



Eligible Facilities Request

DEPARTMENT OF COMMUNITY DEVELOPMENT

33325 8th Avenue South
Federal Way, WA 98003-6325
253-835-2607; Fax 253-835-2609

www.cityoffederalway.com

FILE NUMBER _____ - _____ - AD	Date _____
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Applicant

NAME			PRIMARY PHONE
MAILING ADDRESS			E-MAIL
CITY	STATE	ZIP	FAX

Site Address: _____

Parcel #: _____

Project Name: _____

ELIGIBLE FACILITIES REQUEST SUBMITTAL REQUIREMENTS

Use this checklist to help gather all of the required information and documents in order to submit an eligible facilities request pursuant to *Federal Way Revised Code* (FWRC) Chapter 19.257. All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

Please note, incomplete applications will not be accepted.

Submitted

<input type="checkbox"/>	Completed Eligible Facilities Checklist (following)
<input type="checkbox"/>	Check, cash, Visa/MasterCard for applicable fees
<input type="checkbox"/>	Site Plan
	<ol style="list-style-type: none"> 1. Minimum plan size of 11" X 17". 2. North arrow. 3. Drawn to scale, dimensioned, and labeled. 4. Location and dimensions of existing structures, property lines, sidewalks, easements, street edges, mechanical equipment, fencing, rockeries, and retaining walls.
<input type="checkbox"/>	Elevations
	<ol style="list-style-type: none"> 1. Minimum plan size of 11" x 17". 2. Drawn to scale, dimensioned, and labeled. 3. Front, rear, and side (labeled as north, south, east, and west) elevation of existing and proposed structures. 4. Height of structure calculations. 5. Roof-top and ground based mechanical equipment and screen details.

ELIGIBLE FACILITIES CHECKLIST

Proposed modifications to an existing tower or base station must meet at least one of the three threshold criteria below for an eligible facilities request. For definitions refer to FWRC 19.257.020. Check all that apply.

___ Collocation of new transmission equipment

___ Removal of transmission equipment

___ Replacement of transmission equipment

Is the proposed modification a substantial change as defined in FWRC 19.257.020? To determine, fill in the appropriate information below. **If the application does not meet all of the criteria below, then the project does not qualify as an eligible facility and it is unnecessary to complete this form. To determine the correct review process, refer to FWRC Chapter 19.256, "Wireless Communication Facilities."**

Criteria 1

- For towers other than towers in the public rights-of-way, it does not increase the height of the tower by more than 10 percent, or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet, whichever is greater.
- For other eligible support structures, it does not increase the height of the structure by more than 10 percent or more than 10 feet, whichever is greater.

Existing height of the structure: _____ (ft/ in) Proposed height of the structure: _____ (ft/ in)

Distance of proposed array from nearest array: _____ (ft/ in)

Criteria 2

- For towers other than towers in the public rights-of-way, it does not involve adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than 20 feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater.
- For other eligible support structures, it does not involve adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet.

What is the existing width of the structure at the level of the appurtenance? _____ (ft/ in)

What is the proposed distance the appurtenance will protrude from the structure? _____ (ft/ in)

Criteria 3

- For any eligible support structure, it does not involve installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or,
- For towers in the public rights-of-way and base stations, it does not involve installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure; or
- It does not involve installation of ground cabinets that are more than 10 percent larger in height or overall volume than any other ground cabinets associated with the structure.

How many new equipment cabinets are proposed? _____

