



# DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS  
www.mybuildingpermit.com • www.kirklandpermits.net

# Personal Wireless Service Facility Application Checklist

Planning Department

Complete this form to submit at City Hall. Or, use [mybuildingpermit.com](http://mybuildingpermit.com) to submit your application entirely online.

The following is a list of materials which must be submitted in order to have a complete application. Do not turn in your application until all materials that apply to your proposal have been completed and checked off. A Notice of Application (if applicable) will not be issued until your application materials are complete.

## Return This Checklist With Application

### Pre-Submittal Meeting

A meeting with a planner is required within the six months immediately prior to submittal.

### Application

A completed application form and supporting affidavits. The application must be signed by all individuals holding an ownership interest in the parcel as listed on the Title Report.

A completed and signed [Environmental Checklist](#) (Consult with Department of Planning and Community Development, a checklist is usually not required for a short subdivision). SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City's Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.

A completed application questionnaire (attached).

### Fees

A check to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee ([see fee schedule](#)).

NOTE: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

### Neighborhood Meetings

A neighborhood meeting(s) has been held. See [Neighborhood Meetings Encouraged](#) instruction sheet to determine if a meeting is required.

### Plans and Supporting Information

An electronic copy in PDF format of the following information, drawn at 1" = 20' or a comparable scale. Also, submit one (1) paper copy of all plans reduced onto 11" x 17" sheets. For facilities to be located on an existing structure, some items below may be waived at the pre-submittal meeting.

1. Scaled plan(s) clearly indicating the following items:
  - a. Location, type, dimensions, height, materials and color of the proposed or existing tower or structure

Personal Wireless Service Facility Application Checklist - continued

- b. Location, type, dimensions, height, number, color and technical specifications of proposed antennas;
- c. Location, type, dimensions, gross floor area, height, materials and color of proposed equipment structure. Location of exhaust ports or outlets.
- d. The type of concealment technology which will be utilized.
- e. Proposed location of power, telephone and other utilities serving the site.
- f. Specific landscape, screening and fencing materials. Landscape plans shall include size, species, location, distance apart, plus irrigation and maintenance plans.
- g. Proposed setbacks from property lines, nearest residential unit and residentially zoned properties.
- h. On-site and adjacent land uses and zoning
- i. Adjacent roadways and proposed means of access
- j. Location and extent of any streams, wetlands, or landslide hazard areas on or within 100 feet of the underlying property.
- k. Tree Plan. Summary of Tree Plan II requirements is attached.
- l. Existing and finished grades at 5 foot contours with the precise slope of any area in excess of 15%.
- m. Lot size and lot coverage calculations for the underlying property
- n. Check with the city to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
- 2. Dimensioned elevation drawings of the existing tower or structure showing the proposed antennas, and equipment structure (at 1/8" = 1' or comparable scale).
- 3. A current map and/or aerial photograph showing the location of the proposed tower.
- 4. Photo simulations of the proposed facility from affected residential properties and public rights-of-way. Photo of the existing facility at the time of application, if applicable. Identify all carriers using the facility.
- 5. Information of sufficient detail to demonstrate that the equipment structure is the minimum size necessary.
- 6. A notarized letter signed by the applicant stating that the personal wireless service facilities will comply with all applicable federal and state laws, including specifically FCC and FAA regulations, and all City codes.
- 7. A notarized letter signed by the applicant stating that the antenna usage will not interfere with other adjacent or neighboring transmission or reception communications signals.
- 8. Manufacturer information indicating compliance with adopted noise standards.
- 9. Copy of FCC license for service area or facility (whichever is applicable). The applicant, if not the personal wireless services provider, shall submit proof of a lease agreement with an FCC licensed personal wireless services provider if such provider is required to be licensed by the FCC.
- 10. For a new or replacement tower only, or collocation of antennas exceeding the height of an existing tower: A copy of the applicant's FAA determination.
- 11. For a new or replacement tower only: A report by a professional engineer (per [Zoning Code Chapter 85](#)) may be required if development will occur on a near a landslide hazard or seismic hazard area. If required, two copies are to be submitted to the Planning Department.

Personal Wireless Service Facility Application Checklist - continued

12. For a new or replacement tower only: Propagation maps showing the following information:
- a. Labels indicating major streets, landmarks, Kirkland City limits and location of the proposed facility and existing and future handoff sites.
  - b. Existing coverage without the proposed facility and with existing and future handoff sites.
  - c. Coverage with the proposed facility and with existing and future handoff sites.
  - d. Coverage with the proposed facility at a lesser height and with existing and future handoff sites.
  - e. Demonstrate that the tower and antennas are required for present and future network coverage in order to satisfy the requirements of the provider's grid system.
  - f. Demonstrate that the height requested is the minimum height necessary for the tower and antennas.
13. For a new or replacement tower only: If the site is within or adjacent to a residential zone, then a study shall be provided showing which alternative locations that are not within or adjacent to a residential zone were considered and why these alternative locations are not acceptable.
14. For a new or replacement tower only: Copies of the following notice sent by certified mail to all other wireless providers licensed to provide service within the City of Kirkland.

*(Wireless Provider) is providing you with notice of our intent to apply to the City of Kirkland to construct a personal wireless service facility that would be located at (provide address or general area). In general, we plan to construct a new tower of \_\_\_\_\_ feet in height for the purpose of providing (cellular, ESMR, PCS, etc.) service in the \_\_\_\_\_ frequency range.*

*Please inform us whether you have any wireless facilities located within (distance based on coverage objectives) of the proposed facility that may be available for collocation opportunities, or whether you are interested in collocating on our proposed facility. Please provide us with this information within 15 business days after the date of this letter. If no response is received within that time, we will assume that you do not wish to pursue collocation. A copy of this letter is being provided to the City of Kirkland as part of our permit application package.*

15. For Process IIA and IIB Permits Only:
- a. Signed agreement (supplied by the City) and payment of applicable fee to initiate third party review of the application, as described in Zoning Code Section [117.60](#).
  - b. An evaluation of existing available land, and buildings and structures taller than 30 feet within 1/4 mile of the proposed site. Please include the following information, at a minimum:
    - 1. A map showing structures taller than 30 feet within 1/4 mile of the proposed site and their heights.
    - 2. Property owner name and address and structure owner name and address for each structure.
    - 3. Dates of contacts with property owner and structure owner, and results of those contacts.
16. One (1) copy of all plans reduced onto 8 1/2" x 11" sheets.
17. The following materials must be submitted on CD to the Planning Department for presentation at public meetings and/or permanent storage:
- a. Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF.
  - b. All memos and reports including SEPA checklists, wetland reports, geotech., reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.

Personal Wireless Service Facility Application Checklist - continued

- c. Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- d. All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
- e. All documents must be either 8 1/2 x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- f. Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning and Building Department on CD.
- g. Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

**Public Notice**

For Process I, Process IIA and Process IIB Permits:

You are responsible for obtaining and erecting public notice sign(s) on the subject property. You will need to provide for and erect public notice sign(s) not more than 10 calendar days after the Planning Official determines that the application is complete. In order to ensure that the signs are installed in a timely manner, you should contact a Sign Company and arrange for the appropriate number of signs to be made. See instruction sheet about [Public Notice Signs](#). Any delay in installing the board will result in procedural deficiencies and/or delays.

Please provide the name of the sign company that you have contacted to make the public notice sign(s):

**Alternate Formats:** Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov).