



Small Wireless Facility Permits Bellevue City Code 6.08

This document applies to submittals for a Small Wireless Facility Permit (SWF) referenced in Bellevue City Code 6.08 (“SWF Permit”). All proposed equipment must comply with all applicable federal, state and city requirements, including the Americans with Disabilities Act, and must not create a visibility or accessibility issue as finally configured. No components may obstruct or interfere with any city signage or signal systems. All components must be positioned as to assure that all intersection and driveway visibility requirements are maintained.

Standards for Plans & Drawings. All SWF Permit equipment and submittals must comply with the Standards for Plans and Drawings located on the City of Bellevue website.

Checklists/Narratives. Every submittal for SWF Permit for each City Pole (or replacement pole) and related ground equipment shall include the Checklists/Narrative listed below. The applicant shall answer every item on this checklist/questionnaire and upload it with the submittal. Where additional information is requested the applicant must fill in the information requested and attach copies of documents referenced or requested. With respect to any question which references a specific distance, measurement, volumetric measurement or calculation, your response shall include the page number of the plans and drawings (also included with your application) for each such reference for verification. Incomplete responses or failure to upload documents required may result in delay of your permit request and may result in your application being incomplete. The required Checklists/Narratives are:

1. Basic Information Checklist
2. Supplemental Information Checklist
3. Criteria Compliance Narrative

City Poles and Replacement Poles. The city owns poles with numerous designs in different design districts and neighborhoods. The Transportation Manual, Appendix A, “Street Lighting Design Guide,” includes requirements related to replacement poles. The Transportation Manual (page 191 of 202 pages) lists many of the more common street light designs. Note that this list is not comprehensive and there are additional designs applicable to specific districts, neighborhoods or streets. Also note that the Transportation Manual is amended from time to time. Approximately 1,400 of the city’s poles are concrete. Many of these concrete poles utilize the standard design indicated on page 143 of the Transportation Manual, referred to as the “Standard Concrete Pole.”

Replacement poles (including any replacement poles pursuant to the License) must comply with Applicable Standards including the Transportation Manual. Replacement poles must be selected from the poles which are: (a) included in the Transportation Manual or an amendment thereto; and (b) approved by the Director of Transportation (or designee) in their discretion. The director's approval of a replacement pole which does not utilize one of the designs approved and contained in the Transportation Manual requires consideration of numerous factors, including but not limited to: (a) the factors and procedures described in BCC 6.08, including but not limited to BCC 6.08.050 (B) and (C) and procedures and standards provided in other federal, state and local laws and regulations (such as the FCC Order); (b) public safety, traffic, pedestrian and other safety standards and concerns; (c) engineering standards and requirements including load analysis, wind loading, foundation analysis; (d) size and compatibility with public access, visibility and current uses; (e) aesthetic considerations including uniformity of appearance, compatibility with neighborhoods and current uses; (f) aesthetic compatibility with the design requirements; (g) cost to construct, install, replace, maintain; (h) durability.

Pre-Permit Review Optional Pre-Approved Design Process

Director Approval: Optional Pre-Approved Design Process. 6.08.060(E). The optional pre-approved design process is a mechanism for applicants to receive pre-approval of a programmatic SWF design that:

1. Equal or Better Aesthetic. Deviates from the design standards but achieves an equal or better aesthetic concealment outcome.
2. Written Request. Written application to the Director for review of any proposed optional pre-approved design.
3. Timely review with no shot clock. The city commits to review, and decide upon, a proposed optional pre-approved design in a timely fashion. The shot clocks adopted by FCC rule do not apply because this is an optional process.
4. An applicant will be charged for the cost of review consistent with the one-time fee provisions of this chapter.
5. Pre-approved designs shall accomplish the intended aesthetic concealment outcomes of the design standards for SWF in the right-of-way. Deviations from the requirements of the city code shall be the minimum necessary to support SWF function.
6. No pre-approved designs shall result in a deployment that exceeds the size limitations for a SWF as defined in 47 C.F.R. 1.6002(l).
7. Pre-approved designs will be appended to the Transportation Design Manual and may be used as an alternative to meeting the design standards required by paragraph 6.08.050.D of this chapter. Proposals must comply with all other application laws and regulations.

Voluntary. Providers may, but are not required to, present plans to city staff prior to submitting their applications for formal review, in order to ask questions or get clarification on whether the plans are likely to meet the requirements of city ordinances, the master license and these supplemental requirements.

Must Acknowledge Not an Application. Potential applicants will be required to acknowledge in writing (in a form acceptable to the city) that their submittal is not an application subject to any shot clock or any other time/response requirement (whether pursuant to federal, state or local law, regulation or order) before submitting it for informal discussion and feedback. If a potential applicant refuses to acknowledge that the submittal is not an application pursuant to the foregoing, the submittal will be treated as an application and will be approved or denied as appropriate.

Batching

Batching is a term used in the FCC Order and 47 CFR 1.6003 which refers to using one permit application which seeks authorization for multiple deployments. If an applicant wishes to “batch” the City requests the applicant to complete and submit the CFR 1.6003 questionnaire to assist the City in tracking the batched applications.