



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
Permit Center (253) 856-5302 FAX: (253) 856-6412
www.ci.kent.wa.us/permitcenter

Planning Services

WTF Administrative Permit Application

Please print in black ink only.

Application Fee...See Fee Schedule

Application #: _____ OFFICE USE ONLY KIVA #: _____ OFFICE USE ONLY

Application Name: _____

Proposed Use: _____

Address/Location: _____ Zone: _____

King County Parcel Number (s): _____ Acres: _____

1/4 Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Professional License No: _____ Contact Person: _____

Property Owner: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Property Owner 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/ Consultant/ Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No.: _____

.....
OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____



Administrative Wireless Telecommunications Facilities (WTF) Application Instructions

Certain types of wireless telecommunications facilities (WTFs) require an Administrative Approval Permit in the City of Kent, as specified in Section 15.08.035 (H) of the Kent Zoning Code. The purpose of the administrative approval permit is to allow the proper integration into the community of uses which may be suitable only in certain zoning districts or if regulated in a particular manner. The characteristics of these developments designated for the administrative approval process shall be reviewed during the application and administrative decision process to determine whether or not the development is appropriate and compatible in the particular location proposed and what, if any, conditions are necessary to ensure compatibility. The Planning Manager is authorized under Subsection 15.08.035(H) of the Kent Zoning Code to render a decision on administrative approval permits for these types of WTFs. **Approval of an Administrative WTF Permit does not constitute an approval to construct a structure. A separate building and development permit is required prior to construction or development of the site.**

I. Pre-Application Conference

If an applicant elects to submit for a pre-application meeting, the meeting shall precede the submittal of any project permit application and the environmental checklist, if required. A pre-application meeting is designed to bring together the applicant and designated City development application review staff (including, but not limited to, Public Works, Planning, Building, Fire and Parks) to review and discuss a proposed project in its preliminary stages.

II. SEPA Exempt Personal Wireless Service Facilities

The siting of personal wireless service facilities are exempt if the facility:

- is a microcell and is to be attached to an existing structure that is not a residence or school and does not contain a residence or a school;
- includes personal wireless service antennas, other than a microcell, and is to be attached to an existing structure (that may be an existing tower) that is not a residence or school and does not contain a residence or a school, and the existing structure to which it is to be attached is located in a commercial, industrial, manufacturing, forest, or agriculture zone; or
- involves constructing a personal wireless service tower less than sixty feet in height that is located in a commercial, industrial, manufacturing, forest, or agricultural zone.

This exemption does not apply to projects within a critical area designated under GMA (RCW 36.70A.060).

- For the purposes of this subsection,
1. "Personal wireless services" means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services, as defined by federal laws and regulations.
 2. "Personal wireless service facilities" means facilities for the provision of

personal wireless services.

3. "Microcell" means a wireless communication facility consisting of an antenna that is either:

- four feet in height and with an area of not more than five hundred eighty square inches; or
- If a tubular antenna, no more than four inches in diameter and no more than six feet in length

III. Administrative Permit Application Process

A. Application Form

Provide all information requested on the application form and accompanying application requirements. Answer all criteria and standards clearly and in as much detail as possible. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to the Permit Center.

All items requested on the application and any other material that may be required by Planning Services must be submitted at the time of application in order for the application to be accepted.

B. Completeness Review

Within twenty-eight (28) calendar days after receiving a project permit application, Planning Services shall mail or personally provide to the applicant a written determination of completeness which identifies, to the extent known by the City, other agencies with jurisdiction over the project permit application and states either that the application is complete or incomplete and, if incomplete, what information is necessary to make the application complete.

A determination of completeness shall be made when an application is considered to be sufficient for continued processing

even though additional information may be required or project modifications may be undertaken subsequently. The City's determination of completeness does not preclude the City from requesting additional information or studies either at the time of notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposal.

When the project permit application is determined to be complete, the Planning Manager shall accept it and note the date of acceptance.

If the City does not provide a written determination to the applicant that the application is incomplete, the application shall be deemed complete at the end of the 28-day completeness review period. The time period for review of project permit applications begins following the determination of a complete application.

C. Submission of Additional Information for an Incomplete Application

If the applicant receives a written determination from the City that an application is not complete, the applicant shall have up to ninety (90) calendar days to submit the necessary information to the City.

If the applicant either refuses in writing to submit additional information or does not submit the required information within the ninety (90) calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

Within fourteen (14) calendar days after an applicant has submitted the requested additional information, the City shall again make the completeness determination as described in Section IIB above, and shall notify the applicant in the same manner.

D. Notice of Application

A notice of application shall be issued for all WTF applications, which required SEPA review, within fourteen (14) calendar days after the City has made a determination of completeness. One notice of application will be done for all permit applications related to the same project at the time of the earliest complete project permit application.

E. Comment

Within five (5) calendar days of accepting a complete application, Planning Services shall send a copy of the application to each affected agency and city department for review and comment. The affected agencies and city departments shall have five (5) calendar days to comment. The agency or department is presumed to have no comments if comments are not received within the specified time period. The Planning Manager shall grant an extension of time only if the application involves unusual circumstances. Any extension shall only be for a maximum of three (3) additional calendar days.

Planning Services must receive all public comments on the notice of application by 4:30 p.m. on the last day of the comment period. Comments may be mailed, personally delivered or sent by facsimile. Comments should be as specific as possible.

F. Public Notice

If SEPA review is required, the applicant is required to place one or more public notice boards on the property. The public notice board must be placed on the property as directed by Planning Services, and no later than 14 days after a determination of completeness. The applicant must remove the public notice board(s) from the property within seven (7) days after the end of the comment notice period. Posting information and the notice boards are available at the Kent Permit Center (253-856-5302).

Posted notice of application is required for all WTF applications requiring SEPA review. Planning Services staff will post the notice of application on the public notice board.

The City will mail a notice of application to all agencies with jurisdiction and any person who requests such notice in writing. The City will publish the Notice of Application in a newspaper of general circulation within the City and will provide notice of application at Kent City Hall and in the register for public review at Planning Services office.

G. Application Modifications

Minor changes in the application will be accepted at any time, however, modifications to the original application will reset the City's sixty-day time limit on issuing a decision. Major changes in the application may require a new application submittal and/or a new SEPA determination.

H. Fees

There is a nonrefundable application fee of \$300 for the WTF Administrative Permit. Checks should be made payable to the City of Kent.

IV. Final Disposition of Case

A. Planning Manager Decision

The Planning Manager may administratively approve the uses listed in Section 15.08.035 (H)(2). The Planning Manager may grant an Administrative WTF Approval if the applicant has demonstrated:

1. That the proposed facility is located in the least obtrusive and the most appropriate available site to function within the applicant's grid system.
2. That the WTF will be designed and constructed with appropriate materials, textures and paint colors to reduce visual

obtrusive and to blend into the existing natural and constructed environment.

3. Proof of an FCC license or that the applicant maintains an agreement with an FCC licensed telecommunications provider for use or lease of the facility.
4. That the request meets all City required development guidelines and regulations.
5. That the WTF does not exceed ninety (90) feet in height for a single user and one hundred twenty (120) feet for two or more users.

This administrative approval is classified as a Process I application and is subject to the requirements of KCC Chapter 12.01. Within sixty (60) calendar days from the date the city receives a complete, valid, and properly executed application, the Planning Manager shall either approve, approve with conditions, or deny the application. When rendering a decision, the Planning Manager must make written findings and conclusions that support such decision. If the Planning Manager fails to render a decision within this period, the application shall be deemed approved unless the time for determination is extended by agreement of the City and the applicant.

After final action is taken, the City will provide a notice of decision that also includes a statement of any threshold determination made under SEPA and the procedures for appeal. The written notice of decision shall be provided to the parties of record and to any person who requested notice of the decision prior to the decision.

B. Planning Manager Authority

In connection with an administrative approval, the Planning Manager may, in order to encourage camouflaging and co-location of WTFs, administratively waive separation distance requirements between WTFs by up to fifty (50) percent in non-residential zones. Additionally, the Planning Manager may, in order to encourage the use of the

least obtrusive type of WTF, administratively allow the reconstruction of an existing WTF to that less obstructive use.

VI. Due Process Considerations

A. Notice of Right to Appeal

An appeal from a final decision of the Planning Manager shall be applicable to the Hearing Examiner in accordance with the requirements of KCC Chapter 2.32 and Sections 12.01.040 and 12.01.190.

An appeal must be filed within fourteen (14) calendar days following issuance of the notice of decision unless an appeal of the environmental determination for a project is filed in conjunction with the administrative appeal of the project decision, then both appeals must be filed within twenty-one (21) days after issuance of the notice of decision. Appeals must be delivered to Planning Services by mail, personal delivery or by fax before 4:30 p.m. on the last business day of the appeal period. For the purposes of computing the time for filing an appeal, the day the notice of decision is rendered shall not be included, however, the last day of the appeal period shall be included unless it is a Saturday, Sunday, or a legal holiday, then it is also excluded and the filing must be completed on the next business day.

THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE PERMIT PROCESS REVIEW. SEE THE KENT CITY CODE FOR COMPLETE TEXT AND REQUIREMENTS.

Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.

Submittal Requirements

THE APPLICANT MUST ADDRESS EACH OF THE FOLLOWING STANDARDS AND CRITERIA. THE INFORMATION MUST BE SUBMITTED ON SEPARATE 8 1/2 x 11-INCH SHEETS OF PAPER, TYPED WITH ONE-INCH MARGINS.

A. The completed original application making sure that all of the required signatures are obtained.

B. Seven (7) copies of a detailed project proposal for the specific type of Wireless Telecommunications Facility (WTF) requested including:

1. A detailed project description addressing the following:

(a) all proposed activities to take place related to the WTF

(b) any other uses taking place on the site

(c) the size of leased area for WTF site and overall parcel size

(d) type and location of all existing and proposed structures including fences

(e) if the WTF is proposed to be located on an existing structure, describe the current use of the structure. Will a change in use be necessary?

(f) discuss whether the applicant has researched the possibility of collocation: either at the proposed site or an existing site. Please explain in detail.

2. A detailed description of siting processes addressing the following:

(a) the height of the tower is no greater than necessary to achieve service area requirements and to provide for potential co-location

(b) the height of the tower and the site location has the least visual impact possible on surrounding areas, particularly residential neighborhoods. Include an analysis of the potential impacts from other vantage points in the area to illustrate that the selected site and design

provides the best opportunity to minimize the visual impact of the proposed facility.

(c) siting of the facility minimizes visual prominence when viewed from surrounding areas. The facility should be camouflaged to the maximum extent feasible.

3. If the applicant proposes a monopole, guyed or lattice tower, have the minimum required setbacks from other WTFs been met?

If the above distance is less than is administratively allowed, does the applicant wish to apply for a waiver by the Planning Manager?

4. Provide FCC license number:

If the applicant does not have an FCC number, do they have an agreement with a licensed telecommunications provider? Explain:

5. Discuss and demonstrate compliance with FCC and FAA rules and regulations and all other applicable federal, state, and local laws, rules and regulations, including providing copies of all franchises, licenses, or permits required for the construction and/or operation of a wireless telecommunications system in the City.

6. List backhaul providers and provide copies of all franchises, permits and certificates required to operate as such. Identify the method of providing backhaul, wired or wireless.

C. Provide seven (7) copies of complete legal descriptions of all parcels involved with the project.

D. Seven (7) copies of a map locating all WTFs within five-thousand (5000') feet of the proposed site. This map shall also

include sites where WTF applications have vested but where no facilities have yet been constructed. This map should include information on the height, type and specific location of each WTF structure.

E. Seven (7) copies of a map and inventory locating all of applicant's WTFs within the city and within one (1) mile of its borders, including specific information about the location, height, and design of each facility. This map and inventory shall also include sites where WTF applications have vested but where no facilities have yet been constructed.

F. Seven (7) copies of detailed site plans, drawn to engineering scale. **All large maps must be folded to fit into an 8 1/2 x 14-inch envelope with the application name of the plan showing.** The site plans must include the following information:

1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
2. Property lines
3. North arrow and engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale)
4. King County tax identification number
5. Lot dimensions
6. All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.
7. All major manmade or natural features
8. Location of all existing and proposed buildings and WTF structures
9. Dimensions of buildings and WTF structures
10. Building floor plan and number of stories
11. Heights of all existing and proposed

- buildings and WTF structures
12. Setback dimensions (distance from all existing and proposed structures to property lines)
13. Location of fire hydrants closest to the site
14. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures. If not providing a circuitous fire access around each building, provide fire turn-around(s) with an unobstructed 45-foot radius.
15. Location of parking areas (include dimensions of stalls and drive aisles)
16. Vehicle loading and unloading areas, including truck loading and maneuvering area
17. Vehicle Maneuvering Diagrams for all multi-family, commercial and industrial developments (See DEVELOPMENT ASSISTANCE BROCHURE #6-4, Vehicle Maneuvering Diagrams, for additional information)
18. Location of paved areas
19. Location of proposed landscape areas (include dimensions and area)
20. Location of outside storage areas (include dimensions and area)
21. Areas of future development
22. Trash dumpster location
23. Location of water and sewer mains closest to the site and utility connections
24. Location and type of any existing or proposed lighting to be placed on or near the WTF site
25. Adjacent uses (undeveloped, single family, commercial, etc.)
26. Existing and proposed fences (specify type of fence and construction materials)
27. If applicable, water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
28. If applicable, critical areas such as hazard area slopes and endangered wildlife habitat

29. Contours if the parcel(s) or access road(s) contain slopes of greater than 10%
30. If applicable, sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions. (See DEVELOPMENT ASSISTANCE BROCHURE #6-7, Sight Distance Requirements, for additional information)

G. Seven (7) copies of ITE Land Use Code (number) for each proposed use of property (see DEVELOPMENT ASSISTANCE BROCHURE #6-9, Trip Generation Guidelines, for a list of ITE Land Use Codes). If the proposed land use is not accurately described by an ITE Land Use Code, state that the use does not have an ITE Land Use Code.

H. Seven (7) copies of required Code data:

1. Type of construction per UBC
2. Sprinkled/non-sprinkled
3. Occupancy classifications per UBC Chapter 3
4. Zoning district
5. Total lot area (square feet)
6. Total building area with area breakdown by levels (1st floor, mezzanine, etc.)
7. Allowable area calculations
8. Percent of site coverage
9. Area per occupancy (office, manufacturing, warehouse, retail, etc.)
10. Total number of parking stalls (include handicapped)
11. Total square footage of parking and maneuvering area
12. Total square footage of paved area
13. Square footage of required landscaping areas

I. If applicable, provide seven (7) copies of an existing tree survey, drawn to engineering scale. **All large maps must be folded to fit into an 8 1/2 x 14-inch envelope with the application name of the plan showing.** The tree survey must illustrate:

1. The precise location of all trees that are six (6) inches caliper or greater at three (3) feet above grade (forestry standard), including the location of the drip line of each tree
2. The caliper size of each tree at three (3) feet above grade (forestry standard)
3. The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
4. Specify which trees are intended to be retained or removed with development
5. The tree survey must address each tree location in relation to all existing and proposed development on the site including, but not limited to, the following information:

- (a) Property lines with lot dimensions.
- (b) Proposed and existing building locations
- (c) All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement.
- (d) Location of all parking areas, vehicle loading and unloading areas, other paved areas, fences, trash dumpsters, outdoor storage areas, and areas reserved for future development.
- (e) Location of all utilities, stormwater detention facilities and other development requiring tree removal
- (f) Location of all proposed landscape areas
- (g) Sight distance triangles for all driveway locations and across the corners of properties at street intersections.

J. Seven (7) copies of the landscape plan, drawn to engineering scale. **All large maps must be folded to fit into an 8 1/2 x 14-inch envelope with the application name of the plan showing.** The landscape plans must include the following information:

1. Property lines
2. Lot dimensions
3. North arrow and engineering scale (ie. 1"=20'; not 1/8"=1' architectural scale)

4. Proposed and existing building locations
5. All areas designated as undeveloped or for future development
6. All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street front ages.
7. All major manmade or natural features (gully, railroad tracks, etc.)
8. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
9. Proposed landscape areas (include dimensions of all landscape areas)
10. Paved areas (include calculations of total square footage of area)
11. Parking areas and parking stalls (include dimensions of stalls and drive aisles and calculations of total square footage of area)
12. Outside storage areas (include calculations of total square footage of area)
13. Existing and proposed fences (type, height and construction materials)
14. Location and/or arrangement of proposed plantings
15. Existing natural vegetation to be incorporated into formal planting areas
16. Cross section of typical planting and berm areas
17. Cross section of drainage swale if applicable and slopes contain landscape plantings
18. Planting schedule:
 - (a) Plant Type (both common name and botanical name)
 - (b) Amount / Number of Plants

- (c) Caliper size of deciduous trees (as measured by nursery industry standard at six (6) inches above grade)
- (d) Height of conifer trees and shrubs
- (e) Spacing of proposed plantings
- (f) Gallon sizes of shrubs and groundcover

- K.** Seven (7) copies of architectural drawings showing all building and tower elevations, including the location and type of any existing or proposed lighting to be placed on or near the WTF site.
- L.** One (1) copy of the development plan (Sections F, I, J and K above) at a reduced size of 8 1/2 x 11-inch sheets.
- M.** If applicable, submit a completed environmental checklist application in conjunction with this application. Environmental checklist processing fee: \$700.

All above items and any other material that may be required by the Planning Services must be submitted at the time of application in order for the application to be accepted. The application will then be reviewed for completeness and a Notice of Completeness or Incompleteness will be mailed to the applicant within 28 calendar days of receipt of the application.

APPROVAL OF AN ADMINISTRATIVE WTF PERMIT DOES NOT CONSTITUTE AN APPROVAL TO CONSTRUCT A STRUCTURE. A SEPARATE BUILDING AND DEVELOPMENT PERMIT IS REQUIRED PRIOR TO CONSTRUCTION OR DEVELOPMENT OF THE SITE.