



City of Bothell™

# DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

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| <h2 style="margin: 0;">ELIGIBLE FACILITIES REQUEST (EFR)</h2> <p style="margin: 5px 0;">Online application required. Submit online at <a href="http://www.MyBuildingPermit.com">www.MyBuildingPermit.com</a>.</p> <p style="margin: 5px 0;">Application type: Land Use &gt; Any Project Type &gt; Use Approval &gt; Wireless Communication Facility - WCF</p> <p style="margin: 5px 0;">Project Details / Wireless Communication Information: select WCF Modification 6409(a)</p> | 38C |
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**This submittal checklist identifies minimum application elements necessary for the City of Bothell to accept the application.** Acceptance of an application DOES NOT guarantee completeness.

This submittal checklist is for a proposed collocation or modification of wireless telecommunications equipment on, or modification of, an existing wireless tower or base station subject to review as an Eligible Facilities Request under Section 6409(a) of the Spectrum Act.

The following information will be requested with the online application submittal:

| APPLICANT INFORMATION               | PRIMARY CONTACT INFORMATION         |
|-------------------------------------|-------------------------------------|
| Applicant Name: _____               | Contact Name: _____                 |
| Address: _____                      | Address: _____                      |
| City: _____ State: _____ Zip: _____ | City: _____ State: _____ Zip: _____ |
| Phone #: _____                      | Phone #: _____                      |
| Email: _____                        | Email: _____                        |

*All telecommunication carriers and service providers engaged in the business of transmitting, supplying, or furnishing telecommunications service of any kind originating or terminating in the City of Bothell shall apply and obtain a Business License from the City pursuant to Chapter 5.04 of the Bothell Municipal Code.*

| CONTRACTOR INFORMATION              | STRUCTURE OWNER CONTACT INFORMATION |
|-------------------------------------|-------------------------------------|
| Business: _____                     | Owner Name: _____                   |
| Contact: _____                      | Contact: _____                      |
| Address: _____                      | Address: _____                      |
| City: _____ State: _____ Zip: _____ | City: _____ State: _____ Zip: _____ |
| Phone #: _____                      | Phone #: _____                      |
| Email: _____                        | Email: _____                        |
| State License #: _____              |                                     |
| Bothell Business License: _____     |                                     |

| GENERAL INFORMATION  |
|--|
| <p>Does the Applicant have a Franchise? Yes <input type="checkbox"/> No <input type="checkbox"/>.</p> <ul style="list-style-type: none"> <li><i>If no, please immediately contact the City to pursue a franchise agreement if the eligible support structure is located within the City's right-of-way.</i></li> <li><i>If yes, provide ordinance number of existing Franchise agreement: _____</i></li> </ul> |

# ELIGIBLE FACILITIES REQUEST (EFR)

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**Submittal Requirements - General:**

|                          | Applicant  | Staff                    |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <b>Development Review Billing Form D.</b> Staff time for processing, reviews, and inspection will be accounted for and charged on an hourly basis.   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Section 6409(a) Documentation.</b> Document asserting that the proposed EFR modification is subject to review under Section 6409 of the Spectrum Act, and evaluating whether the proposed work would result in a “substantial change” within the meaning of BMC 12.11.300 and 47 CFR § 1.6100.  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Project Narrative.</b> Applicant shall provide a project narrative: (1) describing the EFR and the proposed work; (2) indicating whether the proposed work is located in the right-of-way, on private property, or on public property; and (3) including any other information relevant to the specific EFR.  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Copies of Land Use Approvals.</b> Documentation demonstrating (1) that the eligible support structure on which the EFR will be made has received land use approval for its existing wireless facilities; and (2) the eligible support structure received land use approval to be constructed. For both (1) and (2), the applicant shall include the date(s) of all land use approval(s) and the applicable case number or permit approval number(s).  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Owner Approval of EFR.</b> If the applicant is not the owner or person in control of the eligible support structure and/or site: An attestation from the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right-of-way or on public property, the applicant must also attest that applicant has authorization to install, maintain, and operate transmission equipment in, under, and above the public right-of-way or public property.   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Increases in Height.</b> For an EFR that will result in an increase in height of an eligible support structure, the applicant shall indicate on the plans: (1) existing structure height as originally constructed and approved by the City; or (2) structure height as of the most recent modification approved the City, prior to the passage of the Spectrum Act, if greater than the height when originally constructed.  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Protrusions From Edge.</b><br>If the EFR proposes an appurtenance that will protrude from the edge of an eligible support structure, the applicant shall provide record drawings, as-built plans, or the equivalent showing at a minimum: (1) the edge of the eligible support structure at the location of the proposed appurtenance; and (2) the location and dimensions of the proposed appurtenance in relation to the edge of the eligible support structure.  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Preexisting Restrictions - General.</b> If the eligible support structure is subject to preexisting restrictions or requirements (i.e. through previous land use approvals or decisions), describe how this application will comply with those conditions.  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Preexisting Restrictions - Concealment.</b> If the eligible support structure is subject to preexisting concealment restrictions or requirements, or was constructed with concealment elements, describe how this application will comply with those conditions. If the proposed EFR will alter the exterior dimensions or appearance of the eligible support structure, the applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed EFR is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping, and other structures adjacent to, or in the immediate vicinity of, the eligible support structure. | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Radio Frequency (“RF”) Certification.</b> The applicant shall submit a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the proposed facilities, and any associated equipment, will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the facility and, if   | <input type="checkbox"/> |

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|  | <p>applicable, associated wireless backhaul will operate. If a third party will provide other facilities or equipment necessary for the proposed facility, and any associated equipment, to function, then the applicant shall provide a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the entire installation, including the facilities or equipment provided by a third party, will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the facility and, if applicable, associated wireless backhaul will operate.</p>    |                          |
| <input type="checkbox"/>   | <p><b>Environmental Documents.</b> Applicant shall provide copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (Part 1 - Practice and Procedure), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.</p>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <p><b>Insurance Documentation for Work in Right-of-Way.</b> If work in the right-of-way is proposed, the applicant shall provide the following prior to issuance of permit(s): (1) a certificate of insurance demonstrating that applicant maintains a commercial general liability insurance policy of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products, completed operation aggregate limit; and (2) an endorsement naming the City as an additional insured under the applicant's commercial general liability insurance policy using ISO form CG 20 12 or a substitute endorsement providing at least as broad coverage.</p> | <input type="checkbox"/> |
| <input type="checkbox"/>   | <p><b>Performance Bond for Work in Right-of-Way.</b> If the EFR involves cuts or other modifications in the City's right-of-way, applicant shall provide an itemized cost estimate for any work in the right-of-way and a performance bond (on City bond form) for 120% of the cost estimate (\$1,000 minimum).</p>  | <input type="checkbox"/> |
| <p><b>Submittal Requirements - Site Plan Containing the Following Information:</b></p> |  |                          |
| <input type="checkbox"/>   | An indication showing the true north point as well as a graphic scale.   | <input type="checkbox"/> |
| <input type="checkbox"/>   | The legal description of parcel and the parcel number.   | <input type="checkbox"/> |
| <input type="checkbox"/>   | The legal owner of the parcel or property upon which the eligible support structure is located.  | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location and dimensions of the existing eligible support structure and transmission equipment.   | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location, elevation, and dimensions of the transmission equipment, if any, proposed to be collocated or that will replace existing transmission equipment.   | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location, elevation, and dimensions of any proposed new equipment cabinets and the intended use of each. Include all ground mounted equipment, conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the proposed EFR, regardless of whether the facilities are to be constructed by the applicant or leased from a third party.   | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location, elevation, and dimensions of other existing structures or buildings on the site.   | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location, elevation, and dimensions of other built or natural features on the site, including trees, landscaping, watercourses, critical areas, utility lines, rockeries, driveways, walkways, sidewalks, trails, screening, fences, and other significant site features.  | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location, elevation, and dimensions of specific trees, improvements, facilities, lines and equipment, and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate.  | <input type="checkbox"/> |
| <input type="checkbox"/>   | The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.  | <input type="checkbox"/> |

**Submittal Requirements - Construction Plan and Visual Simulations:**

|                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Location, elevation and dimensions of the existing transmission equipment and support structure.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Detailed construction drawings of the proposed EFR, including location and dimensions, engineering details, plan view, and elevation view. The construction drawings shall be drawn to scale and depict all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees, and structures within 150 feet from the proposed site. The construction drawings shall also include the applicant's plan for electric and fiber utilities and for all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the EFR. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain and route fiber (if applicable) and electric service. | <input type="checkbox"/> |
| <input type="checkbox"/> | If any closure of, or work in, the right-of-way is proposed, applicant shall provide a traffic control plan and, if applicable, a sidewalk closure plan.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Applicant shall provide a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.  | <input type="checkbox"/> |

**Submittal Requirements - Structural Plans:**

|                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | If the EFR involves a tower, the applicant shall provide a stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical, and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including: (1)The number and type of antennas that can be accommodated; (2) the basis for the calculation of capacity; and (3) a written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards. | <input type="checkbox"/> |
| <input type="checkbox"/> | If the EFR involves a base station, the applicant shall provide a stamped report from a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with all applicable structural, electrical, and safety codes.  | <input type="checkbox"/> |
| <input type="checkbox"/> | If the EFR involves hardening through structural enhancement, the applicant shall provide a technical report by a qualified engineer accredited by the State of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed EFR and conforms to applicable legal requirements.  | <input type="checkbox"/> |

**Prior to Permit Issuance:** we will need the contractor's information (UBI number, or state contractor license number), in order to verify:

- State Contractors License
- City of Bothell business license

**Prior to Permit Issuance if proposed work is in the right-of-way the following will be required:**

- Performance Bond (on City bond form) for 120% of cost estimate (\$1,000 minimum)
- A certificate of insurance demonstrating that applicant maintains a commercial general liability insurance policy of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products completed operation aggregate limit.
- An endorsement to the applicant's commercial general liability insurance policy naming the City as an additional insured using ISO form CG 20 12 or a substitute endorsement providing at least as broad coverage.

**Post permit issuance: Per BMC 12.11.420** Following any modification, repair, or replacement to a WCF or SWF that changes or may change the radio frequency radiation, the permittee must submit a copy of a revised non-ionizing electromagnetic radiation (NIER) report. The revised report must be submitted to the city within 30 days following the update of the facility.