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# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

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## WIRELESS COMMUNICATIONS FACILITY - SUBMITTAL REQUIREMENTS

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### PURPOSE

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.

This application permits a new WCF and modifications to existing WCFs that do not qualify for the exemptions of §6409 of the Spectrum Act. For projects meeting the exemption criteria of §6409 of the Spectrum Act, please use the Wireless Communications Facility - Eligible Facilities Request Application Form.

### PRE-APPLICATION

A pre-application meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

**Please note:** pre-application meetings are held on Tuesdays, by appointment. To schedule a meeting, submit the meeting request form and the pre-application meeting fee (see fee schedule). Meetings must be scheduled at least one week in advance. Applicants are required to upload a project narrative, a list of questions/discussion points, and preliminary plans to the Mercer Island File Transfer Site one week ahead of the scheduled meeting date.

### SUBMITTAL REQUIREMENTS

All applications and materials for projects shall be submitted electronically through the FTP website and shall be the forms provided by the Development Services Group. An application and materials shall contain all information required by the applicable development regulations, and shall include the following information:

1. **Completed pre-application**
2. **Development Application Sheet.** Application form must be fully filled out and signed.
3. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria.
4. **Title Report.** Less than 30 days old. Unless waived by the code official.
5. **Development Plan Set.** Please refer to the Land Use Application- Plan Set Guide in preparing plans.

6. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional if the site is constrained by critical areas.
7. **Arborist Report.** Unless waived by the city arborist. Arborist reports should be prepared by a qualified arborist.
8. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
9. **Fees.** Payment of required fees.
10. **Scaled elevations drawings:**
  - A. Screening and vegetation plans indicating how the equipment will be screened, including colors, materials, and plant species.
  - B. Photo simulations of the site and proposed equipment showing current and proposed conditions, incorporating screening.
  - C. A scaled illustration of proposed signage for the equipment cabinet
11. **A current approved lease.** Work with the Mercer Island 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.
12. **Coverage maps.** indicating the gap in cellular service coverage that will be mitigated by the proposed changes.
13. **Radio frequency emissions.** that provides the projected power density of the facility and demonstrates compliance with the FCC requirements.