



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
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**WIRELESS COMMUNICATION FACILITY**  
**Submittal Checklist**

TUM -	DATE STAMP
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**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to locate or co-locate a communication facility or antenna, a complete application shall consist of all items on this checklist unless modified or waived by Staff. In accordance with TMC 14.02.070.A.1, prior to acceptance of the WCF Permit application, the applicant must complete Preliminary and Formal Site Plan Review.

<b>A. APPLICATION FORMS</b>	N/A	Provided	<b>Staff</b>
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.			
2. SEPA checklist, if required, and applicable fee.			
3. Water and Sewer Availability certificate from the City of Tumwater Public Works Department, if requesting new or additional water and/or sewer service.			
4. Mailing list of the property owners within 300 feet of the exterior boundaries of the tract(s) identified in the application, in MS Word-file format using Avery Mailing Label 5160 template.			
5. Coverage information for "wireless communication facilities: consisting of:			
a. Computer model overlay maps (three color predictive coverage models) showing existing WCF sites operated by the applicant which are close enough to impact service within the City and their current coverage (if applicable), and another showing the effects of the proposed site on coverage, and			
b. Drive test field results mapping actual coverage. Coverage information is to be included in the application as "proprietary information" for review only and will not be subject to public disclosure.			
6. Information identifying radio frequencies to be transmitted from the facility, and technical documentation demonstrating compliance with Federal Communications Commission standards for radio frequency emissions.			
7. The following additional materials are required with applications for WCF permits involving freestanding wireless communication facilities.			
a. A completed Conditional Use Permit application (except in ARI, LI, and HI Zone Districts where freestanding WCFs are permitted uses; except on HC, GB, and OS Zone Districts where freestanding WCFs are prohibited uses; and except for co-location of additional wireless communications on existing legally established wireless communications support structures by other service providers, provided that the co-location does not result in an increase in height of the existing support structure, and the proposed addition otherwise complies with standards described herein).			

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A. APPLICATION FORMS (CONTINUED)	N/A	Provided	Staff
b. A diagram or map showing the view of the proposed facility.			
c. Photo simulations of the proposed facility from affected residential properties and public rights-of-way at varying distances.			
d. A site/landscaping plan showing the specific placement of the WCF on the site; showing locations of existing structures, trees, and other significant site features; and indicating type and location of plant materials used to screen WCF components and proposed colors for the WCF.			
e. A statement in a form approved by the City Attorney signed by the WCF service provider and the property owner of the proposed site agreeing to the following:			
- Potential co-location of additional WCF service providers on the applicant's structure or within the same site location;			
- The WCF service provider will remove the facility and related equipment if the site is abandoned as a result of discontinued use for six months or if the site falls into disrepair; and			
- If a WCF service provider fails to remove the facility within 90 days after notice of abandonment by the City of Tumwater, responsibility for the removal shall fall upon the landholder (see 11.20.150 "Obsolescence").			
8. Two copies of the site plan, and elevations of antennae and buildings/structures.			
9. One reduced copy (11"x17") of the proposed site plan, building, or structure drawings.			
B. PLANS	N/A	Provided	Staff
1. The site plans(s) shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following information:			
a. Date, scale, and north arrow.			
b. Section, Township, and Range.			
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as railroads, lakes, streams, shorelines, parks, schools, and other prominent features.			
d. Boundaries of the parcel(s) included in the application.			
e. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the parcel(s).			
f. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to property-lines.			
- Type, size (square-footage) and height of each building (existing and proposed) and antenna.			
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the site plan.			
- On-site septic systems and reserve areas.			

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<b>B. PLANS (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
- All parking spaces			
- On-site utilities including existing and proposed storm-drainage systems			
- Permanent features which will have an impact upon the application, such as all existing or platted streets, utility rights-of-way, etc.			
- Wetlands with associated buffers.			
- Riparian areas with associated buffers.			
- Identified geologically hazardous areas.			
- Designated flood hazard areas with reference to the FIRM map and panel number.			
g. Project Information block shall also be placed on the face of the site plan as follows:			
- Applicant: name, address, telephone, email.			
- Representative: name, address, telephone, email.			
- Assessor's parcel number(s).			
- Total area (acreage and square-footage) of the parcel.			
- Size (square-footage) and height of each building, structure and antenna.			
- Number of parking spaces.			
- Percent of site covered with impervious surfaces.			
- Tree Protection Open Space area (acreage and square-footage), if required.			
<b>C. OTHER DOCUMENTS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Forester's Report/Tree Protection Plan, prepared in accordance with TMC 16.08.050.C, TMC 16.08.070.R and TMC 16.08.072.			
2. Wetland Report, prepared in accordance with TMC 16.28.140.C.			
3. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.			
4. Geologically Hazardous Areas Report, prepared in accordance with TMC 16.20.050.			
<b>D. ELECTRONIC SUBMITTAL</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.			

I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date