation.

Applicant

- Completed general application form
- Proof of agency and hold harmless agreement form
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point, WA 998004-1121, for purposes of reporting to the Department of Revenue.

Application Requirements: (1 copy of each item required)

- Photosimulations of the proposed facility from affected residential properties and public rights-of-ways at varying distances;
- A site elevation and landscaping plan indicating the specific placement of the facility on the site, the location of existing structures, trees and other significant site features, the type and location of plant materials used to screen the facility, and the proposed color(s) of the facility;



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- A signed statement indicating (a) that the applicant and landowner agree they will diligently negotiate in good faith to facilitate co-location of additional wireless service facilities by other providers on the applicant's structure or within the same location and (b) that the applicant and/or landlord agrees to remove the facility within sixty (60) days after abandonment; and (c) whether construction of the antenna and antenna support structure will accommodate co-location of additional facilities or antennas for future users
- Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by FCC Para. 1.1307, or in the event that a FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment
- A site plan clearly indicating the location, type and height of the proposed antenna and antenna support structure, on-site land uses and zoning, buffering, access, adjacent land uses and zoning, adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed facility and any other proposed structure
- A current map and aerial showing the location of the proposed antenna and antenna support structure
- A map showing the locations and service areas of other wireless facilities operated by the applicant and those proposed by the applicant that are close enough to impact service within the Town
- Legal description of the parcel. (if applicable)
- A vicinity map showing the distance between the antenna or the wireless service facility and the property lines of the adjacent public or private properties
- A landscape plan showing specific landscape materials
- Method of fencing, and finished color and if applicable the method of camouflage and illumination
- A letter signed by the applicant stating the antenna and antenna support structure and comply with all FAA regulations and EIA standards and all other applicable federal, state and local laws and regulations
- Certification that the antenna usage will not interfere with other adjacent or neighboring transmission or reception functions
- If the applicant is the telecommunications provider, the applicant must demonstrate that it is licensed by the FCC if required to be licensed under FCC regulations

- The applicant, if not the telecommunications service provider, shall submit proof of lease agreements with a FCC licensed tele-communications provider if such telecommunications provider is required to be licensed by the FCC
- At the time of site selection, the applicant shall demonstrate how the proposed site fits into its overall network within the Town
- A map of the area to be served by the facility
- Maps or other information demonstrating the facility's relationship to other cell sites in the applicant's network
- An evaluation of existing commercial buildings taller than thirty (30) feet Located within one quarter (1/4) mile of the proposed tower or antenna from which a location standpoint could provide part of a network for transmission of signals

General Application

9

RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121

FOR STAFF USE ONLY Permit #: _____ Expiration: _____
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ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

PERMIT TYPE:		
<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Special Use for Wireless Facilities
<input type="checkbox"/> Building	<input type="checkbox"/> Shoreline Substantial Development	<input type="checkbox"/> Subdivisions (Short & Major)
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Development	<input type="checkbox"/> Tree Removal

Property Address _____ Lot # _____ Zone _____

Owner Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Agent Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Architect/Designer Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Contractor Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____

Property Legal _____
 Assessor's Parcel # _____

Description of project or use (if further space is needed, please attach explanation): _____ _____ _____
Square Footage _____
<input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Conversion <input type="checkbox"/> New Construction

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION \$ _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?
 YES NO

SIGNATURE _____

DATE _____

OWNER AGENT (AGENTS *MUST* HAVE FORM 9a COMPLETED WITH PROPERTY OWNER'S SIGNATURE)

NOTE: All costs from actual staff/consultant time will be billed to applicant.

PLAN REVIEW DEPOSIT \$ _____	RECEIPT _____ BY _____
DATE _____	
PLAN REVIEW FEE \$ _____	
PERMIT FEE \$ _____	
INSPECTION DEPOSIT \$ _____	
OTHER CHARGES \$ _____	
STATE BUILDING FEE \$ _____	
LESS FEES PAID \$ (_____)	
TOTAL \$ _____	
RECEIPT _____ BY _____	
DATE _____	



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Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive] [Date]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]

To BE COMPLETED BY AGENT:

[Print Name of Agent] [Title]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive]

[Date]

[Contact Address]

[City]

[State]

[Zip]

[Phone]

[Fax]

Permit Fee Schedule

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus actual staff/consultant time
Building	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	UBC Table 1A fee valuation plus staff/consultant time
➤ State Building Code Fee	\$4.50
Building Permit Exemption Request	\$50.00 plus actual staff/consultant time
Conditional Use	\$500.00 plus actual staff/consultant time
Demolition	\$250.00
Heavy Truck Street Repair Fund Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus actual staff/consultant time
Right of Way Use	\$250.00 plus actual staff/consultant time
SEPA Review	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development Exemption	\$250.00 plus actual staff/consultant time
Site Development	\$500.00 plus actual staff/consultant time
Street Cleaning	\$3,000 deposit
Street Opening	\$250.00 plus actual staff/consultant time
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
Special Use	\$500.00 plus actual staff/consultant time
Telecommunications Franchise	Fee negotiated
Telecommunications Right of Way Use	\$250.00 plus actual staff/consultant time
Tree Removal	\$50.00 plus actual staff/consultant time
Variance	\$500.00 plus actual staff/consultant time

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