



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

Planning Services

WTF Conditional Use Permit Application

Public Notice Board and Application Fee...See Fee Schedule

Please print in black ink only.

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

Name:

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 1: (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.:

Email Address:

OFFICE USE ONLY:

Date Application Received: Received by:

Date Application Complete: Completeness Review by:



Planning Services

Location: 400 W. Gowe

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Wireless Telecommunications Facilities (WTF) Conditional Use Permit Application Instructions

A conditional use is a type of development which requires special consideration prior to being permitted in a particular zoning district because of its possible impact on adjacent developments, the environment, and the growth and development of the city. Certain types of wireless telecommunications facilities require a Conditional Use Permit in the City of Kent, as specified in Section 15.08.035 (I) of the Kent Zoning Code. The purpose of the conditional use permit is to allow the proper integration into the community of uses which may be suitable only in specific locations in a zoning district, or if the site is regulated in a particular manner. The characteristics of designated conditional developments shall be reviewed during the application and public hearing 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. If the WTF is not subject to administrative approval pursuant to Section 15.08.035 (H), then a conditional use permit is required. The Hearing Examiner is authorized under the Kent Zoning Code to hold a public hearing and render a decision on conditional use permits for wireless telecommunications facilities.

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. Conditional Use 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 Planning Services.

All items requested on the application and any other material that may be required by city must be submitted at the time of application in order for the application to be accepted. An environmental checklist must be submitted in conjunction with this application unless Kent Planning Services has made a determination that the proposed project is considered to be SEPA exempt.

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 subsequently undertaken. A 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, Planning Services 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 above, and shall notify the applicant in the same manner.

D. Notice of Application

A notice of application shall be issued within fourteen (14) calendar days after the City has made a determination of completeness and at least fifteen (15) calendar days prior to the public hearing. 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

Planning Services shall send a copy of the notice of application to all agencies with jurisdiction and affected city departments for review and comment. The city will also mail a notice of application to any person who requests such

notice in writing. The affected agencies, city departments and the public shall have fifteen (15) calendar days to comment on the application. 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. The agency or department is presumed to have no comments if comments are not received within the specified time period. The Planning Manager may grant an extension of time only if the application involves unusual circumstances. Any extension shall be for no longer than a maximum of three (3) additional calendar days.

F. Public Notice

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 conclusion of the public hearing(s).

The city will post the notice of application on the public notice board located on the property and at Kent City Hall and in the register for public review at the Planning Services counter.

The city will publish the notice of application in a newspaper of general circulation within the city.

G. Application Modifications

Minor changes in the application must be submitted no later than two working weeks prior to the scheduled public hearing on the application. 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 for the Conditional Use Permit and the Environmental Checklist. See Fee Schedule for application fees. Checks should be made payable to the City of Kent.

The fee for each public notice board is \$100.

III. Public Hearing Process

A. Scheduling for Hearing Examiner

An application will be scheduled for a hearing before the Hearing Examiner after the application has been determined to be complete. The date set for a public hearing shall be no more than 100 days after the application has been determined to be complete. This time limit may be extended if an Environmental Impact Statement (EIS) is required.

B. Notice of Public Hearing

The city will post the notice of public hearing on the public notice board already located on the property.

The city will publish the notice of public hearing in a newspaper of general circulation within the city.

The city will mail the notice of public hearing to the applicant, all owners of real property as shown by the records of the county assessor's office within three hundred (300) feet of the subject property, and any person who submits written comments on an application. Notices shall be mailed, posted and first published not less than ten (10) calendar days prior to the hearing date.

C. Staff Report

Planning Services shall coordinate and assemble the comments and recommendations of other city departments and governmental agencies having an interest in the application and shall prepare a report summarizing the factors involved and the staff's findings and recommendations. The report must state all of the decisions made as of the date of the report including recommendations on project permits in the consolidated permit process that do not require a public hearing. The report shall also state any mitigation required or proposed under the development regulations or SEPA. The report will be filed with the Hearing Examiner at least seven (7) calendar days prior to the scheduled hearing. Copies of the report will be mailed to the applicant and made available for use by any interested party for the cost of reproduction.

D. Public Hearing

Before rendering a decision on any application, the Hearing Examiner shall hold at least one (1) open record public hearing on any WTF conditional use permit.

Order of Hearing Proceedings:

- a. Presentation by city staff to describe the application, summarize issues presented, and give a recommendation;
- b. Presentation by applicant or representative;
- c. Presentations, questions or statements by members of the public interested in the application;
- d. Responses to questions by staff and applicant (rebuttal);
- e. Final recommendation by city staff (if necessary);
- f. Applicant and public may be permitted to respond to final recommendations if appropriate.

E. Due Process Considerations

Hearings before the Hearing Examiner are quasi-judicial proceedings, which means that certain due process protections apply. For example, no one may contact the Hearing Examiner in any manner, other than in the public hearing, for the purpose of influencing a decision, nor may the Hearing Examiner participate in any matter where he or she has a financial or personal interest, or where he or she has prejudged the matter in any way. Any person who has grounds to believe the Hearing Examiner may be influenced by a consideration outside the public record should promptly bring that concern to the attention of the Hearing Examiner.

IV. Decision Process

A. Hearing Examiner Authority

The Hearing Examiner may grant a conditional use permit for the WTF uses listed in Section 15.08.035 (l)(1) 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 a FCC licensed telecommunications provider for use or lease of the facility.
4. That the request meets all City required development guidelines and regulations for WTF facilities.

In connection with an conditional use permit approval, the Hearing Examiner may reduce tower separation distance requirements, including administratively approved separation distance reductions, if the purposes and goals of Section 15.08.035 would be better served; however, development of multiple tower locations on a single site (often referred to as “ antenna farms” are specifically discouraged wherever possible).

B. Hearing Examiner Decision

When the Hearing Examiner renders a decision or recommendation, the Hearing Examiner must make written findings from the record and conclusions therefrom, which support such decision. The decision shall be rendered within ten (10) working days following the conclusion of all testimony and hearings, unless a longer period is mutually agreed to on the record by the applicant and the Hearing Examiner.

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 of the Hearing Examiner’s decision. The written notice of decision shall be provided to all parties of record and to any person who requested notice of the decision prior to the decision.

C. Request of Reconsideration

A party of record who believes that a decision or recommendation of the Hearing Examiner is based on erroneous procedures, errors of law or fact, or the discovery of new evidence which could not reasonably be available at the prior hearing, may make a written request for reconsideration by the Hearing Examiner within five (5) working days of the date the decision or recommendation is rendered. If a request for reconsideration is accepted, a decision is not final until after a decision on reconsideration is issued.

A reconsideration request must set forth the specific errors or new information relied upon by such appellant and cite specific references to the findings and/or criteria. Reconsideration requests should be addressed to: Hearing Examiner, 220 Fourth Avenue S., Kent, WA 98032. Reconsideration requests are answered in writing by the Hearing Examiner within five (5) working days of the request.

D. Notice of Right to Appeal

The decision of the Hearing Examiner is final unless the original applicant or an adverse party files a land use petition in King County Superior Court according to the procedures outlined in Chapter 36.70C RCW, Judicial Review of Land Use Decisions. The petition must be filed within 21 calendar days from the date of the notice of decision.

E. Permit Expiration

An approved conditional use permit shall remain effective for one (1) year unless the use is begun within that time or construction has commenced. If not in use or construction has not commenced within one (1) year, the conditional use permit shall become invalid.

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. Seven (7) copies of a detailed project proposal for the specific type of Wireless Telecommunications Facility (WTF) conditional use permit 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) listing the applicable zoning code section(s) for which the conditional use permit is being sought.
 - (f) if the WTF is proposed to be located on an existing structure, describe the current use of the structure. Describe what, if any, change in use will be necessary.
 - (g) discuss whether the applicant has researched the possibility of co-location: 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. Discuss how the facility will 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 required, does the applicant wish to apply for a waiver by the Hearing Examiner?

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.

B. Seven (7) copies of complete legal descriptions of all parcels involved with the project.

C. Seven (7) copies of answers addressing Kent Zoning Code Section 15.09.030(D) Standards and Criteria for Granting a Conditional Use Permit:
A conditional use permit shall only be granted after the Hearing Examiner has reviewed the proposed use to determine if it complies with the standards and criteria listed below. A conditional use permit shall only be granted if such finding is made.

1. The proposed use in the proposed location will not be detrimental to other uses legally existing or permitted outright in the zoning district.

2. The size of the site is adequate for the proposed use.
3. The traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.
4. The other performance characteristics of the proposed use are compatible with those of other uses in the neighborhood or vicinity.
5. Adequate buffering devices such as fencing, landscaping or topographic characteristics protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.
6. The other uses in the vicinity of the proposed site are such as to permit the proposed use to function effectively.
7. The proposed use complies with the performance standards, parking requirements and other applicable provisions of this title.
8. Any other similar considerations may be applied that may be appropriate to a particular case.

- D.** Seven (7) copies of answers addressing Kent Zoning Code Subsection 15.08.035(1)(2) Factors considered in granting conditional use permits for towers:

In addition to subsection 15.09.030(D), the Hearing Examiner shall also consider the following factors when considering a CUP application for WTF towers:

1. Height of the proposed tower;
2. Proximity of the tower to residential structures and residential district boundaries;
3. Nature of uses on adjacent and nearby properties;
4. Surrounding topography;
5. Surrounding tree coverage and foliage;
6. Design of the tower, with particular reference to design characteristics that have the effect of reducing or elimination visual obtrusiveness;

- E.** Seven (7) copies of answers addressing Kent Zoning Code Subsection 15.08.035(1)(3) Availability of suitable existing towers, other structures or alternative technology.

No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the Hearing Examiner that no existing tower, structure, or alternative technology that does not require the use of towers can accommodate the applicant's proposed WTF.

An applicant shall submit information related to the availability of other suitable sites. Evidence submitted to demonstrate that no existing tower, structure or alternative technology can accommodate the applicant's proposed WTF may consist of any of the following:

1. No existing WTF is located within the geographic area that meets the applicant's engineering requirements.
2. Existing WTF's are not of sufficient height to meet applicant's engineering requirements.
3. Existing WTF's cannot practically be reconstructed to provide sufficient structural strength to support applicant's proposed antenna and related equipment.
4. Electromagnetic interference would occur between two (2) or more WTF systems.
5. The fees, costs, or contractual provisions required by the owner in order to share an existing WTF or to adapt an existing WTF for co-location are unreasonable. Fees and costs that exceed new WTF development shall not be presumed to render sharing facilities unsuitable.

6. Other limiting factors render existing WTF's unsuitable.
7. An alternative technology that does not require the use of towers or structures would be unsuitable. Costs of alternative technology that exceed new WTF development shall not be presumed to render the technology unsuitable.

IN ADDITION TO ANSWERING THE ABOVE CRITERIA, THE APPLICANT MUST SUBMIT ALL OF THE FOLLOWING INFORMATION AND MATERIALS:

- F. The completed original application, making sure that all of the required signatures are obtained.
- G. Five (5) 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.
- H. Five (5) 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.
- I. Seven (7) detailed site plans, drawn to decimal 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. Areas of future development
21. Location of outside storage areas (include dimensions and area)

22. List of all Hazardous materials and waste, the quantities and location on site
23. Trash dumpster location
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. Sewer and water utility service availability certifications
27. Location of water and sewer mains closest to the site and utility connections
28. Existing and proposed fences (specify type of fence and construction materials)
29. 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.
30. If applicable, critical areas such as hazard area slopes and endangered wildlife habitat
31. 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)

J. 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.

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

1. Type of construction per IBC
2. Sprinklered/non-sprinklered

3. Occupancy classifications per IBC 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
14. Percentage of parcel in open space (apartment complexes only)

L. 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

M. Seven (7) copies of the landscape plan, drawn to 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. 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 including height of vegetation.
17. Cross section of typical planting and berm areas
18. Cross section of drainage swale if applicable and slopes contain landscape plantings
19. 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 ground-cover

N. 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.

- O. One (1) copy of the development plan (Sections I, L, M and N above) at a reduced size of 8 1/2 x 11-inch sheets.
- P. An environmental checklist application must be completed and submitted in conjunction with this application.

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.