

Planning Division
Wireless Communication Facility Permit



29799 SW Town Center Loop East
Wilsonville, OR 97070
Phone: 503.682.4960
Fax: 503.682.7025
Web: www.ci.wilsonville.or.us



Planning Division Approval Stamp

Permit #: _____

Type of Application (must select one)

Requests for Review under Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 "Section 6409(a)" will not be deemed complete without the City of Wilsonville Section 6409(a) Eligibility Worksheet completed and attached to the application.

- Small Wireless Facility(ies) Collocation in the Public Right-of-Way
(10-day completeness review, maximum 60-day total review from complete application)
- Small Wireless Facility(ies) Freestanding in the Public Right-of-Way
(10-day completeness review, maximum 90-day total review from complete application)
- Wireless Communication Facility in the Public Right-of-Way submitted pursuant to Section 6409(a)
(30-day completeness review, 10-day 2nd completeness review, maximum 60-day total review, paused between incomplete notice and resubmittal)
- Wireless Communication Facility not in the Public Right-of-Way submitted pursuant to Section 6409(a)
(30-day completeness review, 10-day 2nd completeness review, maximum 60-day total review, paused between incomplete notice and resubmittal)
- Modifications to Existing Wireless Towers not eligible for expedited review under Section 6409(a)
(30-day completeness review, 10-day 2nd completeness review, maximum 90-day total review, paused between incomplete notice and resubmittal)
- New Wireless Towers (Besides Small Wireless Facilities in Public Right-of-Way)
(30-day completeness review, 10-day 2nd completeness review, maximum 150-day total review, paused between incomplete notice and resubmittal)

Roadway Authority/Property Owner

Roadway Authority or Property Owner: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Applicant

Applicant's Name: _____

Applicant's Company: _____

Phone Number: _____ Email: _____

Applicant's Representative

Applicant Representative's Name: _____

Applicant Representative's Company: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Project Description

Location(s) Single Location or Multiple Locations

Attach Location Map

Single Location or Location 1:

Project Address (if available): _____

Tax Map and Tax Lot (if available): _____

Location Description: _____

Location 2:

Project Address (if available): _____

Tax Map and Tax Lot (if available): _____

Location Description: _____

Location 3:

Project Address (if available): _____

Tax Map and Tax Lot (if available): _____

Location Description: _____

Attach Additional Sheets for Additional Locations (up to 5 total locations for one application for SWF's)

Wireless Communication Facility Submittal Checklist

Guide to Application Type Abbreviations (Select Types of Application)

- SWF *Small Wireless Facility in Public Right-of-Way*
- 6409- *6409 (a) eligible application*
- MEF *Modification of Existing Facility not eligible for expedited review under 6409(a)*
- NWT *New Wireless Towers (besides Small Wireless Facilities in Public Right-of-Way)*

Submittal Requirements

Select checkbox for each item for application type to indicate included in submittal. If application type is grayed out the submittal requirement is not applicable for the application type. A field is provided to provide sheet or page reference to submittal materials

1. Lease Agreement for Public Right-of-Way, as applicable

- SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

2. Written commitment or executed lease from Wireless Service Provider

- SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

3. Map showing all of applicant's existing sites in the local service network associated with the gap the proposed WCF is proposed to close

- SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

4. Description of how the proposal fits into and is necessary for the service provider's network.

- SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

5. Copy of FCC Construction Permit or license for facility being built or relocated, if required

- SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

6. Vicinity map clearly depicting where, within 1/2 mile radius, any portion of the proposed WCF and all accessory and ancillary structures would be visible.

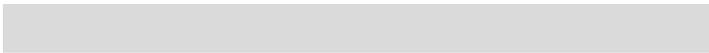
- SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

7. Graphic simulation showing appearance of the WCF and all accessory and ancillary structures from two separate points within the impacted vicinity, accompanied by an assessment of potential mitigation and screening measures.

- Points to be mutually agreed upon by Planning staff and applicant

SWF



NWT

Page or Sheet Reference/Notes: _____

8. Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette, and proposed screening for all components of the facility

- Including photo simulation and other information as necessary to determine visual impact of the facility as seen from multiple directions.
- Map where photo simulation photos were taken.

SWF

6409

MEF

NWT

Page or Sheet Reference/Notes: _____

9. Analysis of alternative technological design options for the WCF capable of meeting same service objectives with equivalent or less visual impact

SWF

6409

MEF

NWT

Page or Sheet Reference/Notes: _____

10. Documentation and depiction of all steps taken to screen or camouflage the WCF to minimize the visual impact of the proposed facility.

SWF

6409

MEF

NWT

Page or Sheet Reference/Notes: _____

11. Small Wireless Facility Design Standards, as applicable

SWF



NWT

Page or Sheet Reference/Notes: _____

12. Written narrative including the following information:

- Detailed discussion of all equipment and components including, but not limited to, antennas and arrays, equipment cabinets, back-up generators, air conditioning units, poles, towers, lighting, fencing, wiring, housing, and screening.
- Number of proposed WCF's at each location
- List all equipment and cable systems to be installed, including maximum and minimum dimensions.

- Discussion of how the WCF(s) is undergrounded to the extent feasible and why any portion of the WCF(s) must be above ground
- Identification by type of facility, dimension of facility, with discussion of proposed screening to reduce to the maximum extent possible the visual impact of aboveground facilities and equipment.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

13. Rendering of what the WCF(s) look like when screened

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

14. Identification of any and all known or expected safety hazards for the WCF(s)

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

15. Landscape plan drawn to scale for all landscaping with discussion of how landscaping will screen the site. Include existing vegetation to retain and indicate existing vegetation to be removed.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

16. Engineer's diagram, drawn to scale, showing height of the WCF(s) and all of its above-ground components.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

17. Sufficient evidence establishing the WCF(s) are designed to the minimum height required to meet the carrier's coverage objectives.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

18. Demonstration that the height of WCF(s) meets applicable standards.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

19.If tower exceeds height restrictions of zone, as applicable, discussion of physical restraints making the additional height necessary.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

20.Description of anticipated construction techniques and time frame for installation of WCF(s)

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

21.Description of anticipated maintenance and monitoring program for the WCF(s), including antennas, back-up equipment, poles, paint, and landscaping.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

22.Manufacturer’s specifications for all noise-generating equipment.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

23.Noise study prepared and sealed by a qualified Oregon-licensed Professional Engineer demonstrating the WCF(s) will comply with the intent and goals of Section 6.204 of Wilsonville City Code regarding noise.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

24.Site plan showing the designated parking areas for maintenance vehicles and equipment, if any.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

25.Engineering co-location feasibility data and a letter stating applicant’s willingness to allow other carriers to co-locate on the WCF(s)

NWT

Page or Sheet Reference/Notes: _____

26.Describe proposed lighting and marking of the WCF(s), including any required by the FAA.

SWF 6409 MEF NWT

Page or Sheet Reference/Notes: _____

27. Feasibility study for the co-location of any WCF as an alternative to new structures from Oregon-licensed Professional Engineer.

[Redacted]

6409

MEF

NWT

Page or Sheet Reference/Notes: _____

28. Inventory including location, ownership, height, and design of existing WCFs without 1/2 mile of a proposed new WCF

[Redacted]

NWT

Page or Sheet Reference/Notes: _____

29. Documentation of good faith effort to contact the owners of existing WCFs to co-locate including list of owners contacted, with date, form, and content of contact.

[Redacted]

NWT

Page or Sheet Reference/Notes: _____

30. Documentation as to why co-location on existing or proposed towers, poles, or commercial structures within 1000 feet is not practical or feasible.

SWF

[Redacted]

NWT

Page or Sheet Reference/Notes: _____

31. Engineering Report for New Location from Oregon-licensed Professional Engineer documenting:

- WCF(s) height and design, including technical engineering and other pertinent factors governing selection of the proposed design.
- Cross-section of the proposed WCF structure
- Documentation whether structure is at its maximum structural capacity and, if not, the additional weight the structure could support.
- Documentation the WCF(s) will have sufficient structural integrity for the proposed uses and location, in conformance with minimum safety requirements of the State Structural Specialty Code and EIA/TIA 222, latest edition.
- Description of mitigation methods which will be employed to avoid ice hazards, if required
- Evidence the WCF(s) will comply with all applicable requirements of the FAA, Aeronautics Section of the Oregon Department of Transportation, and the FCC.

SWF

[Redacted]

MEF

NWT

Page or Sheet Reference/Notes: _____

32. Copy of Site Plan Approved for the original tower, pole, or other base station facility on which co-location is proposed, as applicable

SWF

6409

MEF



Page or Sheet Reference/Notes: _____

33. Site survey delineating development on the ground is consistent with the approved site plan, as applicable.

SWF

6409

MEF



Page or Sheet Reference/Notes: _____