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CITY OF KENMORE, WA WIRELESS COMMUNICATION FACILITY MAJOR ADJUSTMENT CHECKLIST



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____		Date Stamp
	Project Number: _____		
	Related Permit(s): _____		

	DRT: _____		
1	Property Address:	_____	
	_____	_____	
	_____	_____	
	Project Name:	_____	
	Description:	_____	
	_____	_____	
	Zoning:	_____	
2	Environmentally Critical Areas (check all that apply)	Enter Size of Critical Area, including buffer (if applicable):	
	<input type="checkbox"/> Stream	_____	sq. ft.
	<input type="checkbox"/> Wetland	_____	sq. ft.
	<input type="checkbox"/> Flood Hazard	_____	sq. ft.
	<input type="checkbox"/> Seismic Hazard	_____	sq. ft.
	<input type="checkbox"/> Landslide Hazard	_____	sq. ft.
	<input type="checkbox"/> Erosion Hazard	_____	sq. ft.
	<input type="checkbox"/> Habitat of Importance	_____	sq. ft.
	<input type="checkbox"/> Shorelines	_____	sq. ft.
<small>(Circle One: Lake Washington, Sammamish River, Swamp Creek)</small>			
3	Description of Proposal:		
	Antenna collocation of an existing conforming tower:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
	Rooftop antenna:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
	Façade antenna:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
	Amateur (ham) radio facility:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
	Antenna on a utility or light pole:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
	Satellite dish:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
	Tower:	No <input type="checkbox"/> ; Yes <input type="checkbox"/>	
Located in the Right-of-Way:	No <input type="checkbox"/> → (Private Property) Yes <input type="checkbox"/> → Right-of-Way Lease Agreement or Franchise and Right-of-Way permit also required		

A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.

4	Submittal Package for new, replaced or modified wireless communication facilities		# of Copies
Appl.	Staff		
<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	5
<input type="checkbox"/>	<input type="checkbox"/>	A letter from the owner of the structure on which the antennas are proposed to be located, giving permission for the proposal to be processed.	5
<input type="checkbox"/>	<input type="checkbox"/>	Site plan which shows existing towers or proposed alternative transmission support structures; antennas; guy wire anchors; warning signs; fencing and access restrictions	5
<input type="checkbox"/>	<input type="checkbox"/>	Elevation plan which shows size, height, colors, materials and lighting <ul style="list-style-type: none"> ▪ Antennas and support structures shall include concealment elements as specified in KMC 18.60.120. 	5
<input type="checkbox"/>	<input type="checkbox"/>	A report by a Washington State licensed engineer demonstrating compliance with applicable structural standards and describing the general structural capacity of any proposed support structure(s), including; <ul style="list-style-type: none"> ▪ The number and type of antennas that can be accommodated; and ▪ The basis for the calculation of capacity 	2
<input type="checkbox"/>	<input type="checkbox"/>	A statement by a Washington State licensed engineer or other qualified professional related to radio frequency radiation compliance as required by KMC 18.60.150.	2
<input type="checkbox"/>	<input type="checkbox"/>	A map showing all existing towers or other suitable alternative transmission support structures located within one-quarter (1/4) mile. <ul style="list-style-type: none"> ▪ No new Wireless Communication Facility shall be permitted if an existing structure in a higher priority location is available (KMC 18.60.040 and 18.60.080) 	2
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan	2
<input type="checkbox"/>	<input type="checkbox"/>	Noise report, if required by KMC 18.60.180	2
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Review (if required) <ul style="list-style-type: none"> ▪ Required if more than 500 square feet of new impervious surface is proposed. ▪ This off-site analysis must be prepared in accordance with the requirements of the adopted 2009 King County Surface Water Design Manual and KMC 13.35. ▪ This off-site analysis must assess potential off-site drainage impacts associated with development of the project and to help propose appropriate mitigation of impacts. ▪ A higher level of off-site analysis may be requested prior to approval or as a condition of engineering plan submittal. 	2
<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Studies (if required) <ul style="list-style-type: none"> ▪ A wetlands delineation and categorization report (if wetlands are present on or adjacent to the subject property). ▪ A stream delineation and assessment study (if streams are located on or adjacent to the subject property). ▪ A geologic hazards report/soils report (if steep slopes, landslide hazard, seismic hazard, or erosion hazard areas are located on or adjacent to the subject property). ▪ A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property). ▪ Conceptual mitigation plan prepared per KMC 18.55. ▪ See also critical area study requirements handout. 	2
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist (if required) <ul style="list-style-type: none"> ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800. 	2

4 cont	Appl.	Staff		# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	Major Adjustment Justification Report	
		<ul style="list-style-type: none"> ▪ Provide detailed justification to <i>all</i> decisional criteria listed in 18.60.200.B. 		
<input type="checkbox"/>	<input type="checkbox"/>	Pre-application Community Meeting Information		2
		<ul style="list-style-type: none"> ▪ Listing of alternative sites, identified in writing and provided to the applicant at or before the meeting by community members. ▪ List of meeting attendees. ▪ List of those receiving mailed notice of the meeting. ▪ Record of the published meeting notice. 		
<input type="checkbox"/>	<input type="checkbox"/>	Photo Simulations (if required)		2
		<ul style="list-style-type: none"> ▪ Color photo simulations showing before and after views may be required as determined by the City. 		
<input type="checkbox"/>	<input type="checkbox"/>	One Copy of CD (electronic submittal)		1
		<ul style="list-style-type: none"> ▪ PDF file of <i>all</i> maps and plans (11" x 17"). ▪ PDF files of <i>all</i> technical reports (TIR, critical area reports, geotechnical studies, TIA, etc). ▪ Separate PDF files from maps/plans and reports, labeled appropriately. 		
<input type="checkbox"/>	<input type="checkbox"/>	Mailing Address Labels		3
		<ul style="list-style-type: none"> ▪ For property owners located within 1,000 feet of the boundaries of the subject property. Mailing labels can be obtained from a title company. 		
5	NOTES:			
	<ul style="list-style-type: none"> ▪ All permit application fees are due at application intake (see fee schedule). ▪ A Right-of-Way Lease Agreement or Franchise and a Right-of-Way permit is required when the support structure is located within the City of Kenmore rights-of-way. 			