



SMALL WIRELESS FACILITY SITING AND CONSTRUCTION PERMIT APPLICATION

Updated
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2020

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NOTICE TO APPLICANT

Before completing this application please read the following information and initial and date next to each item. If you have questions please contact Amber Olds, Right-of-Way Specialist at 253-804-3120 or aolds@auburnwa.gov.

Initial	Date		
		1.	Applicant has a valid Wireless Franchise Agreement with the City of Auburn.
		2.	Approval of this application may be subject to approvals for construction, building, land use, environmental, lease or license agreements, and any other permits or approvals as required by applicable City, State and Federal regulations.
		3.	Applicant is responsible for determining whether or not the scope of the proposed project and sites requires any land use, planning, building, or environmental reviews and approvals and submitting the required complete applications concurrently so that the City can review all required permits within the required Federal regulation timelines.
		4.	Applications expire 180 days from inactivity as determined by the City if a permit is not issued. If the application expires, Applicant must apply for a new Small Wireless Facility Siting and Construction Permit
		5.	Permits for siting or construction expire 180 days after permit issuance if applicant fails to build or otherwise install the approved facilities and equipment. If the permit expires Applicant must apply for a new Small Wireless Facility Siting and Construction Permit.
		6.	Application fees are due with submittal of the application and are non-refundable and non-transferrable. Any new application will require a new application fee. Applications will not be determined to be complete until the full application fee is received by the City.
		7.	Failure to timely satisfy all requirements of Chapter 20.14 of the Auburn City Code including meeting the Engineering Design and Construction Standards requirements related to small wireless facilities will result in a denial of the permit.
		8.	An application will be deemed incomplete if any application information required under Auburn City Code 20.14.020 is not provided.

FEES

*Small Wireless Facility Siting and Construction Permit Application Fees are in addition to any franchise application and facility usage/license fees that are due separately.

Number of Sites on Existing, Relocated, or Replaced Structures (poles):

Number of Sites on New Structures (poles):

FEE CALCULATION - FOR OFFICE USE ONLY

Total Application Fee Due*	Ex. Fee	\$500.00 for Existing, Relocated, or Replaced structure for up to five sites. (Ex. Fee)
	\$ _____	Note that \$500 is the maximum fee allowed per FCC CIRC1809-2 for existing sites. These fees include all City permitting costs except the Franchise Application/Renewal/Amendment and Administration Fee.
Ex. Fee + New Fee =	New Fee	\$1,000.00 for each New Structure (New Fee)
\$ _____	\$ _____	Note that \$1000 is the maximum fee allowed for each new site per FCC CIRC1809-2. These fees include all City permitting costs except the Franchise Application/Renewal/Amendment and Administration Fee.

APPLICATION TRACKING INFORMATION

FOR OFFICE USE ONLY

Date Received:

Permit #

Franchise #

Lease #

APPLICANT INFORMATION (All information related to this application will be sent to this contact. Applicant information must be the same legal entity that holds the applicable Wireless Franchise and any required Lease Agreements that these facilities are proposed under. Contractor/consultant may not sign for the applicant.)		
Company Name		
Contact Person		
Address		
City, State, Zip		
Phone Number		
E-Mail Address		
Federal Tax ID#	WA State UBI #	
City Business License #		
I declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.		
Date	Signature	Title

CONTRACTOR/CONSULTANT INFORMATION COORDINATION APPLICATION (All information related to this application will be sent to this contact. Contractor/consultant may not sign for the applicant.)		
Company Name		
Contact Person		
Address		
City, State, Zip		
Phone Number		
E-Mail Address		
Federal Tax ID#	WA State UBI #	
City Business License #		
<input type="checkbox"/> Letter of Authorization – If Applicant is utilizing a contractor or consultant to apply for this Application on their behalf, a Letter of Authorization from the Applicant must be submitted with this application. Letter must be on company letterhead.		
I and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.		
Date	Signature	Title

The Director may approve, deny, or conditionally approve all or any portion of the sites proposed in this application. The decision of the Director to approve a small wireless facility permit will be final and is not subject to appeal under city code or further legislative review. Approval of any portion of this application will be contingent upon approval of a franchise under ACC 20.04 and a license under ACC 20.08 if applicable. Review of this application will comply with all applicable City, state and federal regulations. Applicant may apply for up to five sites in this one application.

City staff is available to meet with you in person, speak with you over the phone or communicate through e-mail if you have questions as to the process, requirements, fees, review or status of your particular request at any stage of your application. Please contact Amber Olds, Right-of-Way Specialist, at 253-804-3120 or aolds@auburnwa.gov.

Applicant may specify up to five (5) sites with this application for processing per ACC 20.14.030 A. Please attach one set of the following Site Specific Information Forms (3 Pages) for each site proposed and included in this application. Do not list multiple sites on the same form. Note: If this Application contains a proposal for co-located facilities and new construction, the longer 90 Day Review will apply to all proposals in this application.

Site Specific Information Forms

(Complete separate forms for each site and submit up to 5 sites with each application)

FOR OFFICE USE ONLY	
Date Received:	
Permit #	Site #
Franchise #	Franchise Effective Date:
Lease or License #	Lease or License Effective Date:
Acct Coding:	

Site Location Information
Site Location Description:
Parcel Number <i>(required if work is associated with an adjacent parcel):</i>
Job/Site Number:

Yes	No	Proposed type of Small Wireless Facility
		Collocation of wireless facilities – Applicant proposes to place small wireless facilities on an existing base station/pole in the City's Rights-of-Way where there are already existing wireless facilities. 60 Day Review
		New wireless facilities location – Applicant proposes to place small wireless facilities on an existing base station/pole in the City's Rights-of-Way where there are not existing wireless facilities. 60 Day Review
		Pole Replacement or Relocation – Applicant proposes to replace an existing base station/pole in the City's Rights-of-Way to accommodate their small wireless facilities. 60 Day Review
		New Pole – Applicant proposes to install a new base station/pole in the City's Rights-of-Way to accommodate their small wireless facilities. Note: Sufficient information must be submitted to determine that existing poles, replacement poles, or other structures in the area required to meet the applicants technical and service needs are not suitable or not available and that a new pole is the only option. 90 Day Review
		Strand Mounted Small Wireless Facility – Applicant proposes to place strand mounted small wireless facilities between two existing poles on existing fiber, cable, or other aboveground wireline facilities. 60 Day Review
		Other – Applicant proposes to install wireless facilities other than those types listed above or proposes a modification to existing Small Wireless Facilities. Please provide any and all information relevant to the proposed wireless facilities so that the City can determine if additional information is needed. 90 Day Review

Required Application Information for each site per ACC 20.14.020.
A. Specific location information including GPS coordinates of all proposed facilities.
B. Specific design and construction information and plans, addressing poles or other support structures, attachments, conduits, and any ground-mounted equipment meeting all City of Auburn Engineering Design and Construction Standards requirements. Plan preparation and format is required to conform to the City of Auburn Engineering Design Standards Chapter 3 and will include a site specific traffic control plan as well as a site specific pedestrian detour plan for working in the right-of-way. Traffic control and pedestrian detour plans will be reviewed to accommodate non-peak public usage for both lane closure restrictions and pedestrian access.

C. A narrative addressing how the proposed plans are consistent with the franchise exhibits(s), if applicable, or otherwise meet the design requirements of this chapter, and otherwise as required within the ACC.

D. A concealment plan demonstrating how the proposed small wireless facilities comply with the City of Auburn Engineering Design and Construction Standards. Plan preparation and format shall conform to the City of Auburn Engineering Design Standards Chapter 3.

E. Provision of proof of Federal Communications Commission, FAA, and other regulatory approvals required to provide the service(s) or use the technologies sought to be installed as proposed.

F. Provision of proof that the proposed facilities will not interfere with the City's automated meter (AMI), telemetry (SCADA), automated light meter facilities, or other City communication facilities. Provide the frequencies used by the proposed equipment authorized by the FCC for E. above and documentation certifying non-interference of frequencies used by the applicant with frequencies used by the City.

G. Provision of proof from pole or structure owners that the additional load of small wireless facilities can be accommodated by the poles or structures. If the City is the pole or structure owner, provide a structural analysis stamped by a Washington state licensed structural engineer that the pole or structure can accommodate the additional load of the small wireless facilities.

H. Any other information determined by the Director to be necessary for processing the application.

1. Provide a network map showing this facilities interconnection with any other small wireless facility installations, other wireless facilities, fiber, microwave, or any other telecommunications facility, equipment, or installation whether or not it is owned, operated, or otherwise under the control of the applicant. Include sufficient detail to identify the location of the interconnected facilities and type of facilities.
2. If interconnected facilities in item 1. above are owned, operated or otherwise under the control of an entity or person other than the applicant, provide their complete contact information, including company name, address, phone number, e-mail, and contact person or office/department.
3. If co-location is proposed, provide all contact information for all other existing users of the proposed co-location facility, pole, structure or base station.
4. Will the proposed facilities allow any other entity to provide services to its customers? If yes, provide complete contact information including company name, address, phone number, e-mail, and contact person or office/department.
5. Will any portion of the proposed facilities, including ground equipment, conduit, or other appurtenances be located on private property? If yes, clearly show on the plans associated with this application and provide copies of recorded easements. Additional review and permitting may be required.
6. If the applicant is requesting a deviation from standards, the applicant must submit the application and justification in compliance with the Engineering Design and Construction Standards.

Required Application Information for each site per ACC 20.14.030

A. Issuance of a small wireless facilities permit to install small wireless facilities will be contingent upon approval of a franchise under ACC 20.04 or the possession of a valid franchise. Please provide a valid franchise number and the effective date of the franchise.

B. Applicant to indicate if any element of deployment qualifies as an eligible facilities request under 47 U.S.C. § 1455. These may be addressed separately by the Director in order to comply with the shot clocks established by federal law.

C. If any element of the proposal is not exempt from SEPA review, applicant will simultaneously submit a SEPA Environmental Checklist under Chapter 43.21C RCW and ACC 16.06 or provide the date of submittal if previously submitted. Proposals in critical areas, shorelines or new poles within a residential area will require submittal. For a full list of SEPA exemptions please see WAC 197-11-800. (There is a separate fee and application for SEPA checklist review).

D. Applicant will provide the City with information on the projected power density of the facility and compliance with the FCC requirements.

Required Application Information for each site per ACC 20.14.060

A. Submit written approval of the owner of any pole or structure for the installation of proposed facilities on such pole or structure.

B. For use of City-owned poles in the public right-of-way or City-owned property, including the use of ground space, base station, or any other infrastructure in the public right-of way, provide proof of a valid License Agreement with the City with the Agreement number and date signed or when the agreement is anticipated to be completed if it is being processed concurrently.