Application for Wireless Communications Facility Permit (a.k.a. Cell Tower)

A Wireless Communications Facility (WCF) is an unstaffed facility for the transmission and/or reception of radio frequency signals usually consisting of antennas, an equipment cabinet, transmission cables, and a support structure to achieve the necessary elevation per MICC 19.16.010. The Code Official is the decision authority for Wireless Communications Facility permits. WCF permits are administrative actions and require public notice. WCFs are allowed within the following areas of Mercer Island subject to the regulations in MICC 19.06.040:
- Town Center zone
- Commercial/Office zone
- Business zone
- Planned Business zone
- Public Institution zone (I-90 Corridor)
- Island Crest Way Corridor from SE 40th Street to SE 53rd Place and from SE 63rd to SE 68th Street
- South Mercer Island Fire Station (8473 SE 68th Street)
- Puget Sound Energy Power Substation (8477 SE 68th Street)
- Mercer Island Water Reservoir (4300 88th Avenue SE)
- Island Crest Park
- Certain rights-of-way adjacent to Clise Park

PRE-APPLICATION: Applicants are encouraged to participate in a pre-application meeting with City staff prior to submitting a WCF application. Call Development Services staff at (206) 275-7605 to schedule a pre-application meeting. Pre-application meetings with the staff provide an opportunity to discuss the proposal in conceptual terms, identify the applicable City requirements, and delineate the proposal review process. Applicants are also encouraged to talk with surrounding property owners and residents about their proposal. Meetings and/or correspondence with the neighborhood serve the purpose of informing the neighborhood of the project proposal prior to the formal notice provided by the City.

APPLICATION: All applications for permits or actions by the City shall be submitted on forms provided by the Development Services Group. An application shall contain all information required by the applicable development regulations. The city cannot accept an application that does not have all of the required items. In order to accept your application, each of the required items shall be submitted to permit counter staff at the same time.

FILING REQUIREMENTS: The following documents are required to be submitted for approval of WCF application per MICC 19.06.040 and 19.15.020. Unless noted otherwise, 2 copies are necessary.
- Development Application Coversheet
- Filing Fee: see Development Application for fees
- Land Use Action sign deposit (refunded when sign is returned to the City): see Development Application fees
- A State Environmental Policy Act (SEPA) Checklist may be required. The checklist is available online or at the Development Services Group counter. Development Services Group personnel can assist you in determining if your proposal is exempt.
Site plan (a maximum of 24” x 36” - if submitting drawings larger than 11” x 17”, include one reduced 11” x 17” copy) that includes the following:

- A Title Block to be located on the right-hand margin of all sheets and include the following:
  - Project
  - Drawing Title
  - Drawing No., Date, and Revision Column
  - Project Address
  - Name, Address, and Phone of the firm primarily responsible for drawings
  - Scale: Numerical and Bar Scale
  - North Arrow

- Property lines
- Adjacent right-of-ways, private roads and access easements
- Existing and proposed structures

Scaled elevations (maximum 24” x 36” - if submitting drawings larger than 11” x 17”, include one reduced 11” x 17” copy) that includes the following:

- Existing and proposed structures
- Number and size of existing and proposed antennae
- The location of the equipment cabinet and/or equipment vault
- Scaled drawing of the equipment cabinet and/or equipment vault showing both proposed and existing equipment

Screening and vegetation plans indicating how the equipment will be screened, including colors, materials, and plant species

Photo simulations of the site and proposed equipment showing current and proposed conditions, incorporating screening

Coverage maps indicating the gap in cellular service coverage that will be mitigated by the proposed changes

A current approved lease. Work with the City Attorney’s office for right-of-way leases. If not City property, provide evidence of permission to use property from the owner or entity.

A legal description of the leased area provided by a professional surveyor

Tree plan. Trees may be shown either on the site plan or on a separate Tree Plan. The applicant must show the following for all significant trees (conifers > 6 feet tall or deciduous trees > 6 inches in diameter at 4 ½ feet above the ground) on the property and within the adjacent right-of-way:

- Location
- Diameter
- Species
- Clearly designate all eagle perch/nest trees
- Draw an “X” through trees to be removed
- Show tree protection fencing for trees near construction activities

A scaled illustration of proposed signage for the equipment cabinet. The signage shall be 2”x4” plaque (exact size) mounted on the outside of all equipment cabinets. The signage must include the following information:

- Name of carrier
- Site address
- Contact phone number
- Carrier identification number

A radio frequency emissions report that provides the projected power density of the facility and demonstrates compliance with the FCC requirements

Staff may require additional information or materials when necessary per MICC 19.15.020(B)(1).
The following table is intended as a summary and guide only. For specific regulations, please see MICC 19.06.040:

<table>
<thead>
<tr>
<th>ZONE/AREA</th>
<th>MAXIMUM HEIGHT</th>
<th>SETBACKS</th>
<th>ANTENNA SIZE</th>
<th>WCF TYPES ALLOWED</th>
<th>EQUIPMENT CABINET</th>
<th>FULL SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town Center Zone (TC)</strong></td>
<td>Not more than 15 feet above the structure to which it is attached</td>
<td>Not given (only attached WCFs allowed)</td>
<td>Not given</td>
<td>Attached WCF only</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
<td>Six antennas per site</td>
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<td><strong>Commercial/Office Zone (C-O)</strong></td>
<td>Attached WCFs - 10 feet above the structure to which it is attached Monopoles – 60 feet</td>
<td>Support Structure - Not allowed in front yards. In the side and rear yards, set back from adjacent property a distance equal to the height of the pole.</td>
<td>Not given</td>
<td>Monopoles or attached WCFs</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
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<td><strong>Planned Business Zone (PBZ)</strong></td>
<td>Attached – Not more than 10 feet above the structure to which it is attached Support Structure – Shall not exceed 60 feet in height.</td>
<td>Support Structure - Not allowed within setbacks</td>
<td>Not given</td>
<td>Monopoles or attached WCFs</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
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<td><strong>Business Zone (B)</strong></td>
<td>Attached – Not more than 10 feet above the structure to which it is attached Support Structure – Shall not exceed 60 feet in height.</td>
<td>Support Structure - Not allowed within setbacks</td>
<td>Not given</td>
<td>Monopoles or attached WCFs</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
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<td><strong>Public Institution Zone (I-90 Corridor)</strong></td>
<td>Not more than two feet over the nearest I-90 retaining wall, unless the WCF is located on an existing structure</td>
<td>At least 300 feet from any single-family dwelling, unless located between and below the top of the retaining walls in the I-90 traffic corridor</td>
<td>Not given</td>
<td>Applicants must demonstrate that they have attempted to collocate on existing structures such as other wireless support structures, rooftops, light poles, utility poles, walls, etc.</td>
<td>Equipment cabinets shall: 1. Not to exceed 480 cubic feet 2. Should be placed underground if feasible 3. Shall be completely screened from pedestrian and park activities with landscaping</td>
<td>Six antennas per site</td>
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<td><strong>Island Crest Way Corridor</strong></td>
<td>1. Must not project over the height of the pole 2. 70 feet 3. 110 feet if the WCF is being collocated with another WCF 40 feet from adjacent residential structures</td>
<td>Not larger than 96 inches in length, 12 inches in width, and 12 inches in depth</td>
<td>Existing utility poles</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
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<td>Residential Districts</td>
<td>60 feet</td>
<td>Support Structure - Setback from residential property lines is equal to the height of the support structure</td>
<td>Not given</td>
<td>Monopoles or attached WCFs</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
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<td>South Mercer Island Fire Station 8473 SE 68th Street</td>
<td>60 feet</td>
<td>Support Structure - Setback from residential property lines is equal to the height of the support structure</td>
<td>Not given</td>
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<td>Puget Sound Energy Power Substation 8477 SE 68th Street</td>
<td>60 feet</td>
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<td>Mercer Island Water Reservoir 4300 88th Avenue SE</td>
<td>60 feet</td>
<td>Support Structure - Setback from residential property lines is equal to the height of the support structure</td>
<td>Not given</td>
<td>Monopoles or attached WCFs</td>
<td>Equipment cabinets shall: 1. Be placed underground if physically feasible 2. Blend in with existing surroundings 3. Be as unobtrusive as possible 4. Use compatible or neutral colors 5. Be screened with landscaping or fencing</td>
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<td>Island Crest Park</td>
<td>110 feet</td>
<td>40 feet from any residential structure</td>
<td>Not given</td>
<td>1. Attached to an existing ballfield light standard or a new stealth designed replacement ballfield light standard 2. Located along eastern border 3. Maximum of two support structures</td>
<td>Equipment cabinets shall: 1. Be placed aboveground if the parks director determines there is a significant benefit (vegetation retention, park use) 2. Be properly screened if above ground 3. Blend in with existing surroundings 4. Be as unobtrusive as possible 5. Use compatible or neutral colors 6. Be screened with landscaping or fencing 7. Be placed underground if physically feasible</td>
<td>Three WCFs on each support structure</td>
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<td>That portion of the SE 39th Street or 84th Avenue SE rights-of-way adjacent to Clise Park</td>
<td>110 feet</td>
<td>40 feet from any residential structure</td>
<td>Not given</td>
<td>One stealth support structure</td>
<td>Equipment cabinets shall: 1. Have no more than three equipment cabinets associated with each support structure 2. Placed aboveground if the parks director determines there is a significant benefit (vegetation retention, park use) 3. Be properly screened if above ground 4. Blend in with existing surroundings 5. Be as unobtrusive as possible 6. Use compatible or neutral colors 7. Be screened with landscaping or fencing 8. Be placed underground if physically feasible</td>
<td>Three WCFs on such support structure</td>
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