

**Personal Wireless
Service Facilities (PWSF)
Submittal Checklist**



I. Project Information

Project Name _____

Zoning: _____

PDS Use Only

Is checklist complete?

- Yes
- No, asked Applicant for missing details
- No, requires other follow up

II. Applicability

The Personal Wireless Service Facilities (PWSF) Submittal Checklist shall apply to all applications for new personal wireless service facilities or modifications to existing personal wireless service facilities. Development standards for PWSF are primarily located in Chapter [30.28A](#) of Snohomish County Code (SCC).

Applications seeking modifications as an eligible facilities request must be consistent with SCC 30.28A.060(2). Eligible facilities requests only need to submit applicable materials in Section IV and do not need to submit materials listed in Sections V and VI of this PWSF Submittal Checklist.

III. Electronic Plan Review Standards

All items submitted on [MyBuildingPermit.com](#) should meet the requirements in Assistance Bulletins [#111](#) (General Electronic Standards). The following specifies general requirements:

PDS **Applicant**

- Acceptable File Types.** Submit all files in a PDF format.
- File Naming.** Name your documents to match the items in the following sections (e.g. Project Narrative, Site Plan, Public Notice Payment Agreement, etc.).
- Site Plan Standards.** All site plans must be drawn to scale using a standard scale. Each sheet shall state the scale and untitled viewports must be turned off. See Assistance Bulletin [#112](#) (Standards for Plans).

Plan Orientation. Plans must be drawn in a consistent orientation, generally in “landscape” format in the horizontal position

IV. General Requirements

Items on this checklist are required to determine a complete application per [SCC 30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing. *If any item is not applicable, please add “NA” within the applicant column and discuss the rationale as necessary within the narrative.*

Required Documents. The general requirements of Section IV apply to all PWSF application submittals. Additional requirements under Sections V and VI apply to specific situations. Therefore, those requirements may add to the general requirements noted below and shall appear on the required submittal items when applicable.

PDS Applicant

Commercial Building Permit Application for Personal Wireless Service Facilities (PWSF). A Commercial Building Permit Application for Personal Wireless Service Facilities (PWSF) shall be completed in its entirety and signed by the applicant(s). **(not required if applying for conditional use permit only)**

Project Narrative. Provide a project narrative describing the proposed PWSF and discussing how the project will comply with applicable regulatory requirements. A single narrative which covers all the required code requirements listed below is preferred.

Site Plan. All projects require a site plan that meets the following requirements

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Scale and north arrow.

Vicinity map (approximate scale of 1” = 2,000’).

Name, address, and phone number of property owner(s) and PWSF owner(s).

Name, address, and phone number of plan preparer and date of preparation.

Tax account number(s).

Legal description (for the entire parcel).

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed property lines with dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate site zoning and adjacent zoning of adjacent properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing or proposed topography at intervals of five feet or less (if slope is less than 1%, make a note on the site plan instead of showing topographic contours). Topographic contours must also be on civil plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all easements (existing and proposed). |
| <input type="checkbox"/> | <input type="checkbox"/> | Setbacks from all: <ol style="list-style-type: none"> 1. Property lines; 2. Easements; and 3. Existing buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Setbacks for all: <ol style="list-style-type: none"> 1. Proposed and existing towers; 2. Buildings; and 3. Auxiliary support equipment. 4. Setbacks are measured from the widest appendage (i.e., antenna or base). The minimum setbacks for towers exceeding zoning height limit is 50 feet; the setback for auxiliary support equipment is 20 feet in residential zones. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of existing and/or proposed rockeries, retaining walls, and fences. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of existing and/or proposed access points from right-of-way to property, showing arrows for ingress and egress. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show driveway from access point to tower. If access is to private road or via panhandle, show access all the way from the public road site (break lines may be used). Distinguish between existing and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Distances to proposed and/or existing structures and parking areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of proposed and/or existing parking areas (individual stall detail is not required). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing septic tank, drainfield, reserve areas, and wells if applicable. If the site contains these features, it must be indicated on the site plan, regardless of where a PWSF is located. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed and required landscaping and screening pursuant to SCC 30.25.020 and SCC 30.25.025 . |

Indicate all trees to be removed inside and outside of any fenced areas and for new access ways. (This may be shown on landscape plan for better clarity. If so, make a note on site plan.)

Show the Natural Vegetation Retention Area (NVRA) on the site and civil plans (check with the Snohomish County project manager to determine).

Location of critical areas and buffers within 300 feet of the site.

Place the paint note on site plan and elevation sheet.

If the project is a tower, indicate the tower site coordinates in NAD83 format on the site plan.

Architectural Plans, Structural Plans, and Structural Analysis. Provide complete architectural plans and structural plans and include all structural analysis and/or calculations. **(structural analysis not required if applying for conditional use permit only)**

Lease Agreement. If the PWSF leasing a portion of a legal lot of record, proof of lease agreement or ability to locate must be provided.

Lighting Details. Provide lighting details (including shielding) if the PWSF height is over 200 feet, the tower is in the vicinity of an airport, or the PWSF is lighted. Information may be provided in a separate document or show on architectural plans. (If a PWSF will not have lighting, indicate on Elevation Drawings.)

SEPA Environmental Checklist. A [SEPA Checklist](#) shall be submitted unless exempted by SCC [30.61.030](#) and [30.61.035](#), WAC [197-11-800](#), or other state statute or rule.

FAA Form 7460-01. [FAA Form 7460-01](#) must be completed with the FAA if the PWSF is within 20,000 feet of an airport or is 200 feet or taller. Form 7460-01 may be submitted at a later date, but will be required prior to issuance of a SEPA Threshold Determination. Additional height review standards may apply if the project is located within an Airport Compatibility Area per SCC [30.28A.030\(5\)](#).

Critical Area Study / Report. Prepared by a qualified specialist to assess any streams, wetlands, or shorelines on-site or within 300 feet of the site. Must meet requirements of SCC 30.62A.130 and .140. **Pick one option.**

PDS Applicant

Not applicable. No critical areas present.

Critical Areas and buffers already have protection in a recorded Critical Area Site Plan (CASP), Native Growth Protection Area (NGPA), or similar document. All proposed development is consistent with previously recorded protection. Provide copies of the recorded documents in lieu of a critical area study.

A Critical Area Study is required and is included in the submittal package.

Habitat Management Plan (HMP). When development activities occur on a site containing a primary association with a critical species, an HMP is required in addition to the Critical Area Study (SCC 30.62A part 400). **Pick one option.**

PDS Applicant

Not applicable. No critical species are present.

The HMP is included as part of the Critical Areas Study.

The submittal includes an HMP as a stand-alone document.

Geotechnical / Geological Report. Prepared by a qualified engineer or geologist to assess any development activity or action requiring a permit within a geologic hazard area (erosion hazard area, landslide hazard area, or geologic fault). This may also be to address engineering issues related to constructed features. **Check all that apply.**

PDS Applicant

Not applicable. No geologic hazards are present, and/or no constructed feature requires additional engineering.

A geotechnical engineering report addressing geologic hazards is provided.

A geotechnical engineering report addressing retaining walls, soil conditions related to vaults, or other constructed features is provided.

Hydrogeological Report. See SCC 30.62C.140 for requirements. This may also be to address engineering issues related to constructed features. **Pick one option.**

PDS Applicant

Not applicable.

A hydrogeological report is provided.

Deviation Request. If requesting deviations from Snohomish County's Engineering Design and Development Standards (EDDS), include a completed [EDDS Deviation Request form](#). **Pick one option.**

PDS Applicant

Does not apply to this project.

A Deviation request is included.

An early EDDS deviation request was submitted, approved, and is attached as a Supporting Document.

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Submittal Checklist. Fill out this checklist and include it with the rest of your application materials.

Public Notice Payment Agreement. The form is available at [this link](#)

Land Disturbing Activity Permit. A land disturbing activity permit is required for all land disturbing activity and must be obtained prior to the commencement of any land disturbing activity unless the activity is exempted in SCC [30.63B.070](#). **Pick one option.**

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Exempt from Land Disturbing Activity Permit per SCC [30.63B.070](#).

A Land Disturbing Activity Permit is required and is included in the submittal package.

Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report.

SWPPP/Drainage Report is required for all new development and redevelopment unless otherwise exempted or modified by chapter SCC 30.63A (Specifically SCC [30.63A.300](#) or SCC [30.63A.310](#)).

PDS Applicant

Exempt from needing a SWPPP/Drainage Report per SCC [30.63A.300](#) or SCC [30.63A.310](#).

A SWPPP/Drainage Report are required and are included in the submittal package.

V. New PWSF and Collocation Modifications (not Eligible Facilities Requests)

The following requirements apply to all permit applications for new PWSF or collocation modifications to PWSF that do not qualify as eligible facilities requests. Eligible facilities requests consistent with SCC [30.28A.060\(2\)](#) do not need to submit this information.

PDS Applicant

Noise Study. Provide a noise study completed by a person who is qualified and certified to perform and prepare the study. The study must show compliance with SCC [30.28A.140\(2\)](#) for all existing and proposed PWSF equipment and noise-making equipment on the property.

Non-ionizing Electromagnetic Radiation (NIER) Report. Provide a NIER report (RF study) in accordance with SCC [30.28A.140](#). The RF study must be conducted by a licensed engineer qualified to perform the study and must bear the stamp and signature of a Washington State licensed engineer. The study must include all existing and proposed PWSFs within 500 feet of the property and include the following information:

1. Carrier's name;
2. Site address;
3. Number of antennas (proposed and total potential with collocation);
4. Number of sectors;
5. Frequency of the send and receive antennas;
6. Height of the tower (if applicable);
7. Power density in MPE format;
8. Watts per sector output;
9. Total watts of the output for the site; and
10. The FCC maximum output allowed.

Propagation Maps. Provide propagation maps showing coverage area before and after proposed facility in accordance with SCC [30.28A.110](#). In accordance with SCC [30.28A.110](#), this information is not required for PWSF that will improve performance by adding capacity to the applicant’s existing system.

Analysis of Site Selection. Provide a description of the site selection process in accordance with priority locations in SCC [30.28A.120](#) indicating which sites were reviewed and why the proposed site was selected.

Collocation Attempts. Provide documentation of collocation attempts in accordance with SCC [30.28A.080](#). This document is not required for modifications to existing PWSFs.

Identification of Priority Bird Species Habitat. Provide a list containing any priority bird species habitat, as listed by the Washington State Department of Fish and Wildlife, located within 1,000 feet of the proposed PWSF site. The list shall include measures and buffer zones used to comply with SCC [30.23.110\(26\)\(g\)](#).

Service Area Map. Provide a map showing the service area within one mile of the proposed facility.

Utility Pre-design Review. If the PWSF is locating on new structures in the County right-of-way, excluding PWSF locating on existing non-County-owned utility poles, the applicant shall submit documentation of a completed [Utility Pre-design Review Form](#) with the Snohomish County Department of Public Works pursuant to SCC [30.28A.170\(3\)\(c\)](#).

VI. New Towers and Substantial PWSF Modifications

The following materials shall be submitted for all new PWSF permit applications when the PWSF is a tower or when a modification to a tower does not qualify as an eligible facilities request in SCC [30.28A.060\(2\)](#) or collocation in SCC [30.28A.080\(4\)](#).

Dwelling Unit Setback Waiver. If the distance between the base of the proposed tower and an existing dwelling unit is less than the height of the proposed tower, provide proof of consent from the dwelling unit owner that a closer distance is permitted, in accordance with SCC [30.23.110\(26\)\(h\)](#). This is not required for modifications to previously approved PWSF towers

Landscape Plan. Provide a landscape plan in compliance with SCC [30.25.025](#) and any other applicable landscaping requirements.

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- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project name and project file number (or placeholder for one when assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title, such as "Landscape Plan." |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, and Range |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Account number(s) of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and credentials of the qualified landscape designer who prepared plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation or revision |
| <input type="checkbox"/> | <input type="checkbox"/> | An irrigation plan if irrigation is necessary or note indicating that proposed species do not require irrigation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearing limits consistent with proposed land disturbing activities plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Perimeter landscaping around personal wireless service facility lease area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all proposed plantings. All proposed trees must be planted a minimum of 5 feet from external subject property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of trees to be retained and associated tree protective fencing. |
| <input type="checkbox"/> | <input type="checkbox"/> | If applicable, stormwater detention facility landscaping per SCC 30.25.023, parking lot landscaping per SCC 30.25.022. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plant key that includes species, quantity, height at planting, diameter at planting. All trees must be a minimum of 6 feet in height at planting. Deciduous trees shall have a minimum diameter of one and one-half inches caliper at the time of planting; provided that the combined diameter measurements of groupings of under-story trees, such as vine maples, may be used to meet this requirement. A plant key shall also be provided for shrubs. |

PWSF-Conditional Use Permit (CUP). The following additional materials shall be submitted for all new PWSF permit applications that require a CUP.

PDS Applicant

Master Permit Application A [Master Permit Application](#) shall be completed in its entirety and signed by the applicant(s).

Land Use Permit Binder Recording Form. Submit a completed land use permit binder recording form. The land use permit binder recording form is used in conjunction with the Land Use Permit Binder to record the legal description of the property to ensure property notification of the Conditional Use Permit (CUP) restriction to anyone interested in the property.

CUP Decision Criteria Compliance. In the narrative, describe how the proposal meets the decision criteria under SCC 30.42C.100.

Market Study. Provide a market study on the effects of PWSFs on property values (must be like-type neighborhood).

Photo Simulations. Photo simulations are required for all CUPs or modifications to CUPs. The photo simulation should show the tower at the correct height and with the paint color that the tower and all auxiliary support equipment will be painted. Submit photo simulations for a minimum of three angles, together with a key map, with arrows, showing where the photo was taken and what direction the camera was facing. The simulations shall show the existing site and proposed facilities from all adjacent property and public right-of-way at a radius of approximately one mile from the proposed PWSF, including additional height of 20 feet for possible collocation. They shall be made from a range of elevations of surrounding residential areas.

VII. Filing Fees

PDS will calculate fees due after receiving your application pursuant to Chapter 30.86 SCC. Payment of fees is part of filing a complete project application.

VIII. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.