



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.**

FOR BUILDING INSPECTIONS
Steve Wilcox, 206-235-9137

TELECOMMUNICATIONS FRANCHISE APPLICATION INSTRUCTIONS

Welcome to the Hunts Point telecommunications franchise application process. The franchise shall be required of any telecommunications carrier who desires to occupy public ways of the town and to provide telecommunications services to any person or area in the town. Refer to Hunts Point Municipal Code, Chapter 12.18 (HPMC).

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

- 1. READ THE TOWN OF HUNTS POINT TELECOMMUNICATIONS FRANCHISE CODE THOROUGHLY.** The website is www.huntspoint-wa.gov which provides access to the rules governing franchises in the town. As the applicant you are responsible for complying with all legal requirements.
- 2. FRANCHISE APPLICATION (HPMC Article IV, 12.18.072):** Any person that desires a telecommunications franchise pursuant to HPMC Article IV shall furnish the following information:
 - A. Identity of the franchise applicant, including all affiliates of the applicant.
 - B. A description of telecommunications services that are or will be offered or provided by the franchise applicant over its existing or proposed facilities.
 - C. Description of the transmission medium that will be used by the franchisee to offer or provide such telecommunications services.
 - D. Preliminary engineering plans, specifications, and a network map of the facilities to be located within the town, all in sufficient detail to identify,
 - Location and route requested for applicant's proposed telecommunications facilities,
 - Location of all overhead and underground public utility, telecommunication, cable, water, sewer, drainage and other facilities in the public way along the proposed route,
 - The location(s), if any, for interconnection with the telecommunications facilities of other telecommunications, carriers,
 - Specific trees, structures, improvements, facilities, and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate.
 - E. If applicant is proposing an underground installation in existing ducts or conduits within the public ways, information in sufficient detail to identify,
 - Excess capacity currently available in such ducts or conduits before installation of applicant's telecommunications facilities,
 - Excess capacity, if any, that will exist in such ducts or conduits after installation of applicant's telecommunication facilities.
 - F. If applicant is proposing an underground installation within new ducts or conduits to be constructed within the public ways,
 - Location proposed for the new ducts or conduits. The excess capacity that will exist in such ducts or conduits after installation of applicant's telecommunication facilities.
 - G. Preliminary construction schedule and completion dates.
 - H. Preliminary traffic control plan in accordance with the town's adopted street standards and the most current Manual on Uniform Traffic Control Devices (MUTCD).
 - I. Financial statements prepared in accordance with generally accepted accounting principles demonstrating the applicant's financial ability to construct, operate, maintain, relocate, and remove the facilities.

TOWN OF HUNTS POINT

- J. Information in sufficient detail to establish the applicant's technical qualifications, experience and expertise regarding the telecommunications facilities and services described in the application.
 - K. Information to establish that the applicant has obtained all other governmental approvals and permits to construct and operate the facilities and to offer or provide the telecommunications services.
 - L. Whether the applicant intends to provide cable service, video dial tone service or other video programming service, and sufficient information to determine whether such service is subject to franchising.
 - M. An accurate map showing the location of any existing telecommunications facilities in the town that the applicant intends to use or lease.
 - N. A description of the services or facilities that the applicant will offer or make available to the town and other public, educational, and governmental institutions.
 - O. A description of the applicant's access and line extension policies.
 - P. The area or areas of that town the applicant desires to serve and a schedule for build-out to the entire franchise area.
 - Q. All fees, deposits or charges required pursuant to Article VI of this chapter.
 - R. Such other and further information as may be required by the town clerk.
 - S. An application fee which shall be set by the town council by resolution.
3. **DETERMINATION BY THE TOWN (HPMC 12.18.074):** Within 120 days after receiving a complete application under HPC 12.18.072, the town shall issue a written determination granting or denying the franchise application in whole or in part, applying the following standards. If the franchise application is denied, the written determination shall include the reason for denial.
4. **AGREEMENT (HPMC 12.18.076):** No franchise shall be deemed to have been granted until the applicant and the town have executed a written agreement setting forth the particular terms and provisions under which the franchisee has been granted the right to occupy and use public ways of the town.
5. **TERMS OF FRANCHISE GRANT (HPMC 12.18.080):** Unless otherwise specified in a franchise agreement, a telecommunications franchise granted hereunder shall be valid for a term of ten (10) years.
6. **PERMITS REQUIRED (HPMC 12.18.008):**
- **Right of Way Use Permit:** Any telecommunications carrier who desires to construct, install, operate, maintain, or otherwise locate telecommunications facilities in, on, under, over, or across any public way of the town for the purpose of providing telecommunication service to persons and areas inside or outside the town shall first obtain a permit, pursuant to HPMC, Chapter 12.05.
 - Where state or federal law precludes the town from requiring a franchise or exempting a telecommunications carrier from local franchising requirements, the carrier's right of way permit application must include the information described in HPMC 12.18.072.
 - **Telecommunications Franchise Required (HPMC 2.18.010):** Any telecommunications carrier who desires to construct, install, operate, maintain or otherwise locate telecommunications facilities, in, on, under over, or across any public way of the town and to also provide telecommunication to persons or areas in the town, shall first obtain franchise granting the use of such public ways from the town pursuant to Article IV of this chapter.
 - **Facilities Lease Required (HPMC 12.18.012):** No telecommunications carrier or other entity who desires to locate telecommunications or other equipment on town property shall locate such facilities or equipment on town property unless granted a facilities lease or license from the town, The town council reserve unto itself the sole discretion to lease or license town property for telecommunications and other facilities and to charge an appropriate fee therefor and no vested or other right shall be created by this section or any provision of this chapter applicable to such facilities leases or licenses.
 - **Construction Permits (HPMC 12.18.014):** The holder of a permit or franchise granted pursuant to this chapter shall in addition to said permit or franchise be required to obtain a construction permit from the town pursuant to Article VII of this chapter. No work, construction, development, excavation, or installation of any equipment shall take place until such time as the construction permit is issued.

TOWN OF HUNTS POINT

7. **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.
8. 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 Town Planner. If additional or revised information is needed to complete the plan review, the staff reviewer will notify you directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
9. **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.



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.**

TELECOMMUNICATIONS FRANCHISE CHECKLIST

A valid and complete telecommunications franchise application is required. This project will be vested to the applicable ordinances in effect at the time of application acceptance. Article IV, HPMC, Chapter 18.18.070)

- _____ Pre-Application Meeting notes
- _____ Franchise applications
- _____ Identity of franchise applicant, including all affiliates
- _____ Description of telecommunications services offered or will be offered
- _____ Description of transmission medium that will be used by franchisee to offer or provide such services
- _____ Preliminary engineering plans, specifications, and network map of facilities to be located within the town
- _____ Location and route requested for proposed telecommunications facilities
- _____ Location of overhead and underground public utility, telecommunications, cable, water, sewer drainage, and other facilities in the public way
- _____ Location(s) for interconnection with telecommunications facilities of other telecommunication carriers
- _____ Specific trees, structures, improvements, facilities and obstructions that applicant proposes to temporarily or permanently remove or relocate
- _____ If proposing an underground installation in existing ducts or conduits within the public ways supply _____ sufficient detail to identify:
 - _____ Excess capacity currently available in such ducts or conduits before installation of telecommunications facilities
 - _____ Excess capacity, if any, that will exist in such duct or conduits after installation of telecommunication facilities
- _____ If proposing an underground installation within new ducts or conduits to be constructed with the public way:
 - _____ Location for new ducts or conduits
 - _____ Excess capacity that will exist in such ducts or conduits after installation of applicant's telecommunication facilities
- _____ Preliminary construction schedule and completion dates
- _____ Preliminary traffic control plan in accordance with town's adopted street standards and most current Manual on Uniform Traffic Control Devices (MUTCD)
- _____ Financial statements prepared with generally accepted accounting principles demonstrating applicant's financial ability to construct, operate, maintain, relocate and remove facilities
- _____ Information in sufficient detail to establish applicant's technical qualifications, experience and expertise regarding telecommunications facilities and services describe in application
- _____ Information to establish that applicant has obtained all other governmental approvals and permits to construct and operate facilities and to offer or provide telecommunications services
- _____ Supply information whether applicant intends to provide cable service, video, dial tone service or other video programming service to determine whether such service is subject to cable franchising
- _____ Submit accurate map showing location of any existing telecommunications facilities in the town that applicant intends to use or lease
- _____ Description of services or facilities that applicant will offer or make available to the town and other public, educational, and governmental institutions
- _____ Description of applicant's access and line extension policies
- _____ Areas of town that applicant desires to serve and a schedule for build-out to entire franchise area
- _____ Proof of Agency/Hold Harmless Agreement
- _____ All fees, deposits or charges required pursuant to Article VI of this chapter



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.**

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.



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.**

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.



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.**

TELECOMMUNICATION FRANCHISE APPLICATION
(Hunts Point Municipal Code 12.18)

FOR STAFF USE ONLY
Permit # _____
Expiration _____

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

Applicant's Name _____

If applicant is an entity, what is the form of ownership: _____

Mailing Address _____ City _____ Zip Code _____

Site Address _____ City _____ Zip Code _____

Telephone Number _____ Email _____

Name of Affiliates of Applicant _____

Applicant/Contact Person _____

Telephone Number _____ Email _____

Submittal of all information is necessary to begin processing the telecommunication franchise application.



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.**

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		