



Development Services Division
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www.desmoineswa.gov

DSW-08

TELECOMMUNICATION DESIGN REVIEW SUBMITTAL WORKSHEET

WHAT IS THE PURPOSE OF DESIGN REVIEW AND THIS WORKSHEET?

As part of the design review process the City will review the co-location of a new facility onto an existing tower or structure to ensure that the project will comply with requirements of the City's Telecommunication Regulation and determine if the proposal is consistent with the City's other applicable adopted development standards.

This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials

Application: Provide one (1) copy of a completed Master Development Application. An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/119>

Project Narrative: Provide two (2) copies. The narrative should provide a brief description of the project, a summary of the objectives of the proposed construction or development, including a summary of proposed land uses, and a written description of how the proposed development satisfies applicable design guidelines

Title Certificate: Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

Preliminary Design Documents: Provide two (2) sets of design documents which shall include the following information:

- Photosimulations of the proposed facility from affected residential properties and public ways at varying distances;
- Copies of any environmental documents. These shall include the NEIR Report, Acoustical Report, and any other environmental assessment required by FCC Paragraph 1.1307; , in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment;
- A site plan clearly indicating the location, type and height of the proposed tower and antenna, on-site land uses and zoning, adjacent land uses and zoning, adjacent roadways, proposed

means of access, setbacks from property lines, elevation drawings of the proposed tower, and any other proposed structures;

- ❑ A current map and aerial showing the location of the facility, a map showing the locations and service areas of other personal wireless service facilities operated by the applicant and those proposed by the applicant that are close enough to impact service within the city;
- ❑ Legal description of the parcel, if applicable;
- ❑ The approximate distance between the proposed tower and the nearest residential unit, platted residentially zoned properties, and unplatted residentially zoned properties;
- ❑ A letter signed by the applicant stating the tower will comply with all FAA regulations and EIA Standards and all other applicable federal, state and local laws and regulations;
- ❑ Certification that the antenna usage will not interfere with other adjacent or neighboring transmission or reception functions;
- ❑ The telecommunications company must demonstrate that it is licensed by the FCC if required to be licensed under FCC regulations;
- ❑ The applicant, if not the telecommunications service provider, shall submit proof of lease agreements with an FCC licensed telecommunications provider if such telecommunications provider is required to be licensed by the FCC;

Vicinity Map: Provide one (1) copy of a vicinity map on 8.5"x11" paper.

State Environmental Policy Act (SEPA) Documentation: Please contact the Development Services Division if there are questions regarding the applicability of SEPA for a project. If a SEPA review is required in conjunction with the Design Review the following information shall be provided:

- ❑ **SEPA Checklist:** Provide two (2) copies of a complete SEPA Checklist. A word version of the SEPA checklist is available at the following web address:
<http://www.desmoineswa.gov/DocumentCenter/View/1647>
- ❑ **Notice Map:** Provide one (1) copy of the site layout on 8.5"x11" paper.
- ❑ **Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.
- ❑ **Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.

CD: Provide a CD that contains the PDF versions of all studies and complete site plans.

Application Fees: As required by the current Development Services Fee Schedule.