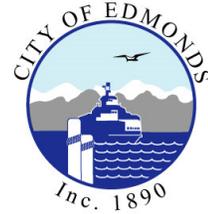


# City of Edmonds Development Information



## Wireless Communication Facilities

**PERMIT REQUIRED:** No person may place, construct, reconstruct or modify a wireless communication facility in Edmonds without first obtaining a permit issued in accordance with Edmonds Community Development Code (ECDC) Chapter 20.50. Depending on the type of installation, one or more permits may be required including a conditional use permit – see table below. The submittal requirements identified in this handout must be submitted regardless of the type of permit being applied for – note that additional information may be required depending on the type of permit. For example, interior remodeling to accommodate equipment requires a separate building permit.

Type of Wireless Communications Facility	Permits Required		
	Building Permit	Conditional Use Permit (CUP)	Right-of-Way Permit
Building-mounted facilities or facilities co-located on an existing structure or monopole	X		X (as applicable)
New structure-mounted facilities involving structure replacement to obtain additional height	X (as applicable)	X (Type II)	X (as applicable)
New monopole facilities (pole complies with height requirement of the underlying zone in ECDC Title 16)	X		X (as applicable)
New monopole facilities (pole exceeds maximum height of zone in ECDC Title 16)	X	X (Type III-B)	X (as applicable)

**EXEMPTIONS:** Refer to ECDC 20.50.030.

**CODES:** International Building Code (Current Edition)  
Edmonds Community Development Code (ECDC) Chapter 19.00.025(R)  
ECDC Chapter 20.05 – Conditional Use Permits (*Handout P19*)  
ECDC Chapter 20.50 – Wireless Communication Facilities  
ECDC Chapter 18.60 – Right-of-Way Construction Permit (*Handout E63*)  
ECDC Section 17.40.020 – Nonconforming building and/or structure

**REVIEW TIMES:** Co-located facilities – 90 days; new monopoles – 120 days

**FEES:** Based on Licensed Contractor’s Bid (additional fees may apply including those for SEPA, a conditional use permit if the project involves a monopole, critical areas checklist, etc.)

## **SUBMITTAL REQUIREMENTS**

- \_\_\_ 1. Critical Area Checklist (*Handout P20*), not needed if in the right-of-way or if a checklist already exists for the parcel (check with Planning Division).
- \_\_\_ 2. Application form (Form E for a building permit, Form B for a conditional use permit).
- \_\_\_ 3. SEPA Checklist (*Handout P71*) unless exempt by WAC 197-11-800 (see below).
- \_\_\_ 4. Adjacent Property Owners (APO) list (*Handout P2*), if SEPA review or conditional use permit is required.
- \_\_\_ 5. Project description including a design narrative, technology description, and co-location analysis indicating the alternative locations and technologies considered.
- \_\_\_ 6. Existing wireless coverage map overlaid on a current aerial photo showing provider's existing facilities and wireless coverage in the area.
- \_\_\_ 7. Proposed wireless coverage map overlaid on a current aerial photo showing provider's wireless coverage with the proposed facility.
- \_\_\_ 8. Site information on scaled plans, including:
  - \_\_\_ a. Site plan (*Handout B57*) – Two (2) copies, scaled 1"=20', one 11" x 17" max.; all plot plans must show the following:
    - North arrow designation, identify and dimension all property lines, streets, alleys and easements;
    - Location of existing and proposed structures, support structures, equipment shelter and fence;
    - Dimension(s) from base of support structure and equipment shelter to property lines;
    - Designated use of building on which wireless communication facility will be located (i.e. office building, apartment, etc.), if applicable.
  - \_\_\_ b. Construction drawings – Two (2) complete sets required include the following:
    - Foundation and anchoring details stamped by a Professional Engineer licensed by the State of Washington;
    - Provide wind load and lateral calculations for tower support structure designs;
    - Detail engineered design requirements and material specifications;
    - Construction drawings of equipment shelter (foundation, typical wall framing, etc.);
    - Elevation views of all proposed structures, show actual finished height;
    - Color of existing buildings and color of proposed support structure, antenna and equipment shelter;
    - Provide battery backup details (locations, size in gallons, etc...);
    - For **BUILDING MOUNTED INSTALLATIONS** include:
      - i. Roof framing plan, existing and proposed support system;
      - ii. Detail roof connection or anchoring system;
      - iii. Dimensions and weight of support structure, equipment shelter, etc.
  - \_\_\_ c. Underground utility details, as applicable
  - \_\_\_ d. Screening, camouflaging or landscaping plan and cost estimate (produced in accordance with ECDC 20.13), as appropriate

- \_\_\_ 9. Photos and photo-simulations showing the existing appearance of the site and appearance of the proposed installation from nearby public viewpoints.
- \_\_\_ 10. Noise report (per ECDC 20.50.050.C), if applicable.
- \_\_\_ 11. NIER report showing compliance with FCC regulations.
- \_\_\_ 12. City of Edmonds business license (available through the City Clerk's Office).
- \_\_\_ 13. For work that is proposed within the City right-of-way, a separate right-of-way permit is required (*Handout E63*). Support structures or antennas proposed within the City right-of-way, developed or undeveloped, including those on existing power poles and like structures, shall consult with the City Engineer for Encroachment Permit requirements (*Handout E26*).
- \_\_\_ 14. Any other documentation deemed necessary by the Director in order to issue a decision.

*WAC 197-11-800 Categorical exemptions.*

*(25) Personal wireless service facilities.*

- (a) The siting of personal wireless service facilities are exempt if the facility:*
  - (i) 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;*
  - (ii) 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 school, and the existing structure to which it is to be attached is located in a commercial, industrial, manufacturing, forest, or agriculture zone; or*
  - (iii) 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.*
- (b) For the purposes of this subsection:*
  - (i) "Personal wireless services" means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services, as defined by federal laws and regulations.*
  - (ii) "Personal wireless service facilities" means facilities for the provision of personal wireless services.*
  - (iii) "Microcell" means a wireless communication facility consisting of an antenna that is either:*
    - (A) Four feet in height and with an area of not more than five hundred eighty square inches; or*
    - (B) If a tubular antenna, no more than four inches in diameter and no more than six feet in length.*
- (c) This exemption does not apply to projects within a critical area designated under GMA.*

**Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at [www.edmondswa.gov](http://www.edmondswa.gov). The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.**