



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**Telecommunication Facilities Permit**

Please note that the number of required plan sets has been reduced for certain documents. Where there is a reference for a requirement of ten (10) sets, only five (5) sets are now required. Additionally, only five (5) copies of a SEPA checklist are required.

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Rev 2/08



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**

**TELECOMMUNICATION FACILITIES PERMIT**

**An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

Did this project have a Pre-Application meeting with the Technical Committee? Y N

If Yes, what was the most recent pre-app date? \_\_\_\_\_

What was the file # of the pre-app? \_\_\_\_\_

Did this project have a Pre-Application meeting with the Design Review Board? Y N

If Yes, what was the most recent pre-app date? \_\_\_\_\_

What was the file # of the pre-app? \_\_\_\_\_

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

**I. APPLICABILITY/BACKGROUND**

Pursuant to Redmond Community Development Guide Section 20D.170.45-020, the following types of telecommunication facilities require review and approval of a Telecommunication Facility Permit and Building Permit:

- a. Large Satellite Dish Antennae (defined as one meter or greater in residential zones and two meters or greater in Industrial and Commercial zones).
- b. Amateur Radio Towers
- c. Wireless communication facilities which are:
  - i. attached to non-residential structures (all wireless communication facilities proposed on residential structures requires review and approval of a Special Development Permit, Type IV process).
  - ii. proposed to be stand-alone or ground mounted (regardless of which zone the facility is located).
  - iii. proposed to collocate on an existing broadcast and relay tower (unless the existing broadcast or relay tower was approved with adequate provisions for additional antennae and ground mounted equipment, in which case only a building permit shall be required).

NOTE: Proposed broadcast and relay towers require Conditional Use Permit approval as well as Building Permit approval in all zones except for MP and I, in which case Special Use Permit approval is required as well as Building Permit approval.

Exemptions:

The following antenna(e) shall be exempt from the requirement to obtain a Telecommunication Facility Permit:

- a. VHF and UHF receive-only television antennae (restricted to 15 feet above existing or proposed roof - Building Permit review and approval is not required).

- b. Small satellite dish antenna(e), defined as any satellite dish antenna(e) that has a diameter less than or equal to one meter located in any zoning district or two meters within Industrial or Commercial zones (Building Permit review and approval is not required).

## **II. PROFESSIONAL PREPARATION**

Telecommunication Facility Permit applications may need to be prepared professionally. This determination will occur either during a pre-application conference or when the Technical Committee has reviewed the application for completeness.

## **III. GENERAL**

*The applicant shall check each item below to confirm these items are included in the application submittal package:*

- \_\_\_A. Completed General Application Form and Project Contact Form
- \_\_\_B. One (1) completed SEPA Application Form and nine (9) copies of a City of Redmond SEPA checklist is required with complete responses provided to all questions.
- \_\_\_C. A completed SEPA/CAO Fee Worksheet
- \_\_\_D. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- \_\_\_E. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½” x 11 sheet of paper
- \_\_\_F. Photographs of the proposed location as seen from streets and adjacent properties.
- \_\_\_G. Photo simulation of facility after installation (for wireless communication facilities only)
- \_\_\_H. Details/specifications for the antenna(e) and related equipment including; size, shape, materials, color, construction, anchoring, wiring, etc. Elevations of antenna(e) and related equipment must also be provided.

## **IV. SITE PLAN**

10 (ten) copies of a site plan drawn to scale, must be provided and shall include the following (only 3 copies are required if the facility does not include ground mounted equipment):

- \_\_\_A. Existing property lines and all setbacks.
- \_\_\_B. Proposed location and dimensions of the facility and related equipment, if proposed.
- \_\_\_C. Location, type and dimensions of all utilities and utility easements (only required if facility and/or related equipment is proposed to be ground mounted). This information must be completed by a registered civil engineer.
- \_\_\_D. Location of existing streets, existing fences, locations and dimensions of buildings on site and on adjacent sites.
- \_\_\_E. Existing major grade changes and vegetation between the antenna and nearby buildings and streets with notations as to height and type of vegetation (deciduous or evergreen). (Only required if facility and/or related equipment is proposed to be ground mounted.)
- \_\_\_F. Locations where any vegetation will be removed for reception purposes.

**V. SCREENING PLAN**

Ten (10) copies of a screening plan, drawn to scale, must be provided and shall include the following (only 5 copies are required if the facility is not ground mounted):

- \_\_\_\_A. North, south, east and west elevations which demonstrate how screening of the facility will be accomplished. This would include: existing or proposed topography, existing or proposed vegetation, existing or proposed buildings, existing or proposed fencing, details of the roof (if facility is not ground mounted), all in relation to the proposed facility and related equipment. Elevations must indicate dimensions of the facility and related equipment as well as the dimensions of all screening proposed.
- \_\_\_\_B. Proposed landscaping including identification of quantity, size and species of proposed planting.
- \_\_\_\_C. Proposed paint color (if new color is proposed).

**VI. SPECIAL EXCEPTIONS**

Pursuant to Redmond Community Development Guide Section 20D.170.45-080, Special Exceptions, when adherence to all standards of 20D.170.45, Telecommunications Facilities, would result in a physical barrier which would block signal reception or transmission or prevent effective communication in all permissible locations, a Special Exception may be permitted. A request for a Special Exception shall be processed in conjunction with the permit approving the facility location and shall not require any additional application or fees. Special Exception requests shall include the following:

- \_\_\_\_A. A statement which identifies the specific regulation for which a special exception is being sought and what the proposed modification to the regulation is. The statement must also include an explanation of how consideration was given to the waiving criteria outlined within RCDG Section 20D.170.45-080.
- \_\_\_\_B. A statement and supporting pictures, drawings (to scale), maps and/or manufacturer's specifications, and other technical information which demonstrates that the inability to receive a communication signal is the result of factors beyond the property owner's or applicant's control.
- \_\_\_\_C. The applicant shall demonstrate that the proposed materials, shape, and color of the antenna(e) will minimize negative visual impacts on adjacent or nearby residential uses to the greatest extent possible.

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