



Basic Information Checklist

Small Wireless Facility Permits

This checklist must be completed and attached to every SWF permit application for each City Pole (or replacement pole), strand-mounted antenna, purpose built pole and related ground equipment. You must answer every item on this checklist/questionnaire. Where additional information is requested you must fill in the information requested and attach copies of documents referenced or requested. Show your work on the plans submitted. With respect to any question which references a specific distance, measurement, volumetric measurement or calculation, your response must include the page number of the plans and drawings (also included with your application) for each such reference for verification. Failure to respond as required may result in delay of your permit request and may result in your application being incomplete.

Exemptions from SWF Permit/SWF Permit Not Applicable	
1	<i>Government Exemption (6.08.030(B)1):</i> Does the application qualify for government exemption?
2	<i>Cell on Wheels Exemption (6.08.030(B)2):</i> Does the application qualify for exemption as cell on wheels or cell on a truck or similar structure for a temporary period in connection with an emergency or event?
3	<i>Small Strand Mount Limited (less than 1 cubic foot) Exemption (6.08.030(B)3):</i> Is the project exempt as a strand mounted SWF under this section?
4	<i>No Pre-Existing WCF Permit:</i> The existing equipment was not previously approved as a Wireless Communications Facility (WCF) subject to the provisions of the Land Use Code pursuant to which it was permitted or as subsequently amended. 6.08.030(C)

Applicant and Application

5	<i>Bill-To Form.</i> The Bill-To form is available as a fillable pdf. Complete and sign the form. Upload it to MyBuildingPermit.com.
6	<i>COB Business License.</i> Submit proof of a current City of Bellevue business license.
7	<i>Site Plan and Enlarged Site Plan.</i> Complete and submit the Site Plan in accordance with the requirements in the Standards for Plans and Drawings.

Master License

8	<ul style="list-style-type: none">A. Name of company on agreementB. Date of agreementC. Expiration/renewal dateD. Attach proof of required insuranceE. Attach proof of required performance bondF. Site license addendum date/number
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Right of Way Use Agreement/Franchise Agreement

9	<p>A. Name of company on agreement</p> <p>B. Date of agreement</p> <p>C. Expiration/renewal date</p> <p>D. Title/name of agreement</p> <p>E. Attach proof of required insurance</p> <p>F. Attach proof of required performance bond</p> <p>G. Does the geographic territory (within the city) include the location of the SWF permit?</p> <p>H. What is the geographic territory (within the city) under the RUA or Franchise?</p>
10	<p><i>Batched.</i> Is your project batched? A batch is where more than one location (more than physical location, such as more than one pole, or more than one ground-based equipment location, or more than one strand-mount location) is included under a single permit application number. If batched, please complete and file CFR 1.6003 Questionnaire to assist the city in tracking your batched application.</p>
11	<p><i>Eligible Facilities Request.</i> Is this permit application an eligible facilities request?</p> <p>If so, provide a narrative with the reasons why.</p>

Project

12	Is the project installation of new SWF or a modification of an existing SWF?
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Project	
13	<p>Is the project a strand-mounted antenna as defined in BCC 6.02 and 6.08?</p> <p>What is the location of the strand-mounted antenna equipment? Indicate the street address and GIS.</p>
14	<p>Does your project involve a city pole, utility pole or purpose built pole?</p> <p>If your project involves a purpose built pole, provide street address latitude/longitude.</p>
15	<p><i>Ground-based equipment.</i> Is the company requesting to install/construct in the right-of-way any above ground equipment cabinets (ground-based equipment) which will not be located on the pole or replacement pole?</p> <p>Ground-based equipment does not include any proposed equipment which is located off the pole and is also located flush with or below grade. Describe the area requested.</p>
16	<p><i>Prior SWF Design Approval (if any).</i> Is the design of the proposed equipment for the city pole (or replacement pole) identical in appearance, color, dimensions, aesthetic criteria and weight to a previous deployment of the company's equipment on the exact same type and height of city pole or replacement pole as has previously been approved by the city pursuant to the license?</p> <p>If yes, provide details of prior design approval.</p>
17	<p><i>ROW or Private Easement ROW.</i> Is any part of the proposed equipment located outside the area which the city holds in fee title (such as by easement)?</p>
18	<p><i>No Changes to Existing Improvements.</i> Will the proposed installation (including power, fiber and other connections) comply with all required clearances under law, codes and regulations (including the ADA)?</p>

Project	
19	Will the proposed equipment require any relocation, modification, replacement or restoration (as in the case of vegetation/landscaping), or any existing improvements (indicated in the plans submitted)?
20	<i>Electrical Permit.</i> A licensed electrician must apply for an electrical permit (including installation of meter) online at MyBuildingPermit.com.
21	<i>Undergrounded Areas.</i> Is the location of the proposed equipment an area where utilities are undergrounded?
22	<i>Critical Areas.</i> Does the area of the proposed equipment include any critical areas? See LUC 20.25H.025.
23	<i>Compliance with Design Requirements.</i> Does the proposed equipment design meet all the requirements of BCC 6.08 and 6.02? Complete and attach the Criteria Compliance Narrative.

Modification of Existing SWF	
24	Is the Project a modification of an existing SWF? If yes, answer the following:
25	Identify the existing SWF, including the date and parties of the Master License Agreement, Site License Agreement, prior City of Bellevue SWF permit number(s) and dates.
26	Is the modification a like-for-like replacement?
27	Does the modification change the visual appearance or size, or increase the weight or noise of the SWF?
28	The company will provide written notice explaining in reasonable detail the nature of the parts replacement and/or other modifications within ten (10) days of occurrence, including certification that the level of RF emissions exposure from the SWF remains within the limits for general population/uncontrolled population exposure? (MLA, Sect. 17.4)

29	At the city's written request, the company must conduct new on-site RF emissions testing in accordance with applicable rules, and certify actual compliance with the applicable RF emissions limits for general population/uncontrolled RF exposure, and provide a copy of such updated compliance report to City (MLA, Sect. 17.4)
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Radio Frequency Emissions/Noise	
30	<i>Distance Between Proposed Equipment and People.</i> What is the shortest distance between any exterior surface of the proposed equipment and any area in which people may reasonably be assumed to be located in the ordinary course (excluding people engaged in permitted maintenance activities), including but not limited to, any building, balcony, deck, walkway, sidewalk, bridge, pedestrian bridge, raised structures, raised landscape areas, or any other surface or area which is available to ordinary use by people (“general population uncontrolled exposure” per FCC)?
31	Is the distance from people greater than 10 feet?
32	Is there any pre-existing RF source on the pole prior to installation of the proposed equipment?
33	What is the maximum RF power output of the proposed equipment?
34	What is the decibel level of the proposed equipment at operational full capacity?
35	Does the noise level emitted by the proposed equipment at full capacity comply with Applicable Standards? State the maximum decibel level allowed for the location pursuant to the Applicable Standards.

Existing Pole Being Replaced or Used

36	The small wireless facility or the modification will be located on the existing city pole or utility pole in the public right-of-way.
37	<p>The existing pole and proposed equipment:</p> <ul style="list-style-type: none"> • is not located at signalized intersections. • does not include or contain traffic signal system operation and control equipment. • will not be located within 50 feet of an intersection identified as a Key City Entry or a Neighborhood Identity Point on Comprehensive Plan Map UD-1. • if it is a city pole, is a standard concrete pole. <p>Street address</p> <p>City pole asset number latitude/longitude</p> <p>Current uses on the pole</p>
38	<p>The replacement pole:</p> <ul style="list-style-type: none"> • The replacement pole is within 10 feet of the existing pole • The replacement pole and equipment are entirely within the right-of-way • Latitude/longitude of new pole location • Does the replacement pole continue to fulfill all of the current uses that existed on the original pole? • Does the replacement pole require the removal of a street tree that cannot otherwise be replaced or relocated in a manner that will accommodate both the street tree and the replacement pole? • Is the replacement pole a standard pole approved for use at that location of the city or designed to utilize materials and specifications approved by the city transportation department?