



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: permits@huntspoint-wa.gov

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

SPECIAL USE PERMIT FOR WIRELESS FACILITIES APPLICATION INSTRUCTIONS

Welcome to the Hunts Point special use permit for wireless facilities permit process. Special use permits for wireless facilities are governed by the Hunts Point Municipal Code, Chapter 18.43 (HPMC). This chapter is to establish the general guidelines for the siting of antenna support structures, equipment buildings and antennas.

A PRE-APPLICATION MEETING IS REQUIRED FOR A SPECIAL USE PERMIT FOR WIRELESS FACILITIES.

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](https://www.huntspoint-wa.gov)

- 1. SCHEDULE A PRE-APPLICATION MEETING.** You will be contacted with the time and date for a Virtual Zoom Meeting. The meeting will typically be attended by town reviewers which may include the Building Official, Town Planner/Engineer, Town Arborist. The design must be as complete as possible for the reviewers to give constructive feedback. It is recommended that the pre-application meeting be attended by everyone involved and that the drawings and general information be provided.
- 2. READ THE TOWN OF HUNTS POINT BUILDING, ZONING, SITE DEVELOPMENT, TREE REMOVAL, WIRELESS SERVICE FACILITIES, AND ENVIRONMENTAL CODES THOROUGHLY.** The website is www.huntspoint-wa.gov which provides access to the rules governing projects in the Town, including the relevant International Codes and Hunts Point Municipal Code citing regulations, e.g., setbacks, and height limits, etc. As the applicant you are responsible for complying with all legal requirements. If the proposed project does not comply with the Zoning Code, you must apply for a variance.
- 3. REVIEW WHICH DOCUMENTS YOU WILL NEED.** The Town issues special use permits for wireless facilities, site development, building, demolition, mechanical, plumbing, shoreline substantial development and exemptions, tree removal, and right-of-way use permits. Bellevue City Hall issues fire sprinkler permits. The Washington State Department of Labor and Industries issues electrical permits.
- 4. DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project. Detailed information about these items follows.
 - A. APPLICATION FORMS AND CHECKLIST:**
 - Site Development Permit HPMC 15.45, 15.45.070, 18.43.007, and 18.43.014.
 - Special Use Permit HPMC 18.43.013 unless a third-party review is required under HPMC 18.43.012 and 18.43.013.
 - SEPA (State Environmental Policy Act) HPMC 18.43.007(3)(c) and RCW 43.21C.030(2)(c) and RCW 43.21C.0384 [SEPA checklist guidance - Washington State Department of Ecology](#) If SEPA is required there is a thirty (30) day notification period.
 - Any additional applications that may be deemed necessary.
 - B. REQUIREMENTS FOR A SITE DEVELOPMENT PERMIT:** If the facility is proposed to be more than 60 feet in height, or if the applicant desires to vary from any term or condition, herein, the applicant shall instead obtain a special use permit, and comply with all other applicable provisions of this chapter. Please complete the forms by providing the information requested, answering all

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questions accurately and signing the application. With respect to the placement of antennas on an existing antenna support structure, the requirements for a site development permit will be applicable, unless the proposal is for an eligible facilities request, which shall be according to HPMC 18.43.014.

C. REQUIREMENTS FOR A SPECIAL USE PERMIT: You must submit your plans and applications as follows:

- **Photo simulations** of the proposed facility from affected residential properties and public right of way at varying distances.
- **Site elevation and landscaping plan** indicating specific placement of 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 proposed color(s) of the facility.
- **Signed statement** indicating that (i) 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 site location (if technologically feasible); and (ii) the applicant agrees to remove the facility within 60 days after abandonment.
- **Copies of any environmental documents** required by any federal agency. These shall include the environmental assessment required by 47 CFR 1.1307, or in the event that an FCC environmental assessment is not required a statement that describes the specific factors that obviate the requirements for an environmental assessment.
- **Site plan** clearly indicating 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 drawing of proposed facility and any other proposed and existing structure(s).
- **Current map** and aerial showing the location of the proposed antenna and antenna support structure.
- **Legal description** of parcel, if applicable.
- **Vicinity map** showing distance between antenna or wireless service facility and property lines of adjacent public or private properties.
- **Landscape plan** showing specific landscape materials.
- **Method of fencing** and finished color and if applicable method of camouflage and illumination.
- **Letter signed by applicant** stating antenna and antenna support structure comply with all FAA regulations and EIA standards and all other applicable federal, state, and local laws and regulations.
- **Statement** by applicant as to whether construction of antenna and antenna support structure will accommodate co-location of additional facilities or antennas for future uses.
- **Telecommunications** provider must demonstrate that it is licensed by FCC if required to be licensed under FCC regulations.
- **If the Applicant** is not the telecommunications service provider, shall submit proof of lease agreement with an FCC-licensed telecommunications provider if such telecommunications provider is required to be license by the FCC.

D. PROCESSING OF PERMITS:

- **Special Use Permit:** Approval body is the hearing examiner which shall review, approve, conditionally approve, or deny the permit.
- **Application Requirements and Notice:** Provide required information required in HPMC 18,43.007(2) and notice of the public hearing by the hearing examiner in HPMC 11.10
- **Timing.** All permits required shall be subject to the applicable project permit timelines set for in state law or federal regulations and Hunts Point Municipal Code.
- **Batching.** 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 "microcell" (as defined in RCW 80.36.375(2)(b)), in a single

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geographical area. However, nothing in this section shall prevent an applicant from submitting any other applications simultaneously for facilities that are not considered microcells.

- **Appeals.** Notwithstanding any other provision of the HPMC, in order to comply with federal permit processing, timelines provided by federal regulation, the town's issuance of a site development permit pursuant to this chapter shall be a final decision and not subject to appeal to the town's hearing examiner.

E. DESIGN CRITERIA (Refer to HPMC 18.43.008 for approval of all site developments and special use permits.

- Co-location
- Architectural compatibility
- Setbacks
- Impact on adjacent properties
- Right of Way setback exception
- View corridors
- Color
- Lights, signals, and signs
- Equipment structures
- Federal requirements
- Building codes, safety standards
- Structural design
- Fencing
- Antenna and antenna support structure height
- Antenna support structure safety
- Antenna criteria
- Co-location disputes
- Continuing compliance with standards
- Interference
- Guy wires restricted
- Wireless facility antennas and/or individual components of wireless facilities
- Any facilities placed in town right of way shall comply with Americans with Disabilities Act
- Side arm mounts for antennas or equipment are prohibited

F. LANDSCAPING REQUIREMENTS: (Refer to HPMC 18.43.009) Approval for all site development and special use permits shall be based on the following landscaping:

- The landscaping shall screen the wireless service facility with specific requirements approved by the town.

G. ADDITIONAL APPLICATION FORMS: You must submit a separate application form for all permits needed, including building, demolition, tree removal, mechanical, plumbing, shoreline substantial development or exemption, site development, right of way, etc.

5. TRAFFIC CONTROL AND PARKING. The Building Official will review your submittal for compliance with the Town Code regulating parking at construction sites. The Town Engineer will review all Right Of Way Use Permits which require traffic control plans.

6. STREET CLEANING AND REPAIRS. A street cleaning or repairs deposit may be required at the time a construction permit is issued and prior to the beginning of any construction activities, if in the opinion of the Town Building Official, the construction activity will likely result in damage or dirt, mud, or other debris on the streets.

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- 7. SITE DEVELOPMENT.** A site development permit needs to be secured before engaging in construction, excavation, demolition work, and material hauling. You must designate a project supervisor responsible for work and construction activities and parking to serve as a 24-hour contact.
- 8. HEAVY TRUCK FEE.** Applicants must pay a heavy truck fee equal to 1% of the project value to offset and repair the damage done to the Town streets by vehicles transporting materials if the Town Engineer determines, based on the application, that fill, gravel, concrete, asphalt, lumber, and other bulk material will be transported to or from the site.
- 9. CALCULATE THE ESTIMATED FAIR MARKET VALUE OF YOUR PROJECT AS FOLLOWS:** For remodel work, the costs for all the construction including but not limited to architect and engineering fees, site preparation, demolition work, disposal, material delivery and placement, restoration work, and all labor, materials, overhead and profit to complete the project. For new construction, the cost will be determined by square footage. The valuation shall be determined the same as the remodel work. A plan review fee will be collected at time of submittal. The total amount due at the time of permit issuance will be based on either valuation for remodel work or square footage on new construction.
- 10. SUBMIT THE COMPLETED APPLICATION FORMS, PLANS** and supporting documents electronically to: permits@huntspoint-wa.gov. The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bringing the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.
- 11.** After accepting your application and fees, the Deputy Clerk will process your application and documents and forward the plans through the permit tracking system to the appropriate town planner. If additional or revised information is needed to complete the plan review, the planner will notify you directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
- 12.** After the information is complete a public hearing will be scheduled before the hearing examiner. After the public hearing the hearing examiner will submit a written decision. The Deputy Clerk will notify you electronically of the decision.
- 13. DESIGNATE A PROJECT CONTACT:** A project supervisor must be designated and is responsible for all contact during this application.

The information above explains the process for plan review and permit issuance in the Town of Hunts Point. Please note that some of these steps may not apply to the permit for which you are applying.



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SPECIAL USE PERMIT FOR WIRELESS FACILITIES CHECKLIST

A valid and complete building permit application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- _____ Pre-Application Meeting notes
- _____ State Environmental Policy Act (SEPA), if applicable
- _____ **Special Use Permit Application** (HPMC 18.43.007(2))
 - _____ Photo simulations
 - _____ Site elevations and landscaping plan
 - _____ Signed statement
 - _____ Copies of any environmental documents
 - _____ Site plan
 - _____ Current map
 - _____ Legal description
 - _____ Vicinity map
 - _____ Method of fencing
 - _____ Letter from applicant stating antenna and structure complies with all FAA and EIA requirements
 - _____ Statement by applicant that antenna and structure will accommodate additional co-location facilities
 - _____ Telecommunications provider must demonstrate that it is licensed by FCC (if applicable)
 - _____ If applicant is not the telecommunications service provider submit proof of lease agreement
- _____ **Design Criteria** (HPMC 18.43.008)
 - _____ Co-location
 - _____ Architectural compatibility
 - _____ Setbacks
 - _____ Impact on adjacent properties
 - _____ Right of way setback exception
 - _____ View corridors
 - _____ Color
 - _____ Lights, signals, and signs
 - _____ Equipment structures
 - _____ Federal requirements
 - _____ Building codes and safety standards
 - _____ Structural design
 - _____ Fencing
 - _____ Antenna and antenna support structure height, and safety
 - _____ Antenna criteria
 - _____ Compliance with American with Disabilities Act (ADA)
- _____ Landscaping plans (HPMC 18.43.009)
- _____ Traffic control plan
- _____ Proof of Agency/Hold Harmless
- _____ Any additional permits deemed necessary
- _____ Proof of Agency/Hold Harmless
- _____ Fee



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PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



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ELECTRONIC PERMIT SUBMITTAL

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

INITIAL SUBMITTAL

1. All documents are to be submitted electronically to permits@huntspoint-wa.gov. Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

RESUBMITTING

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

PLANS APPROVAL

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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PERMIT APPLICATION

ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____ APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

FOR STAFF USE ONLY	
Permit #	_____
Expiration	_____

PERMIT TYPE:

Building Permit Plumbing Permit Site Development Permit
 Demolition Permit Shoreline Substantial Development Permit Tree Removal Permit
 Mechanical Permit Shoreline Substantial Development Exemption Permit Other _____

Property Address _____ Zone _____

Owner Information:

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

Agent Information:

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

Architect/Designer Information:

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

Contractor Information:

Name _____ Phone _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____
 Assessor's Parcel # _____ Property Legal _____

Description of project or use (if further space is needed, please attach explanation):

Valuation \$ _____ **Square Footage** _____
 Repair Addition Alteration Replacement Conversion 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.

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

SIGNATURE _____
 DATE _____
 OWNER AGENT

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

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



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PROOF OF AGENCY/HOLD HARMLESS AGREEMENT

Property Address _____

Permit Type _____ Permit Number _____

PROOF OF AGENCY

A proof of agency is required for the acceptance of any permit where the 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 who 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 Proof of Agency/Hold Harmless.

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 Code

Phone Number Email Address

TOWN OF HUNTS POINT

TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

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 an application without an executed Hold Harmless Agreement.

TO BE COMPLETED BY OWNER

I, _____, as owner of
(print name of property owner or, in case of corporation, LLC LLP or partnership, company Chief Executive)
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		



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SEPA APPLICATION COVER SHEET

FOR STAFF USE ONLY

Application # _____

Fee _____

Receipt _____

<https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance>

Received By _____ Date _____

A. STAFF REVIEW HAS DETERMIED THAT PROJECT:

_____ Meet the categorically exempt criteria

_____ Has no significant adverse environmental impact and application should be processed without further consideration of environmental effects

_____ Has significant environmental impact and an Environmental Impact Statement will be prepared

_____ An Environmental Impact Statement for this project has already been prepared

Signature of Responsible Official _____ Date _____

B. COMMENTS: _____

C. TYPE OF PERMIT OR ACTION REQUESTED: _____

D. ZONE: _____