Special Use Permit for Wireless Facilities and Checklist

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.)

Initial Consultation – Pre-application Conference:
A pre-application conference is required prior to submittal of a special use permit for wireless facilities.

Submittal, Preparation and Fee:
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 cite several “microcells” (as defined in RCW 80.36.375(2)(b)), in a single geographical area. Can be obtained at: https://www.ecy.wa.gov/programs/sea/sepa/forms.htm

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

The required number of plan sets is three (3). 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.

☐ 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)

☐ Photo simulations 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;

☐ 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;
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☐ 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;
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☐ 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.