



Wireless Communications Facility For Wireless Towers Modification to Existing Facility 90-day

City of Wilsonville
29799 SW Town Center Loop East
Wilsonville OR 97070
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Site Development Permit Application

A preapplication conference is required prior to submittal of an application. Please visit the City's website for submittal requirements.
Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.

Pre-Application Meeting Date: _____

APPLICANT:

Applicant Name: _____
Phone number(s): _____ Email: _____
Project Address: _____
Applicant's Site ID: _____

AUTHORIZED REPRESENTATIVE:

Name: _____ Company: _____
Phone number(s): _____ Fax: _____ Email: _____
Mailing Address: _____

SITE LOCATION AND DESCRIPTION OF MODIFICATION TO EXISTING FACILITY:

Project Address if Available: _____ Suite/Unit _____
Project Location: _____
Tax Map #(s): _____ Tax Lot #(s): _____ County: Washington Clackamas

PROPERTY OWNER:

Owner's Printed Name: _____
Owner's Signature: _____ Date: _____

REQUEST:

PROJECT TYPE:

Class II Class III
 Residential Commercial Industrial Other _____

APPLICATION SUBMITTALS: Applicant must submit all of the materials identified in Attachment A, along with this Application form and the filing fee, before the Application can be filed. Once filed, it will be reviewed by Planning staff and the applicant will be notified, in writing, whether the Application is deemed complete or whether additional submittal materials are required to process the application. Review Chapter 4 of the Wilsonville Development Code, Sections 4.800 – 4.814 Wireless Communications Facilities to ensure compliance with all of its applicable terms and conditions.

PREPARER'S CERTIFICATION: I have read and understand this worksheet and its instructions. All my responses on this worksheet are true, accurate and based on my personal knowledge about the proposed project to which this worksheet corresponds. I understand that the Planning Division will rely on my responses to evaluate this application.

Applicant's or Preparer's Printed Name: _____

Applicant's or Preparer's Signature: _____ Date: _____

**City of Wilsonville Planning Department
Wireless Communications Facility (WCF) Development Permit Application**

Attachment A: Submittal Checklist & Guidelines

Site Address/Location: _____

Project # _____

In order to be permitted, an applicant must complete:

- 1) Appropriate Development Permit Application;
- 2) A Public Works Permit;
- 3) A Building Permit; and
- 4) Enter into a Lease Agreement with the City for use of the public Right-of-Way.

The WCF Application process shall include all of the following:

- WCF Development Application**
(with property owner(s) and applicant signatures)

- Submittal Checklist**
(this form, with applicant or owner signature)

- Application Fee(s)**

- Proof of Ownership**
(Grant Deed for projects on private properties and Title Report if parcel is vacant)

- Letter of Authorization**
(An applicant action on behalf of the owner(s) shall present a notarized, written authorization signed by the property owner(s); a buyer in escrow shall present a notarized written authorization signed by the owner/seller; a lessee shall provide the property owner(s) written approval; authorizations shall give the applicant the authority to submit and process the application)

- Proof of Wireless Service Provider**
Proof that the applicant is a wireless service provider, or if applicant is building on behalf of a wireless service provider, then a letter of authorization from the wireless service provider indicating whether the wireless service provider will own or lease the facility.

- Complete set of plans**
(1 full size original 24 x 36 (wet-stamped), plus 2 full size copies; 1 compact disc (include all plans, studies and exhibits), plus 1 8½ x 11 reduced set. Plans are to be collated, stapled and folded to 8½ x 11. Note that the maximum plan size is 24 x 36 unless absolutely necessary. **Sets to include all of the following that are applicable to your project:**
 - A. Cover Sheet
 - B. Site Survey
 - C. Site Plan
 - D. Architectural Plans
 - E. Grading, Drainage, Erosion and Storm Water Management Plans – or a letter stating none is proposed (original must be prepared and wet-stamped with wet-signature by a registered Civil Engineer)

❑ **WCF Minimum application requirements**

A. Visual Impact Analysis

Provide a visual impact analysis showing the maximum silhouette, view shed analysis, color and finish palette, and proposed or required screening for all components of the facility. Must include photo simulations, scaled models or architectural renderings, and other information as necessary to determine visual impact of the facility as seen from multiple directions. Applicant must include a map depicting where the photos were taken.

B. Geographical Survey & Preferred Location Sites

Identify the geographic service area for the proposed WCF, including a map showing all of the applicant's existing sites in the local service network associated with the gap that the proposed WCF is proposed to close. The applicant shall describe how this service area fits into and is necessary for the service provider's service network, including a narrative description explaining the site selection process, what other sites were considered, and the reason for their rejection. Technological design options for the WCF that are capable of meeting the same service objectives as the preferred site with an equivalent or lesser visual impact shall also be included. For each site alternative considered, the applicant shall provide (1) coverage maps in the same scale as those provided for the applicant's proposed site; (2) the assumed antenna centerline used to generate the signal propagation maps; (3) a general description of the proposed design and concealment considered for a site at the alternative location, including overall height; (4) a detailed explanation as to why the applicant rejected the alternative site with a meaningful comparative analysis as compared to the applicant's preferred site. Conclusory statements such as "would not close significant gap" or "not the least intrusive means" will not be sufficient to satisfy the detailed explanation and meaningful comparative analysis requirement. The applicant is encouraged to submit whatever other information the applicant believes will assist the City in assessing whether a significant gap exists and/or whether the applicant's preferred site is the least intrusive means.

C. Narrative – Address each of the following – organized according to subject headings listed below:

1. Antennas/Equipment

The Application shall include a detailed narrative of all of the equipment and components to be included with the WCF, including, but not limited to, antennas and arrays; equipment cabinets; back-up generators; air conditioning units; poles; towers; lighting; fencing; wiring, housing; and screening. The Application must contain a list of all equipment and cable systems to be installed, including the dimensions of all proposed equipment (height, width, depth and weight).

Wilsonville is an Undergrounding District, meaning that the City requires all utilities to be located underground, to the maximum extent possible, to help preserve the aesthetic appearance of the right-of-way and community, and to prevent aboveground safety hazards. Therefore, all components of the WCF must be undergrounded to the extent reasonably feasible. For those components of the WCF that the applicant asserts must be above ground, the applicant must (1) identify the equipment and its dimensions with proposed screening; (2) provide a written narrative of why any portion of the WCF must be above ground; and (3) provide a written proposal of screening and concealment techniques to reduce to the maximum extent possible the visual impact of above ground facilities and equipment. Cost savings is not a valid reason for placing facilities and equipment above ground except where the applicant conclusively shows that this requirement would result in an effective or actual prohibition of the telecommunications service.

2. Safety Hazards

Any and all known or expected safety hazards for any of the WCF facilities must be identified and the applicant must demonstrate how all such hazards will be addressed and minimized to comply with all applicable safety codes.

3. Landscaping

The Application shall provide a landscape plan, drawn to scale, that is consistent with the need for screening at the site, showing all proposed landscaping, screening and proposed irrigation (if applicable), with a discussion of how proposed landscaping, both after the initial installation and at maturity, will screen the site. Existing vegetation that is proposed to be removed must be clearly indicated and provisions for mitigation included.

4. Height
The Application shall provide an engineer's diagram, drawn to scale, showing the height of the proposed WCF and all of its above-ground components. Applicants must provide sufficient evidence that establishes that the proposed WCF is designed to the minimum height required to meet the carrier's coverage objectives. For the purpose of this application, the term "sufficient evidence" means a meaningful comparative analysis showing the effect on service coverage from the facility at lower heights, including the maximum base height restrictions. If a tower or pole height will exceed the base height restrictions of the applicable zone, this narrative shall include a discussion of the physical constraints (topographical features, etc.) making the additional height necessary. The narrative shall include consideration of design alternatives, including the use of multiple sites or designs that do not exceed the base height restriction of the applicable zone and would avoid the need for the new WCF or over zone height WCF.
5. Construction
The Application shall describe the anticipated construction techniques and time frame for installation of the WCF.
6. Maintenance
The Application shall describe the anticipated maintenance and monitoring program for the WCF, including antennas, back-up equipment, poles, paint and landscaping.
The applicant shall provide a description of anticipated maintenance needs, including frequency of service, personnel needs, equipment needs and potential safety impacts of such maintenance.
7. Parking
The Application shall provide a site plan showing the designated parking areas for maintenance vehicles and equipment, if any. No parking of maintenance vehicles and equipment parking shall be permitted in any red curb zone, handicap parking zone, or loading zone.
8. Noise/Acoustical Information
The Application shall provide manufacturer's specifications for all noise-generating equipment, such as air conditioning units and back-up generators, and a depiction of the equipment location in relation to adjoining properties. The applicant shall provide a noise study prepared and sealed by a qualified Oregon-license Professional Engineer that demonstrates that the WCF will comply with intent and goals of Wilsonville City Code.
9. Lease
The site plan shall show the lease area of the proposed WCF. For the purposes of this Application, the lease area includes any easements or rights-of-way for access or utilities and must be shown relative to the existing and proposed improvements on this site area.
10. FCC License and Radio Frequency Safety Compliance
The Application shall provide a copy of the applicant's FCC license and/or construction permit, if an FCC license and/or construction permit is required for the proposed facility. The applicant shall provide documentation showing that the party responsible for radio frequency transmissions is in planned or actual compliance with all FCC RF emissions safety standards and guidelines at 47 C.F.R. § 1.1307 et seq and FCC Office of Engineering Technology Bulletin 65.
11. Lighting and Marking
The Application shall describe any proposed lighting and marking of the WCF, including any required by the FAA.
12. Co-location
All wireless telecommunications carriers shall provide a letter stating their willingness to allow other carriers to co-locate on their facilities wherever technically feasible. In the case of new multi-user towers, poles, or similar support structures, the applicant shall submit engineering feasibility data along with the letter .
13. Co-location Feasibility
A feasibility study for the co-location of any WCF as an alternative to new structures must be presented and certified by an Oregon-licensed Professional Engineer. Co-location will be required when determined to be feasible. The feasibility study shall include:
 - a. An inventory, including the location, ownership, height, and design of existing WCFs within one-half mile of the proposed location of a new WCF. The planning director may share such information with other applicants

seeking permits for WCFs, but shall not, by sharing such information, in any way represent or warrant that such sites are available or suitable.

- b. Documentation of the efforts that have been made to collocate on existing or previously approved towers, poles, or structures. The applicant shall make a good faith effort to contact the owner(s) of all existing or approved towers, poles, or structures and shall provide a list of all owners contacted in the area, including the date, form, and content of such contact.
- c. Documentation as to why co-location on existing or proposed towers, poles, or commercial structures within 1,000 feet of the proposed site is not practical or feasible. Collocation shall not be precluded simply because a reasonable fee for shared use is charged or because of reasonable costs necessary to adapt the existing and proposed uses to a shared tower. The Planning Director and/or Development Review Board may consider expert testimony to determine whether the fee and costs are reasonable when balanced against the market and the important aesthetic considerations of the community.

14. Engineering Report

- a. An Application for a new WCF, whether collocated or new, shall include, as applicable, a report from an Oregon licensed Professional Engineer documenting the following:
 - 1) A description of the proposed WCF height and design, including technical, engineering, and other pertinent factors governing selection of the proposed structural design. A cross-section of the proposed WCF structure shall be included. If proposed WCF is intended to accommodate future co-location, the engineer shall document whether the structure is at its maximum structural capacity and, if not, the additional weight the structure could support.
 - 2) Documentation that the proposed WCF will have sufficient structural integrity for the proposed uses at the proposed location, in conformance with the minimum safety requirements of the State Structural Specialty Code and EIA/TIA 222 (Structural Standards for Communication and Small Wind Turbine Support Structures), latest edition at the time of the application.
 - b. A description of mitigation methods which will be employed to avoid ice hazards, including increased setbacks, and/or de-icing equipment, if required by any safety law, regulation, or code.
 - c. Evidence that the proposed WCF will comply with all applicable requirements of the Federal Aviation Administration, the Aeronautics Section of the Oregon Department of Transportation, and the Federal Communications Commission.
- D. Proof of Insurance – Proof of insurance meeting minimum requirements of the City in effect at the time of application, payment and performance bonds, maintenance bonds, and a 2-year warranty bond are all required prior to issuance of any permit.