

**FORM
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**ISLAND COUNTY PLANNING AND COMMUNITY
DEVELOPMENT
APPLICATION FOR SITE PLAN REVIEW
For Communication Towers**

Application packages must be submitted in person to Island County Planning & Community Development. Submit the **original plus 6 copies** of the complete and collated application packages.

You will use this form if you are proposing to establish a communication tower in the Rural, Rural Residential, Rural Agriculture, Commercial Agriculture, Rural Forest, Rural Center, and Light Manufacturing Zones. Communication towers are classified as either a Type II or a Type III decision. Type II and Type III decisions have slightly different application requirements.

TYPE II DECISION – Complete the application questions as outlined in this form. Island County staff will review the proposal and issue a decision. A public hearing is not required unless the decision is appealed.

TYPE III DECISION – All Type III Decisions require that a Pre-Application Conference be held no more than 6 months prior to submittal of this application. Island County staff will review the proposal and issue a recommendation to the Island County Hearing Examiner. The Hearing Examiner will conduct a public hearing and issue a formal decision.

Use the front and back of this sheet to determine if this is the correct form and if you are ready for application submittal.

➤ Are you proposing to swap-out a power pole, light standard, or other utility pole?	Yes _____ No _____
➤ Are you proposing a roof-mounted or side-mounted antenna?	Yes _____ No _____
➤ Are you proposing to add antenna to an existing tower without extending the height of the tower?	Yes _____ No _____
➤ Are you proposing to expand the lease area of an existing tower without extending the height of the tower and/or changing original conditions of approval such as open space?	Yes _____ No _____
If you answered yes to any of the above questions <u>do not use this application.</u> You need only complete a building permit application.	

➤ Are you proposing a new communication tower?	Yes _____ No _____
➤ Is the tower a monopole?	Yes _____ No _____
➤ Are you proposing to extend an existing monopole tower?	Yes _____ No _____
If you answered yes to any of the above questions your application will be processed as a Type II Decision.	

➤ Does the proposed tower require a warning light?	Yes _____ No _____
➤ Are you extending a tower other than a monopole, e.g. lattice tower?	Yes _____ No _____
➤ Are you amending a site plan already approved by the Hearing Examiner?	Yes _____ No _____
➤ Is the proposed tower located in the Rural Residential (RR) zone?	Yes _____ No _____
If you answered yes to any of the above questions your application will be processed as a Type III Decision.	

1. Provide a legal description of the property as last recorded (list here, or provide an attached sheet, or submit a copy of the recorded deed: _____

2. List any other County, State or Federal permits (obtained, pending or required) that relate to this project: _____

3. Has a site plan already been approved for this site? Yes _____; No _____ Application #: SPR _____ / _____
 Date that the SPR was approved: _____. Either provide a copy of the approved site plan and conditions, or provide a description of the approval: _____

4. All Communication Towers that require a Site Plan Review application also require that you have gone through a Pre-Application Conference no more than 6 months prior to submittal of this application. Please provide the date and file number of the Conference.
 Date: _____; Pre-Application Conference File Number: PRE _____ / _____

5. All Communication Towers require that an advertised Community Meeting be held. With this application you must submit a tape copy of the recorded meeting, the meeting notes and affidavit that demonstrates the meeting was properly notices in the newspaper and by sign on the property. Please provide Community Meeting date: _____

6. Provide a detailed description of this project: _____

7. Provide a list of the existing and proposed uses of the site: _____

8. Will the proposal require the use of water? Yes _____; No _____ If yes, describe the proposed source of water supply, including the name of the provider if served by a public system: _____

9. Will the proposal require a sewage disposal system? Yes _____; No _____ If yes, describe the proposed method of sewage disposal, including the name of the district with jurisdiction if served a public system: _____

10. Will the proposal access directly to a public road? Yes _____; No _____ If yes, provide a copy of the existing access permit, or submit a new access permit application to Island County Public Works and attach a copy of the new access permit application to this form. If no, provide documentation of legal access to a public road.

11. Will your proposal require removal of timber? Yes _____; No _____ If yes, provide an estimate of the total amount of timber that will be removed: _____ board feet or logging trucks.

12. Will your proposal require clearing and/or grading? Yes _____; No _____ If yes, what is the total estimated amount of cut and fill material: _____ cubic yards. What is the maximum height of any cut proposed: _____ feet. What is the maximum height of any fill proposed: _____ feet. If material will be transported to another site identify the address of the receiving site, the parcel number(s), and the amount of fill that will be placed on the receiving site(s): _____

13. All developments will generate stormwater runoff from things such as gutters, driveways, roads, areas where vegetation has been removed or new impervious surfaces. Describe how it will be managed. Please be specific (for example, "runoff from gutters and parking areas will be infiltrated by a drywell located near the SE corner of the house" or "runoff from driveway will be captured in catch basin and routed to a tightline over the bluff to the beach"). Attach additional plan or pages if necessary. _____

14. Is this proposed facility located within 200 feet of the shoreline? Yes _____; No _____

THE REMAINING QUESTIONS ASK FOR DETAIL INFORMATION REGARDING YOUR PROPOSED COMMUNICATION FACILITY

<p>15. Will this project be phased? _____</p> <p>Does the FAA or FCC require a warning light on the tower? _____</p> <p>Will concealment technology be used? If yes, describe: _____</p> <p>_____</p>	<p>Yes _____ No _____</p> <p>Yes _____ No _____</p> <p>Yes _____ No _____</p>
<p>16. Please identify the type <u>and</u> number of antennae proposed: _____</p> <p>_____</p> <p>_____</p>	
<p>17. What is the height of the proposed tower (The facility shall not protrude more than 45 feet above the surrounding "Average Tree Height" and "Average Tree Height" shall equal <u>or</u> exceed 2/3 of the overall height of the tower):</p> <p>_____</p> <p>_____</p>	
<p>18. What is the "Average Tree Height" (This is calculated by using only those trees located within the tree protection zone and must include the average height of the majority of the significant trees within that zone. Significant means 12" or greater in diameter. The trees that screen the upper portion of the tower must be used in the calculation:</p> <p>_____</p>	
<p>19. What is the size of the proposed lease area: _____</p> <p>What is the total square footage of the project: _____</p>	
<p>20. What are the proposed setbacks of the lease area from all property lines:</p> <p>North lot line: _____ ft. South lot line: _____ ft. East lot line: _____ ft. West lot line: _____ ft.</p>	
<p>21. What types of materials will be stored on site: _____</p> <p>_____</p> <p>Will there be any hazardous materials stored on site? Yes _____; No _____ If yes, please provide a description of each product: _____</p>	
<p>22. On a separate sheet, provide a <u>detailed</u> written description of the proposal. Include descriptions for the following:</p> <ul style="list-style-type: none"> ➤ General purposes of the project ➤ Features and pertinent information not readily available in map form ➤ Specified uses permitted on site ➤ Necessary or proposed restrictions <p>This text, if approved, will constitute a contractual limitation that governs the use of your property.</p>	

23. **On a separate sheet of paper**, provide a written statement describing how the proposal meets the SPR criteria and standards (provided below). Explain the criteria and standards relevant to the application, state the facts relied upon in determining how the application meets the applicable criteria and standards, and explain the justification for approving the application based on the criteria and standards set forth in the application. *The statement and findings must be substantive, not just recitations of the criteria and must be supported by evidence in the application.*

The written statement must address the conditions, standards and criteria in ICC 16.15.060 and 080 below and those listed in ICC 17.03.180.L.8.

ICC 16.15.060 Conditions of Approval for NR Uses in the R, RR, RA, RF, and CA zones

- (1) The proposed uses shall not result in a significant adverse environmental impact that cannot be mitigated by reasonable mitigation measures.
- (2) The use will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities, or services existing or planned to serve the area.
- (3) The proposed development/use is one conditionally permitted within the subject zone and complies with all of the applicable provisions of this Ordinance and all other applicable regulations, including prescribed development/performance standards and all other applicable development standards and design guidelines.
- (4) The subject site is physically suitable for the type, density and intensity of the use being proposed.
- (5) The location, size, design and operating characteristics of the proposed development/use would not be detrimental to the neighborhood, nor be detrimental to the public interest, health, safety, or welfare of the County in conformance with the standards of this Chapter, Chapter 17.02 ICC, and Chapter 17.03 ICC.
- (6) The proposed use and its design fulfill the definition of rural character as defined in Chapter 17.03 ICC.
- (7) Proposals within the Rural Agriculture or Commercial Agriculture Zones shall not be located on prime agricultural soils or interfere with agricultural use of the land.

ICC 16.15.080 Criteria for Approval, states that no application for Site Plan Review shall be approved unless it meets the requirements of this section. No development pursuant to an approved Site Plan shall be undertaken unless it meets the requirements of Titles 8, 11, 13 and 17 ICC pertaining to such development. The following are requirements specifically related to communication towers.

- (1) Site Lay-Out. The location of the development, parking, landscape screening and buffers shall meet the requirements of Chapter 17.03 ICC and following standards:
 - a. Locate development to minimize the amount of disturbance to natural features and landscape,
 - b. Development shall be located so as to minimize the amount of agricultural land lost and shall not be located on prime soils.
- (2) Lighting – shall comply with the requirements of Chapter 17.03 ICC.
- (3) Building Design – Shall comply with the applicable non-residential design guidelines set forth in Chapter 17.03 ICC, except that for Essential Public Facilities the Approving Authority may waive design requirements as determined by the Approving Authority to be necessary and appropriate to the type and location of the Essential Public Facility.
- (4) Surface water drainage – Shall meet the requirements of Chapter 11.03 ICC and special attention shall be given to proper site surface drainage so that site drainage will enhance groundwater recharge and not adversely affect downstream properties and the site.
- (5) Utility services. Wherever feasible, electric, telephone, and cable utility lines shall be underground.
- (6) Advertising features. The size, location, design, color, texture, lighting, and materials of all exterior signs

and outdoor advertising Structures or features shall be harmonious with the design of proposed and existing Buildings and Structures and surrounding properties and shall comply with the requirements of Chapter 17.03 ICC.

The above criteria shall be in addition to any standards or requirements established by applicable state and County laws or ordinances. They are not intended to be absolute in nature or to discourage innovation. The approving authority shall be the authority to modify the standards contained within these criteria when found necessary. However, said modifications shall be made only to ensure that the proposal is adapted to any unique or special site features and is compatible with surrounding land use; provided, that for proposals which require only administrative Site Plan approval, the Planning Director may waive and/or modify certain of the criteria for approval as appropriate to the limited scale and impact of the project.

PLEASE NOTE THE FOLLOWING:

- ✓ Island County may retain a mutually acceptable technical expert in the field of RF engineering to provide technical advice to the County on the proposal if there is a technical disagreement relating to location, height or related issues the County. The cost for such a technical expert will be at the expense of the Applicant.
- ✓ Co-location and/or swap outs must be explored prior to submitting a permit. Substantial documentation of exploring this option must be submitted. This includes, but is not limited to, a report detailing the study perimeters, the sites explored with parcel numbers and addresses, the names and addresses of tower owners contacted for space on the tower, letter of denial for co-location by the tower owner. **Simplistic statements such as “We have explored co-location and it will not work for this project” will not, under any circumstance be accepted.** Not providing this information is grounds for denial of an application.
- ✓ All Communication Towers shall comply with state and local mechanical, electrical and building codes, FCC requirements, and FAA requirements (including FAR Part 77. Objects Affecting Navigable Airspace.).
- ✓ All Communication Towers must comply with the seismic and wind safety standards specified in the International Building Code.
- ✓ All technical documents must be prepared and stamped by a qualified Professional Engineer (PE) with a technical expertise in the field of RF engineering
- ✓ The lease area and tower location must be clearly marked on-site. The trees used in calculating the average tree height must be clearly marked on-site.
- ✓ If located within the boundaries of the Ebey’s Landing National Historical Reserve, NEPA will be required and additional standards will be imposed to protect the national historic reserve.
- ✓ If proposing a tower with a five-mile radius of Coupeville Outlying Field (OLF) or Naval Air Station Whidbey Island, Island County will seek comments from the Department of Defense.
- ✓ Other criteria, standards, and requirements that must be complied with are listed in Titles 8 (Health, Welfare, and Sanitation), 11 (Land Development Standards), 13 (Public Works), 14 (Building), and 17 (Island County Zoning Ordinance) of the Island County Code.

FORM E – SUPPLEMENTAL SITE PLAN REVIEW APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Site Plan Review application also requires the following additional items. For those items below that must be shown on a plot plan please show them on the same plot plan required under item #5 of the Master Permit Application Checklist – it is not necessary that you prepare two separate plot plans.

Applicant Use	Application Requirements	For County Use Only
_____	1. Detailed written description of the proposal on a separate sheet of paper.	_____
_____	2. Detailed written statement addressing the required criteria and standards.	_____
_____	3. Legal Description of real property as last recorded.	_____
_____	4. Proposed source of water, if applicable.	_____
_____	5. Proposed sewage disposal system, if applicable.	_____
_____	6. Copy of approved Certificate of Transportation Concurrency (only applicable if office facilities will be constructed).	_____
_____	7. Assessor’s Quarter Section map(s) of parcels within 300 feet of property.	_____
_____	8. Affidavit of posting for community meeting.	_____
_____	9. Photograph of sign posted for community meeting.	_____
_____	10. Tape of community meeting.	_____
_____	11. Transcribed minutes of community meeting.	_____
_____	12. Copy of mailed notice of community meeting.	_____
_____	13. Names and mailing addresses of property owners contacted (within 300 ft of proposal) printed on mailing label sheet(s).	_____
_____	14. A completed Federal Aviation Regulation (FAR) 7460-1 Airspace Form with applicable comments.	_____
_____	15. Electromagnetic Field/Radio-Frequency Radiation Standards addressed by a qualified professional engineer.	_____
_____	16. Co-location provided for at least two (2) additional carriers on site plan or detailed technical analysis must be submitted demonstrating why co-location is not possible.(areas must be shown for all equipment/propane tanks/generators,etc. for all potential carriers...)	_____
_____	17. Documentation exploring the possibility of co-location.	_____
_____	(including letters of denial from other companies, detailed reports on swap-	_____

	<p>out potential, etc...)</p> <p>18. Provide a sample of the facility color. (Wooden poles are not required to be painted)</p> <p>19. Fencing shall be provided on site plan and at least six (6) feet in height.</p> <p>20. Copy of Access Permit providing access to the site.</p> <p>21. Copy of easement agreement that will provide access to the lease area.</p> <p>22. If the site is owned fee simple by the applicant a statement of intent on whether excess space on the site will be leased.</p> <p>23. Proof of ownership of the proposed site or authorization to use it. Copy of lease agreement</p> <p>24. Vicinity Map at a scale of 1" = 40 ft. showing the following:</p> <ul style="list-style-type: none"> a. Property Lines for the subject property and all properties within three hundred (300) feet of the subject property. b. The boundaries of the easement or leased area shall be shown. c. Structures located on all properties within 300 feet shall be shown (may superimpose current aerial photos onto map). d. Location of all public and private roads. e. Location of where all photo simulations were taken. <p>25. SCALED Site Plan- NO LARGER THAN 11x17, drawn to standard <u>engineering</u> scale not smaller than 1"=200' and shall show the following:</p> <ul style="list-style-type: none"> a. Legend b. Location, dimensions, and area of full extent of land to be developed. c. All contiguous property in ownership of the applicant. d. Location, size, height of all structures or improvements, marked as existing and/or proposed. e. Location, dimensions, of existing or proposed propane or fuel tanks (including tanks for other carriers). f. Location of all existing wells, water lines, the pollution control radius, and fire hydrants. g. Proposed and existing septic systems, drainfields, and transport lines on the property. h. Distances between property lines and existing and 	
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	<p>proposed structures.</p>	
_____	i. Location of proposed and existing access roads, including the width.	_____
_____	j. The location, width, and name of each recorded easement, on site.	_____
_____	k. Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts, and ditches. Show the direction of water flow.	_____
_____	l. Existing and proposed vegetation. Be specific about the type of vegetation.	_____
_____	m. Erosion and sedimentation control plans for all areas where soil will be exposed with measures to limit erosion and transport of silt and sediment.	_____
_____	n. Lease area.	_____
_____	o. Areas dedicated for future carriers on ground and on tower. (if the name of the future carrier is known please indicate on plan)	_____
_____	p. Tower location	_____
_____	q. Individual tree heights of surrounding trees used in calculating the Average Tree Height.	_____
_____	r. Tree Retention Area and legal description of area (equal to height of pole and measured from lease area)	_____
_____	s. Location of <u>all</u> trees and brush to be removed shall be shown.	_____
_____	t. Location of any areas that will be graded.	_____
_____	26. Any proposed landscaping shall be shown in a landscape plan which includes:	_____
_____	a. Existing trees and shrubs by type, size, species.	_____
_____	b. Location proposed trees and shrubs identifying type, size, species.	_____
_____	c. Maintenance specifications and projected maintenance schedule of landscaping.	_____
_____	27. Siting elevations or views at-grade from the north, south, east and west. Elevations shall be at either one-quarter (1/4) inch equals one (1) foot or one-eighth (1/8) inch equals one (1) foot scale and show the following:	_____
_____	a. Antennas, mounts and equipment cabinet(s).	_____

<hr/> <hr/>	<p>b. Security barrier. (If the security barrier will block views of the wireless facility, the barrier drawing shall be cut away to show the view behind the barrier)</p>	<hr/> <hr/>
<hr/> <hr/>	<p>c. Grade changes, or cuts and fills, to be shown as original grade and new grade line.</p>	<hr/> <hr/>
<hr/> <hr/>	<p>d. A cross section of the Facility shall be provided showing locations and apparatus associated with co-location as required.</p>	<hr/> <hr/>
<hr/> <hr/>	<p>28. Design Submittals -Appearance of the site shall be shown by photographs of the subject property from all angles visible from adjacent properties and roads with superimposed scaled representations of the tower. The location of the point where the photograph was taken must be shown on the vicinity map. The scaled representation shall include:</p>	<hr/> <hr/>
<hr/> <hr/>	<p>a. The tower, antennas, mounts, equipment cabinets and security barrier.</p>	<hr/> <hr/>
<hr/> <hr/>	<p>29. Lighting Plan/Details, if any lights are proposed with the project.</p>	<hr/> <hr/>
<hr/> <hr/>	<p>30. Drainage Narrative (required if in critical drainage area or if proposal may impact critical area is present on parcel).</p>	<hr/> <hr/>
<hr/> <hr/>	<p>31. Environmental Checklist (SEPA)</p>	<hr/> <hr/>
<hr/> <hr/>	<p>32. Reports/Plan required by Critical Areas Regulations.</p>	<hr/> <hr/>
<hr/> <hr/>	<p>33. NEPA (if in Historic District).</p>	<hr/> <hr/>
<hr/> <hr/>	<p>34. Provide copies of any previous site plan review permit(s).</p>	<hr/> <hr/>
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