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CITY OF KENMORE, WA CHECKLIST FOR ELIGIBLE COMMUNICATION FACILITY MODIFICATIONS (ECFM)



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Use this form only if you meet all of the criteria for an Eligible Communication Facility Modification (ECFM)

Permit #:

Project Name: _____

Address: _____

Parcel Number: _____

Related Permits(s): _____

Location: Private Property Right-of-Way

Valuation: \$ _____

STAFF USE AREA

Date stamp

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.

Applicant, please first confirm that your application is eligible for an ECFM (see page 2). If yes, 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.

Appl.	Staff		# of Copies
<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application (form #101)	2
<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization: Provide a letter from the owner of the structure giving permission for the proposal to be processed.	2
<input type="checkbox"/>	<input type="checkbox"/>	Site plan which shows existing transmission support structure (including alternative transmission support structures); antennas; transmitter building; equipment; guy wire anchors; warning signs; fencing and access restrictions	2
<input type="checkbox"/>	<input type="checkbox"/>	Elevation plan which shows size, height, colors, materials and lighting. If feasible, flush mounting of antennas is required pursuant to KMC 18.60.120.	2
<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations demonstrating that the base station or tower is able to support the proposed modification.	2
<input type="checkbox"/>	<input type="checkbox"/>	A report by a Washington State licensed engineer, including; <ul style="list-style-type: none"> Statement related to radio frequency radiation compliance as required by KMC 18.60.150. 	2
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan, if necessary for new equipment cabinets.	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
<input type="checkbox"/>	<input type="checkbox"/>	Compact Disk (CD) containing electronic copies of all submittal materials. A CD is not required for applications submitted online via www.mybuildingpermit.com.	1
NOTES:		<ul style="list-style-type: none"> All permit application fees are due at application intake (see fee schedule). 	

OWNER/APPLICANT: _____
signature

Date: _____

I hereby authorize the City representatives to inspect my property Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. during this permit application process for verifying site conditions.

ELIGIBLE COMMUNICATION FACILITY MODIFICATION (ECFM) CRITERIA

A modification to an existing communication facility (including collocation of new transmission equipment or replacement of existing transmission equipment) that does not substantially change the physical dimensions of the communication facility will be reviewed by the City as an Eligible Communication Facility Modification (ECFM). The process provides an expedited timeframe for review and guaranteed approval of the modification. To be eligible for this process, all of the following ten criteria must be met. **See last page for definitions used in this checklist; defined terms are italicized.** If all of the criteria are not met, the project does not qualify as an ECFM and it is not necessary to submit this form. To determine the correct review process, refer to Kenmore Municipal Code (KMC) Chapter 18.60.

Criteria #1:

- Is the modification:

	Yes	No
Collocation of new <i>transmission equipment</i>		
Replacement of existing <i>transmission equipment</i> not meeting the exemptions in KMC 18.60.030		

If you answered “yes” to any of the above descriptions of the project, the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #2:

- Is the modification to an *existing facility*?

	Yes	No
<i>Tower</i>		
<i>Base station</i>		

If you answered “yes” to either of the above descriptions, the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #3:

- For towers outside of a public right-of-way, the modification must not increase the height of the *tower* by more than 10%, or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20', whichever is greater;

	Height in Feet
Existing height of facility (as of April 8, 2015)	
Proposed height of facility	

OR

- For all other eligible support structures, the modification must not increase the height of the structure by more than 10% or 10', whichever is greater. For horizontal collocations (such as on a building's rooftop), height is measured from the top of the original support structure.

	Height in Feet
Existing height of facility (as of April 8, 2015)	
Proposed height of facility	

Does the modification meet Criteria #3?

Yes	
No	

If you answered “yes,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #4:

- For *towers* outside of the public right-of-way, the modification must not protrude from the edge of the *tower* by more than 20', or more than the width of the structure at the level of the appurtenance, whichever is greater;

Existing width of tower at the level of the proposed appurtenance	
Combined width of the tower and the proposed appurtenance at the level of the appurtenance	
Greatest distance between the edge of the existing tower and the outside edge of the proposed appurtenance	

OR

- For all other *eligible support structures*, the modification must not protrude from the edge of the structure by more than 6'.

Greatest distance between the edge of the existing structure and the outside edge of the proposed appurtenance	
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Does the modification meet Criteria #4?

Yes	
No	

If you answered “yes,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #5:

- For *towers* in the public right-of-way and *base stations*, there are pre-existing ground cabinets;

Yes	
No	
Not applicable	

If you answered “yes” or “not applicable,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #6:

- For *towers* in the public right-of-way and *base stations*, the new ground cabinets are no more than 10% larger in height or overall volume than any other ground cabinets.

Yes	
No	
Not applicable	

If you answered “yes” or “not applicable,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #7:

- If the installation includes new equipment cabinets, the modification does not include the installation of more than 4 new equipment cabinets.

Number of existing equipment cabinets	
Number of replacement equipment cabinets	
Number of new equipment cabinets	

Does the modification meet Criteria #7?

Yes	
No	
Not applicable	

If you answered “yes” or “not applicable,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #8:

- The modification includes excavation or equipment installation outside the current *site* of the communication facility.

Yes	
No	
Not applicable	

If you answered “no” or “not applicable,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #9:

- The modification does not defeat the existing concealment elements of the communication facility.

Please describe any existing and proposed concealment elements:

Does the modification meet Criteria #9?

Yes	
No	

If you answered “yes,” the modification may be eligible for an ECFM. Please continue with the checklist.

Criteria #10:

- The modification does not violate any of the conditions of approval (besides modifications allowed under criteria #1-4) associated with the prior approval(s) of the *eligible support structure* or *base station* equipment.

Have you reviewed the conditions of approval for the *existing facility*?

Yes	
No	

Please provide the permit or file number(s) for the <i>existing facility</i> :

After reviewing the conditions of approval for the *existing facility*, does the modification meet Criteria #10?

Yes	
No	

If you answered “yes,” the modification may be eligible for an ECFM. Please continue the application by submitting the application materials as requested.

Definitions for Eligible Communication Facility Modifications Checklist

Base station. A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined below or any equipment associated with a tower. The term does include radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment. The term also includes any structure other than a tower that, at the time of application, already supports or houses equipment that previously has been reviewed and approved.

Eligible support structure. Any tower or base station provided that it is existing at the time of permit application.

Existing facility. A constructed tower or base station that has been reviewed and approved through the local regulatory review process.

Site. For towers other than towers in the public rights-of-way, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site. For other eligible support structures, site is further restricted to that area in proximity to the structure and to other transmission equipment already deployed on the ground.

Tower. Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities (for example, a monopole).

Transmission equipment. Equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply.