



**CITY OF NEWCASTLE
Community Development
Department**

**Wireless Communication
Facility (WCF)
Permit Application**

APPLICATION OVERVIEW

WIRELESS COMMUNICATIONS FACILITIES PERMIT

The information required in this application is necessary to evaluate your proposed wireless communication facilities (WCF) permit and to assess its environmental impact. The environmental checklist, if required, will be the basis for determining if an environmental threshold determination will be required prior to any approval of this request. Your application will be evaluated based on: the information you provide, the Newcastle Comprehensive Plan, pertinent provisions of the Newcastle Municipal Code, and site inspection. The Newcastle Municipal Code is available on the City of Newcastle website at www.newcastlewa.gov.

FILING OF APPLICATION

A pre-application conference must be scheduled with the Community Development staff prior to filing your application. (Please contact staff to receive a copy of the pre-application conference packet.) An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle. In addition, a cash development deposit will be required before the application can be determined complete.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete.

DEVELOPMENT DEPOSIT

A developer deposit is a required element of a WCF application. The deposit shall be applied toward services performed and costs expended on Applicant's behalf.

60-DAY RESPONSE REQUIRED

Throughout review of the WCF permit, the City of Newcastle will require submittal of requested materials or fees within 60 days of the date of request. A 30-day extension may be granted upon written request if the applicant demonstrates that the inability to submit requested materials is beyond the applicant's control. If the additional information is not submitted within that time, the City shall consider the application withdrawn.

DECISION AND HEARING, IF REQUIRED

A WCF permit is reviewed as a Type II project application (NMC 19.07, Types of Project Permit Applications) with the final decision by the Director.

If variances to NMC 18.25 are proposed, a Type III variance process is required (NMC 19.07.030, Types of Project Permit Applications). The Type III variance is considered a "major" variance, which requires an additional application form and a hearing with the Hearing Examiner. See the variance application for additional information.

APPEAL

The Director's decision on the WCF permit is appealable to the Hearing Examiner within fourteen days of the Director's final decision, per NMC 19.15.

SUBMITTAL REQUIREMENTS

The following documents are required for a complete submittal. Please provide an electronic copy of each as well as the noted paper copies.

1. **Application** (3 copies): Attached
2. **Application Fee and Deposit:** Pay all fees and deposits at the time of submittal. Deposit must be submitted before the City can determine the application complete. Contact a staff member for a determination of the deposit amount.
3. **Agreement to Pay Fees** (1 copy): Attached
4. **Mailing Labels** (1 set): Submit recent (within 90 days) mailing labels for all owners of property within a 500-foot radius of the subject property obtained from the King County Assessor. Submit a copy of the receipt from the Assessor to verify the date and source of the labels.
5. **Assessor's Maps** (2 sets): The most current King County Assessor's maps of the property, clearly indicating the subject property and all properties within 500 feet of it.
6. **Legal Description** (1 copy): May be obtained from the King County Assessor's office.
7. **Proof of "Legal" Lot Status** (1 copy): Documentation of the date and method of segregation of the subject property.
8. **Current Title Report or Plat Certificate** (1 copy): Include copies of any existing easements, deed restrictions, or other encumbrances restricting the use of the subject property and a chain of title.
9. **Viewshed Map or Diagram** (3 copies): Map showing the viewshed of the WCF.
10. **Photo Simulations** (3 copies): Photo simulations shall show the proposed facility from affected residential properties and public rights-of-way at varying distances.
11. **Service Area Map** (3 copies): A map at an identifiable scale showing the service area of the proposed WCF, the City boundary, and an explanation of the need for the WCF.
12. **WCF Site Map** (3 copies): A map at an identifiable scale showing the City boundary, the locations and service areas of other WCF sites operated by the applicant, and those that are proposed by the applicant which are close enough to impact service within the City, and noting the distances between the proposed WCF site and other operated or proposed by the applicant.
13. **Site Plan** (3 full-size copies and one 8 ½" x 11" copy): The following must be shown on the site plan:
 - Name of application (may be applicant's name)
 - Name, address, email, and phone number of applicant
 - Name, address, email, and phone number of property owner, if different than applicant
 - North arrow and scale
 - Section, Township, and Range of the site
 - Legal description
 - Boundaries of the subject property
 - All streets, appropriately labeled
 - Acreage of site
 - Existing zone classification
 - Adjacent existing zoning
 - Existing easements on the subject property
 - Significant trees (as defined by NMC 18.06.598) including their size

Continued on next page.

Site plan requirements, continued:

- Existing sewers, water mains, culverts, or other underground facilities within project area, as obtained from public records, if necessary for the project.
 - Power source
 - Locations of poles and towers, if electrical transmission lines cross the subject property
 - All existing structures in their approximate locations both within the subject property and within 100 feet of the subject property
 - Critical areas and hydrologic features on and within 200 feet of the subject property. Provide names of all water features
 - Vicinity map, including sufficient area and detail to clearly identify the site
 - Landscaping plan indicating type and locations of plant materials used to screen the WCF components.
14. **Elevations** (3 copies): Elevations shall show the location of the antenna in relation to the existing or proposed structure. Elevations shall also show the color scheme of the WCF, any proposed screening, and/or landscaping.
15. **Signed Statement** (1 copy): Signed statement concerning co-location and removal of the WCF if the site's use is discontinued.
16. **Leasehold Agreement** (3 copies)
17. **Applicant's Environmental Checklist** (3 copies, if required): All items on the environmental checklist should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A." Additional sheets may be used if necessary. The Department of Community Development will contact the applicant if additional information is required. Failure to respond may cause postponement of consideration of your request.
18. **Additional Information** (3 copies): Any additional information (sketches, engineering reports, proposed lease agreements with the City, etc.) that enable review of the application. The City of Newcastle may at any time request additional information or studies for these purposes.



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APPLICATION DETAILS

1. APPLICANT/CONTACT PERSON

EMAIL

TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

2. PARTY RESPONSIBLE FOR PAYMENT OF FEES

EMAIL

TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP

3. PROPERTY OWNER/S (IF DIFFERENT THAN APPLICANT)

EMAIL

TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP

Site Acreage: _____

Brief Description of Proposed Wireless Communication Facilities Permit: _____

PROPERTY OWNER'S AUTHORIZATION:

I hereby authorize the submittal of a proposed BOUNDARY LINE ADJUSTMENT or LOT AGGREGATION of my property as shown on the face of the attached RECORD OF SURVEY to the City of Newcastle for preliminary review, and name _____ as the responsible person for all decisions for the receipt of all unexpended fees pertaining to the review and approval of the proposed BOUNDARY LINE ADJUSTMENT or LOT AGGREGATION.

Signed (Owner): _____

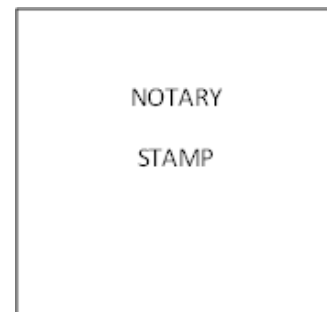
Date: _____

Signed (Notary): _____

Printed Name: _____

My Commission Expires: _____

Date: _____





CITY OF NEWCASTLE
Community Development
Department

Agreement to
Pay Fees

Project Name: _____

Project File #: _____

AGREEMENT TO PAY FEES

1. It is the City of Newcastle's policy that applicants pay the direct cost attributable to processing their applications. These direct costs include all out-of-pocket expenses, staff and/or consultant time necessary to process and review the application. Included in the costs is a 10% administrative fee for handling and payment of consultant invoices on behalf of the applicant.

To facilitate payment, parties requesting City of Newcastle services must submit a deposit along with this Agreement to Pay Fees. The amount of the deposit will be determined by the Department of Community Development and is based on the estimated cost of processing the application through approval. Typically the City requests half of the estimated project cost up front with the balance paid during the review process. This is consistent with the Department's Operating Procedures.

The processing cost for projects can seldom be accurately estimated in advance. Therefore, please understand that the actual cost of processing your application may exceed the amount of deposit requested and/or estimated cost.

2. Applicant agrees to pay the applicable development fees adopted by resolution, as may be amended in the future and pay the following deposit with execution of this agreement, receipt of which is hereby acknowledged.

Required Deposit: \$ _____

The above deposit shall be applied toward services performed and costs expended on applicant's behalf. The deposit will be placed in a City of Newcastle non-interest bearing account. No interest will accrue on the deposit. The City of Newcastle will keep an accounting of amounts charged against the deposit and provide the applicant monthly statements showing the drawdown of the deposit funds.

The City of Newcastle will notify the applicant, prior to the deposit being exhausted, that additional funds are needed. The replenishment of the deposit is due immediately upon notification by the City. If the deposit requested is not remitted immediately, all project review may be halted until payment is received.

3. In the instance that the project is complete and the deposit balance does not cover the final costs, a bill will be sent to the applicant. If the bill is not paid within the standard 30 days it is considered past due and the City will start its collection procedures, including potential referral to a collection agency. All past due accounts are assessed a \$15 late fee per City resolution.

If a balance remains on deposit after the project is complete and the maintenance period has passed, the balance will be refunded to applicant.

By signing this agreement, the applicant understands and acknowledges that the payment of fees does not entitle the applicant to an approved land use permit. The applicant also understands that the failure to replenish the deposit as requested by the City may result in a delay or inability to process the requested land use permit application, as well as other possible sanctions.

By signing below, the applicant represents that they have read the Agreement to Pay Fees set forth above, and agrees to the terms and conditions set forth in this agreement.

APPLICANT SIGNATURE: _____

PRINTED NAME: _____

ADDRESS:

PHONE NUMBER: _____