



City of Yakima

# Communication Tower

## Application Packet

**City of Yakima, Planning Division**  
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**  
**Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>  
for the most current version of this application form.



# COMMUNICATION TOWER APPLICATION

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT  
129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901  
PHONE: (509) 575-6183 EMAIL: ask.planning@yakimawa.gov

## INSTRUCTIONS – PLEASE READ FIRST AND ANSWER ALL QUESTIONS COMPLETELY.

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are not refundable. This application consists of four parts. PART I - GENERAL INFORMATION AND PART V – CERTIFICATION are on this page. PART II, III, and IV contain additional information specific to your proposal and MUST be attached to this page to complete the application.

### PART I – GENERAL INFORMATION

1. Applicant's Information:	Name:						
	Mailing Address:						
	City:	St:	Zip:	Phone:	( )		
	E-Mail:						
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other _____		
3. Property Owner's Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:	St:	Zip:	Phone:	( )		
	E-Mail:						
4. Lessee Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:	St:	Zip:	Phone:	( )		
	E-Mail:						
5. Subject Property's Assessor's Parcel Number(s):							
6. Legal Description of Property. (if lengthy, please attach it on a separate document)							
7. Property Address:							
8. Property's Existing Zoning: <input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> HB <input type="checkbox"/> SCC <input type="checkbox"/> LCC <input type="checkbox"/> CBD <input type="checkbox"/> GC <input type="checkbox"/> AS <input type="checkbox"/> RD <input type="checkbox"/> M-1 <input type="checkbox"/> M-2							
9. Type Of Application: (Check all that apply, and all fees are cumulative) <input type="checkbox"/> Minor Modification <input type="checkbox"/> Major Modification <input type="checkbox"/> Standard Wireless <input type="checkbox"/> Wireless Variance <input type="checkbox"/> Wireless Conditional Use Permit <input type="checkbox"/> SEPA Review							

**PART II – COMMUNICATION TOWER CHECKLIST** (See attached page)  
**PART III – DETAILED SITE PLAN CHECKLIST** (See attached page)  
**PART IV – STATE ENVIRONMENTAL POLICY CHECKLIST** (See attached page if required)

### PART V - CERTIFICATION

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee's Signature

\_\_\_\_\_  
Date

FILE/APPLICATION(S)#

DATE FEE PAID:	RECEIVED BY:	AMOUNT PAID:	RECEIPT NO:
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## PART II

# COMMUNICATION TOWER APPLICATION CHECKLIST

**Check all boxes as: (✓ or X) Included or ( - ) Not Applicable**

<input type="checkbox"/>	1. A complete application form as provided by the Community Development Department.
<input type="checkbox"/>	2. The name, address, signature and contact information of the applicant: a. If the applicant is not the landowner, applicant shall provide written authorization signed by the landowner authorizing the applicant to submit for permits on the landowner’s behalf. The written authorization signed by the landowner shall contain a statement and acknowledgement by the landowner that the landowner shall be deemed a co-applicant by virtue of such authorization. b. If any applicant or co-applicant is a corporation, trust, association, or other organized group or legal entity, it shall provide the date of such creation, and, if a foreign corporation, a copy of the certificate of authority filed with the state of Washington, Secretary of State's Office.
<input type="checkbox"/>	3. Evidence that the applicant is an FCC-licensed telecommunications provider or that it has agreements with an FCC-licensed telecommunications provider for use or lease of the support structure.
<input type="checkbox"/>	4. Legal description of the parcel.
<input type="checkbox"/>	5. Site plan drawn to scale meeting the requirements of YMC 15.29.050(A)(5) and specified below.
<input type="checkbox"/>	6. Elevation drawings of the proposed wireless facility, drawn to scale and showing dimensions of the height and width of the facility.
<input type="checkbox"/>	7. Proposed colors and materials of all components of the proposed wireless facility and of any fencing materials associated with the wireless facility.
<input type="checkbox"/>	8. State Environmental Policy Act (SEPA) checklist, if required.
<input type="checkbox"/>	9. A signed statement that the proposed installation will not cause physical or RF interference with other telecommunications devices.
<input type="checkbox"/>	10. A copy of the FCC license for the intended use of the wireless telecommunications facilities.
<input type="checkbox"/>	11. Method of proposed illumination, including a lighting plan showing the location of all proposed outdoor lighting fixtures, including direction and intensity of light, and including manufacture’s “cut-sheets” of all outdoor luminaries.
<input type="checkbox"/>	12. The location of existing or proposed structures, trees, and other significant site features intended to camouflage the facility.
<input type="checkbox"/>	13. A letter signed by the applicant stating the wireless facility will comply with all FAA regulations and EIA Standards and all other applicable federal, state and local laws and regulations.
<input type="checkbox"/>	14. Signed documentation such as the “Checklist to Determine Whether a Facility is Categorically Excluded” to verify that the wireless telecommunication facility with the proposed installation will be in full compliance with the current FCC RF Emissions guidelines (Non-ionizing Electromagnetic Radiation – NIER). If not categorically excluded, a complete RF Emissions study is required to provide verification.
<input type="checkbox"/>	15. Other information for each permit and structure type as specified in YMC 15.29.050(B): a. New Towers and Base Stations b. Facilities in Residential Zoning Districts and Protected Areas c. Modification Permit d. Wireless CUP; and e. Wireless Variance.
<input type="checkbox"/>	16. The applicant for applications for wireless conditional use or variance permits may be required by the city to post notice at a location or locations deemed appropriate by the city, and will provide notice to the governing body of any affected historic district association or organization. In the event that the city requires the applicant to post notice, the applicant shall provide an affidavit that all required notice have been posted and published as required. (YMC 15.29.050(C))

## PART III DETAILED SITE PLAN CHECKLIST

**A Detailed Site Plan Is Required:** On August 8, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted in conjunction with any building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Division Manager. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. **An application cannot be processed until an adequate site plan is submitted.**

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 5) **Fill In Information On The Site Plan Template.** The template is available online on the Planning Division webpage (<https://www.yakimawa.gov/services/planning/>) in the "application forms and fees" section, and also at the permits counter on the 2<sup>nd</sup> floor of City Hall. If you choose not to use the city's site plan template, please provide the information listed on the site plan template (background info, lot coverage, parking, etc.) on your site plan.

**Note:** You may benefit from the aid of a professional in the preparation of a site plan.

**Check all boxes as: (✓ or X) Included or ( - ) Not Applicable**

<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property
<input type="checkbox"/>	Site address, parcel number(s), and zoning designation
<input type="checkbox"/>	Property boundaries and dimensions
<input type="checkbox"/>	Names and dimensions of all existing streets bounding or touching the site
<input type="checkbox"/>	Location, type and height of current or proposed wireless facility
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures, fencing, and trees
<input type="checkbox"/>	Structure setbacks
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Lot coverage with calculations shown on site plan. (YMC § Ch. 15.05.020(C))
<input type="checkbox"/>	Location and size of any easements
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way
<input type="checkbox"/>	Adjacent land uses and zoning designations
<input type="checkbox"/>	Location and size of all parking spaces
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches
<input type="checkbox"/>	Vision clearance triangles at street intersections and at driveways Clear view Triangle – YMC § Ch. 15.05.040
<input type="checkbox"/>	Curb cuts intersecting with streets
<input type="checkbox"/>	Location and size of proposed or existing signs (YMC § Ch. 15.08)
<input type="checkbox"/>	Location, type, and description of required site screening (YMC § Ch. 15.07)
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property
<input type="checkbox"/>	Topographic contours of the site at two-foot intervals
<input type="checkbox"/>	Proposed improvements located within the public right-of-way

Note: Planning Division or Reviewing Official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Yakima Municipal Code and other laws and regulations.