



# SWF Supplemental 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.

Requirements for All SWF Permit Applications		
1	<b>Current Photos.</b> Provide detailed photos showing the 360-degree panoramic view of the pole infrastructure and the surrounding location. Electronic photos submitted shall include geo spatial metadata, including but not limited to latitude, longitude, altitude, bearing and time stamp.	
2	<b>Photo Simulations.</b> Show proposed equipment, cabling and equipment sizes and offsets (cabinets from pole) correctly. Show RF warning and equipment ID stickers. Use perspectives that provide a true sense of distance to the nearest residential windows or primary facades of buildings. Show the replacement pole if the existing pole is to be replaced.	
3	<b>Temporary Traffic Control Plans (TCPs)</b> are required whenever the proposed work and/or work area is on an arterial street (principal, minor or collector), on a roadway functioning as an arterial (generally, these will be identifiable by centerlines, fog lines, medians, formal streetscapes, and/or other features associated with arterials), or in any location that would require a traffic control setup on (or impacting) one of these streets (e.g., a flagger standing at an intersection between a residential street and an arterial, or a setup involving signs on an arterial). TCPs must meet the requirements in the Traffic Control Plan Guidelines.	

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4	<p><b>Traffic Safety Compliance.</b> Indicate compliance with sight distances, ADA (vehicular and pedestrian) and other traffic safety requirements as provided in the Applicable Standards. Proposed equipment shall be placed within the public right of way line in a manner to minimize any obstruction, impediment or hindrance to the usual travel (pedestrian and vehicular) or public safety on a public right of way.</p>	
5	<p><b>Electrical Analysis.</b> Applicable electrical code clearance requirements shall be verified for all proposed equipment relating to the deployment of proposed equipment. Available clearances measured in the field shall be documented. A sealed document from a professional electrical engineer licensed in the state of Washington certifying that the proposed attachment installation meets or exceeds all applicable NESC, NEC and NFPA 780 requirements must be provided.</p>	
6	<p><b>RF Safety Certification.</b> This must be signed by a Washington State licensed professional engineer qualified to analyze radio frequency emissions (RFE), who certifies that the proposed installation complies with FCC standards and includes: 1) A description of each location of proposed antennas and related equipment and structures, including height above grade, distance from people measured vertically, horizontally and at antenna level, and directionality of each antenna (omni, directional, etc.); 2) Frequency, modulation and class of service; 3) Clear identification of areas (vertical, horizontal and antenna level), where exposure levels will exceed FCC standards for general public and occupational exposures. Analysis must show that it has appropriately accounted for cumulative exposures, and show exposures based on worst case scenarios; 4) Appropriate warning labels (general population and occupational); 5) A certification that the facility will comply with all Applicable Standards for RFE, including cumulative effects, and describes the manner in which the RFE were calculated and the results. Individual and cumulative emissions should be evaluated; 6) If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit exposure, identify those conditions and demonstrate that they have been satisfied.</p>	
7	<p><b>Consent/Authorization of Underlying Owner.</b> If your project involves any property, pole or strand which is not owned in fee by the City of Bellevue, attach a copy of the consent/authorization of the underlying owner. "Underlying owner" refers to the owner of the pole or strand (for example, Puget Sound Energy owns utility poles and electrical lines) or the landowner.</p>	

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8	<p><b>ROW Easement.</b> If any portion of the proposed equipment will be located outside of the city's fee title public right of way, attach a copy of the recorded easement, recorded plat map or other recorded document evidencing the city's rights (if any) for that location together with all attachments and amendments thereto certified as true, correct and complete by the King County Recorder's office. In addition you need to specifically indicate:</p>	
9	<p>(i) Is consent or approval of the underlying landowner needed to install, maintain and operate the proposed equipment at this location?</p>	
10	<p>(ii) If consent or approval is required, provide a copy of such written consent or approval.</p>	
11	<p><b>East Link Transit Way.</b> If the project is located on property which falls within the East Link alignment or transit way, provide a copy of written approval from East Link.</p>	
12	<p>A <b>Construction Stormwater Pollution Prevention Plan (CSWPPP)</b> is necessary when the total amount of material (soil, rock, asphalt, concrete, etc.) being moved (i.e. cut and fill combined) is 50 cubic yards or greater, or when the project involves 1,000 square feet or more of clearing (existing vegetation). The CSWPPP Short Form is available when appropriate. When the amount of material being moved is 100 cubic yards or more, contact the city's clearing &amp; grading supervisor at 425-452-5207 to determine additional requirements.</p>	
13	<p><b>Olympic Pipeline.</b> If the project is within 50 feet of either of the Olympic Pipeline (OPL) underground petroleum pipelines running through Bellevue, the applicant must contact Sean McDonald at OPL (sean.mcdonald2@bp.com) with project details. Once the applicant has written approval and conditions from OPL, these documents must be uploaded with the other permit materials.</p>	
14	<p><b>Seattle Public Utilities.</b> If the project crosses (or will be within 10 feet of) the Seattle Public Utilities (SPU) underground 36-inch water transmission main, written approval and conditions must be obtained from SPU. Contact the Transmission Crew Chief at 206-684-8117 for information.</p>	
15	<p><b>SWF Construction Notice to Public.</b> The applicant is required to provide a construction notice with respect to the installation of the proposed equipment on the pole. The applicant must provide a copy of the following:</p>	

<b>Requirements for All SWF Permit Applications</b>		
16	The Notice of Construction in a form acceptable to the city and at a minimum includes the following: a) the specific street address of the proposed construction; b) the general nature of the proposed construction; c) the anticipated date of the installation; d) photo simulations of the proposed installation; e) the name of the pole owner; f) reference to BCC 6.08 as the applicable regulations; g) applicant’s contact information including phone, email and mailing address, such that the recipient is able to contact the applicant with questions.	
17	A list of people who will receive the mailed notices. The list must include all owners of all properties, all persons residing, and all businesses located within a 150 foot radius of the proposed work. The SWF Construction Notice shall be sent by the applicant to all addressee(s) on the list within five (5) days of issuance of the SWF permit.	
18	Such additional items and information as the city may reasonably request.	

<b>Additional Requirements for Installation on City-Owned Poles or Purpose Built Poles</b>		
19	<b>Lighting Analysis Calculation.</b> Lighting level analysis utilizing the “Point by Point” method will need to be conducted for existing conditions and for conditions after the installation of all proposed equipment. A lighting level analysis and a document sealed by a professional engineer licensed in the state of Washington certifying that the proposed attachment will not impact existing lighting levels shall be provided.	
20	<b>Copy of the Equipment ID sticker with the following:</b> Name, identifying information, permit number and emergency telephone number. The sticker shall be located on the pole-mounted enclosure and all ground-based equipment. Proposed equipment shall have identifying marks to identify the owner and a unique number to identify the unit. These should be as non-intrusive as possible, while still being legible when viewed from ground level. The identification must be weather and fade resistant to assure continued readability over time. If the proposed equipment is composed of several components, each separate component shall have the identifying marks. Must clearly indicate where Equipment ID Stickers will be affixed. Must also comply with 6.08(D)(1)(j)(ii).	

21	<p><b>Foundation Analysis.</b> Provide a document sealed by a professional structural engineer licensed in the state of Washington certifying that the existing foundations in the field can safely support the pole and the additional load from the attachment.</p>	
22	<p><b>Existing Pole Testing.</b> If the company proposes to use the existing city pole (if not replaced), nondestructive ultrasonic testing of the existing city pole infrastructure (if not replaced) shall be required. Provide the nondestructive ultrasonic testing analysis and a document sealed by a professional structural engineer licensed by the state of Washington certifying the structural integrity of pole infrastructure.</p>	
23	<p><b>Transfer of Pole Documents.</b> Legal documents for transfer of the replacement pole upon the city's acceptance of the replacement pole in a form and containing such provisions as is acceptable to the city, which includes: (a) transfer of the legal title to the replacement pole including all in-ground foundation, junction boxes, luminaires and electrical supply lines that supply power to the luminaires; (b) transfer all warranties to all equipment to the city, including but not limited to a one-year warranty of repair on parts and installation.</p>	
24	<p><b>Load Analysis.</b> Pole loading analysis (including wind load analysis) with all equipment relating to the deployment of the proposed equipment based on Applicable Standards and the latest version of LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals will need to be conducted certifying that the pole can safely support the proposed equipment and all other uses of the pole. A pole loading analysis sealed by the pole manufacturer's licensed professional structural engineer shall be provided. Provide a wind loading analysis, per NESC rules 250C &amp; 261A2f for Extreme Wind Loading or other criteria required by the city, using the class of pole, and the weight and configuration of all equipment on the pole and the company SWF proposed in the application, or using such weight and configuration of equipment that the city requires. The analysis will be made and reported using methodology acceptable to the city.</p>	

25	<p><b>RF Non-Interference Certification.</b> Traffic signals typically utilize cellular modems and radios for wireless communication. Also, traffic signal detection could utilize blue tooth, Wi-Fi, thermal imaging and radar (K band, X band) equipment. An analysis demonstrating that the proposed wireless facilities do not cause any interference with the city's public safety radio system, traffic signal light system or other city safety communications components. The analysis shall document existing radio frequencies (an electronic GIS map identifying the Pole, adjacent Pole infrastructure and city-owned radio frequency equipment within a 300 foot radial distance shall be provided), proposed radio frequencies and summarize possible radio-frequency interference. If the equipment relating to the deployment of network nodes utilizes and/or operates in the same radio frequency as the existing equipment, the pole attachment shall not be permitted. The company shall provide a certification with respect to the foregoing, signed and stamped by a professional electrical engineer licensed in Washington State.</p>	
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