

## Requirements for Wireless Communications Facilities

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1. All proposed cell tower sites require a completed Wireless Communications Facilities application. Application fee is **\$1,990** (this includes \$695 base fee, \$90 Planning review fee, \$600.00 Hearing Examiner's fee and \$605 SEPA Checklist). The base fee covers up to 3 hours of review time by County staff, any time spent beyond 3 hours will be billed at \$100.00 per hour. Generally, 3 hours is sufficient time to review most applications.
2. Cell tower applications require compliance with the State Environmental Policy Act and completion of a SEPA checklist. **\$605** fee for the SEPA.
3. Each application requires completion of a Building Permit application and submittal of all applicable documents (i.e., construction plans, forms, etc.). Plan review fee will be required upon submittal.
4. A road approach permit from Public Works may also be required.

# LEWIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue  
WA 98532-2626

(360) 740-1146 Chehalis,  
FAX: (360) 740-1245

## APPLICATION FOR WIRELESS COMMUNICATIONS FACILITIES

<b>Submittal fee*: \$1,990.00</b>	
Fee includes:	
Application Fee	\$695
Planning Review	\$ 90
Hearing Examiner Fee	\$600
SEPA Checklist	\$605

<b>APPLICATION NO.:</b> WCF _____ - _____
<b>SEPA NO.:</b> SEP _____ - _____
<b>Application Submitted:</b> ____ / ____ / ____
<b>Receipt #:</b> _____
<b>Permit Technician:</b> _____

**NOTE: NO APPLICATION SHALL BE DEEMED  
COMPLETE UNTIL ALL SUBMITTAL REQUIREMENTS HAVE BEEN MET**

1. **Applicant:**  
Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Home(\_\_\_\_\_) \_\_\_\_\_ Work(\_\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_

2. **Property Owner (if other than the applicant):**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Home(\_\_\_\_\_) \_\_\_\_\_ Work(\_\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_

4. **Tax parcel number(s) of the property included in this application:**  
\_\_\_\_\_

5. **Location of property:**  
Quarter Section \_\_\_\_\_, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_

6. **Location of site (road name/city):** \_\_\_\_\_

STATE OF WASHINGTON )  
COUNTY OF LEWIS ) ss.:

I, \_\_\_\_\_, hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true.

Signature \_\_\_\_\_

Subscribed and sworn before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission Expires \_\_\_\_\_

## **Submittal requirements for wireless communications sites:**

- A. The legal description of the tax parcel(s) contained within this application;
- B. Narrative explaining how the proposal meets the criteria of Lewis County Ordinance 1177 A Chapter 15.50. involving site location, development standards, and design standards;
- C. A comprehensive description of the existing or proposed facilities including the technical reasons for the design and configuration of the facility, design and dimensional information, coverage schemes, and the capability of future collocation opportunities;
- D. Copy of lease agreement, easement agreement or license agreement; or in the alternative, a copy of a recorded memorandum of lease between the parcel owner(s) and the applicant;
- E. If camouflage technology is proposed the applicant shall provide a complete description of the suggested camouflage, including style and materials to be used, a photographic depiction of the proposed facility, and a maintenance plan detailing provisions for the continued effectiveness of the suggested camouflage for the life of the facility;
- F. An analysis of the proposal area and discussion of factors influencing the decision to target the proposed location;
- G. Photographic analysis of the proposed site, including a representation of existing conditions and photographic simulations depicting views of any new support structures or towers;
- H. Complete site plan clearly indicating the location of the proposed facility including:
  - (i) significant features within 1000 feet including, but not limited to, existing and/or proposed site structures, public rights-of-way, residential developments, adjacent land uses, and properties for public purposes;
  - (ii) governmental jurisdictional boundaries within 500 feet;
  - (iii) priority habitat and endangered/threatened species habitat areas within 1000 feet
- I. Elevation drawings of the proposed site and facility including the tower, equipment structures, antennas, mounts and any existing structures.
- J. Detailed landscaping and screening plan, including existing and proposed vegetation, installation procedures and maintenance plans;
- K. Analysis of existing Wireless Communications Facilities within the intended service area, describing the status of collocation opportunities at the site.
- L. Engineers report indicating the following:
  - (i) facility complies with all requirements of the Uniform Building Code;
  - (ii) structural capability of the facility to support collocated antennas;
  - (iii) facility complies with all applicable standards of the FAA and FCC, including RF energy standards;
  - (iv) basis for the calculation capabilities.
- M. Any additional applicable information the Administrator deems necessary to adequately review the proposal.

# PERMISSION TO ENTER

\_\_\_\_\_  
**Date**

Lewis County Community Development Department  
Lewis County Health & Social Services (Environmental Health)  
2025 NE Kresky Avenue  
Chehalis, WA 98532

**I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review and inspections. I also understand that my failure to grant permission to enter, or an inability to contact me for prior notification of the time and date of inspection entries, may result in denial or withdrawal of a permit or approval.**

Applications have been submitted for the following services:

1) \_\_\_\_\_; 2) \_\_\_\_\_; 3) \_\_\_\_\_;  
(Enter Type of Permit – i.e., building, septic, etc., - include all that apply)

**which may require on-site permit processing, review and inspection by employees of the Community Development Department, Lewis County Environmental Services or Public Works for the property at:**

\_\_\_\_\_ ; and \_\_\_\_\_ ;  
(site address/location) (tax parcel number)

**By my signature below, permission is granted for representative(s) of the Community Development and Public Health Departments (Planning, Environmental, and Building sections) to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.**

***By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.***

Prior notification of the date of inspection(s) will take place is:

[ ] Not required      [ ] Required: - ( ) \_\_\_\_\_ - \_\_\_\_\_ (Must provide phone number where applicant/representative can be reached)

\_\_\_\_\_  
**Name as listed on Application**  
**(Please Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Mailing Address of Signatory (Street / P.O. Box)**

\_\_\_\_\_  
Name of individual signing this document  
(  Property Owner or  Authorized Agent )  
**(Please Print)**

\_\_\_\_\_  
**City, State, Zip**