



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

**FOR STAFF USE ONLY**

Application Number: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

## WIRELESS COMMUNICATION FACILITY APPLICATION

Owner of Record: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Authorized Representative's Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

### FEES MUST BE PAID AT TIME OF APPLICATION

- |   |            |
|---|------------|
| • Wireless Communications Facility Permit Request | \$2,000.00 |
| • 10% Development Review Technology Surcharge     | \$ 200.00  |

*A permit shall be required for the location, installation or construction of any WCF or modifications to an existing WCF. All applications must be accompanied by a building permit. Applications for proposals that require a Conditional Use Permit must be accompanied by a Conditional Use Permit Application and State Environmental Policy Act Checklist.*

### Please provide the requested information:

1. Zoning classification: \_\_\_\_\_

2. Is the site near the shoreline (within 200 feet): \_\_\_\_\_

3. Comprehensive Plan designation: \_\_\_\_\_

4. Circle known utilities / services to the site: (gas, electric, water, sewer, cable, garbage, phone, other)

5. What is the current use of the site? Describe the surrounding areas (undeveloped, residential, commercial).

6. Is the proposal any of the following?

- ☐ A microcell, minor facility or collocation\* located in a nonresidential zone that does not exceed the maximum height of the zone.
- ☐ A collocation in a nonresidential zone on an existing building or support structure that does not increase the height or visual impact of the existing building or structure.
- ☐ A microcell or minor facility in a multifamily, business, commercial, or town center zone on an existing building or structure that is no higher than 12 feet above the existing building or structure or the permitted height for the zone (whichever is higher)
- ☐ A microcell or minor facility in a residential zone on a nonresidential building or structure; provided that the microcell or minor facility is no higher than 12 feet above the permitted height in the zone.

\*Microcell, minor facility and collocation are defined by Lake Forest Park Municipal Code 18.68.020.

7. Is the proposal located in any of the following?

- ☐ Collocation.
- ☐ Public buildings and structures located in nonresidential zones.
- ☐ Buildings and structures in business and commercial zoned sites used for research and development, commercial and business uses.
- ☐ Buildings and structures in residential zones not used entirely for residential use (not including vacant residential lots).

8. The applicant must provide the following submittal requirements.

- A diagram or map showing the primary viewshed of the proposed facility.
- A map showing the coverage area of the proposed WCF at the requested height.
- A scaled plan indicating the location, type, dimensions, height, number, color and technical specifications of the proposed antenna(s).
- A scaled elevation plan of the existing or proposed structure showing the proposed antenna(s) and equipment structure.
- An explanation of the need for the proposed WCF, including an analysis of alternative sites which supports the selected site over other possible locations, particularly locations in a higher priority zone.
- An inventory of other WCF sites operated by the applicant that are either in the city or within one mile of its borders, including specific information about location, height and design of each facility.
- A site/landscaping plan showing the specific placement of the WCF on the site; showing the location of existing structures, trees and other significant site features and indicating type and locations of plant materials used to screen WCF components.
- Documentation verifying that the proposed WCF complies with any applicable regulations and specifications in accordance with the Federal Aviation Administration (FAA).
- A notarized letter signed by the applicant stating that the antenna usage will not interfere with other adjacent or neighboring transmission or reception signals.

*(continued on the next page)*

Applications for facilities other than microcells or minor facilities shall also contain:

- Photosimulations of the proposed facility from affected properties and public rights-of-way at varying distances.
- Documentation of efforts to collocate on existing facilities.

#### 9. Release / Hold Harmless Agreement

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorneys fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

#### 10. Permission to enter subject property

I, the undersigned, certify (or declare) under penalty under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I also grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant, owner or representative

Complete applications must be submitted to the City of Lake Forest Park Planning and Building Department 17425 Ballinger Way NE, Lake Forest Park, WA 98155.

***Official review of a proposal will not commence until the responsible official has determined that all materials necessary for a complete application have been received.***