



City of Yakima

Wireless Communications Facilities

Application Packet

About this Application:

Used for the siting of wireless facilities, including towers, antennas, and support structures. A list of exemptions can be found in [YMC 15.29.030](#). Small Wireless Facilities have a separate application form.

City of Yakima, Planning Division

129 North 2nd Street, 2nd Floor, Yakima, WA 98901

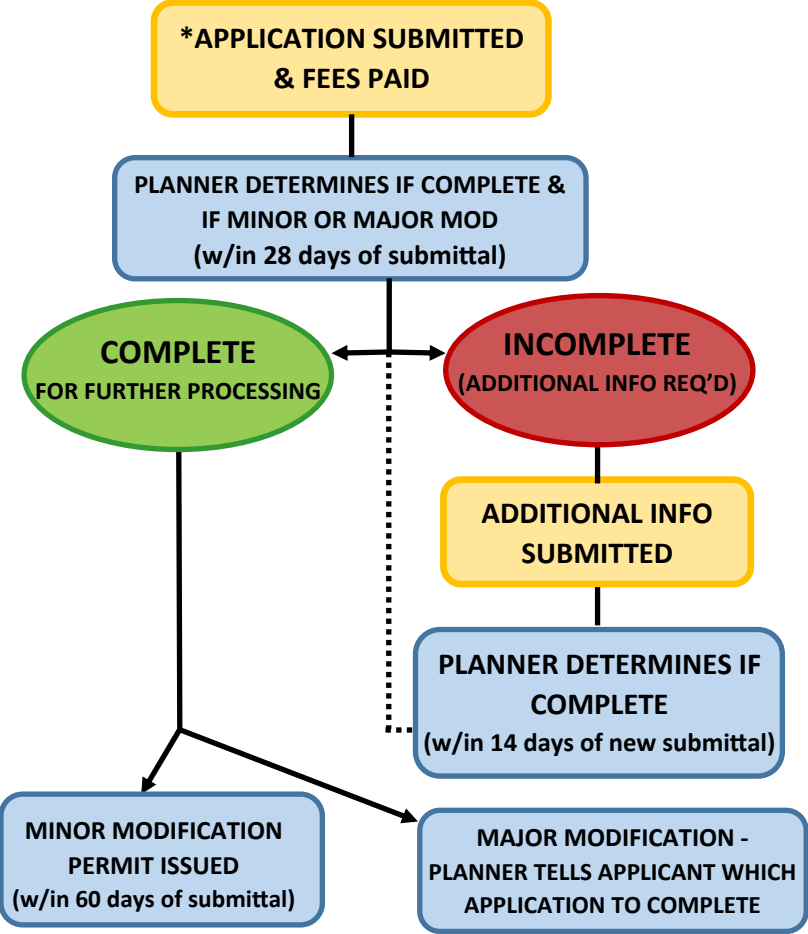
Phone#: (509) 575-6183 Email: ask.planning@yakimawa.gov

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

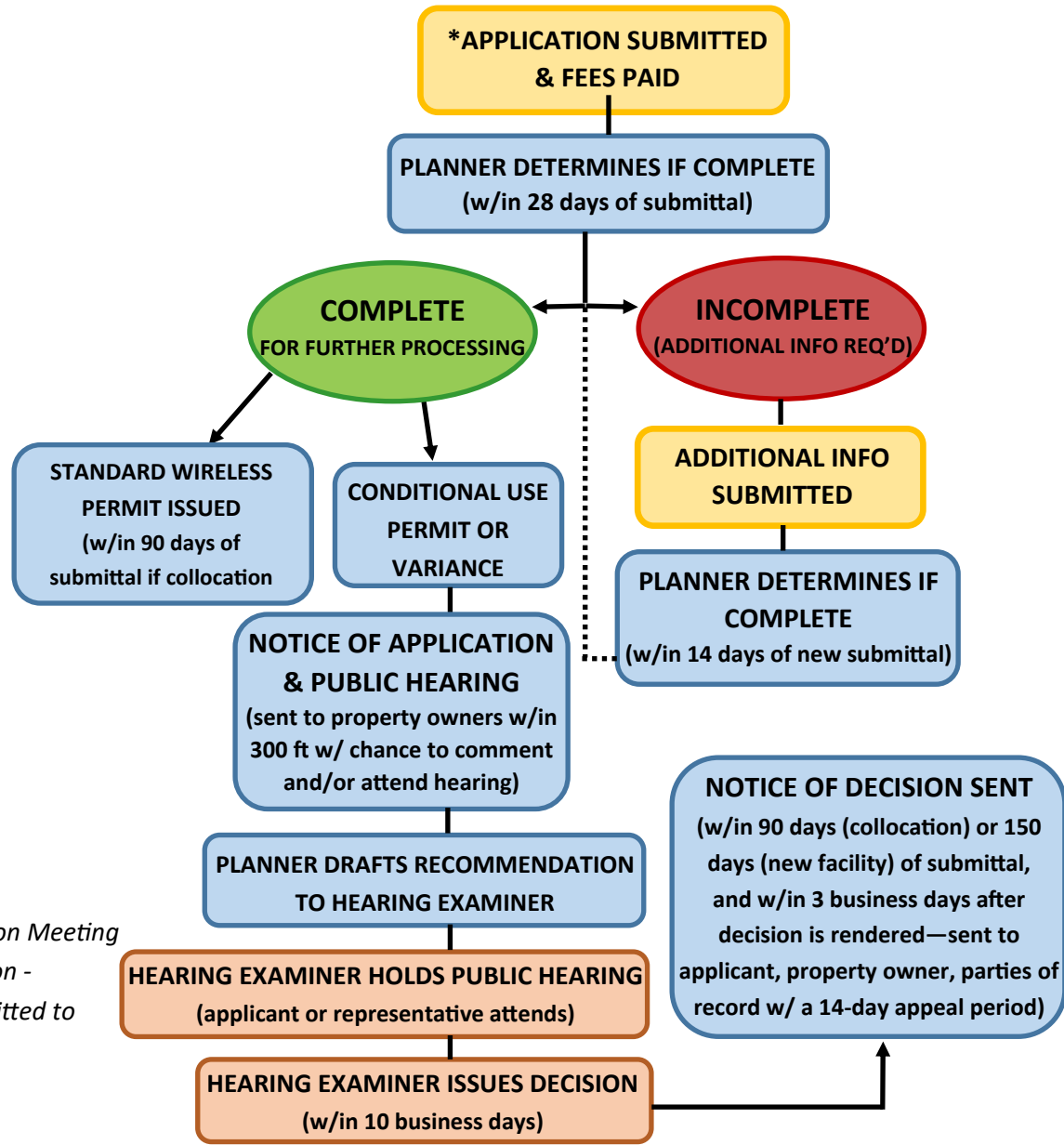


CITY OF YAKIMA PLANNING DIVISION
WIRELESS COMMUNICATIONS FACILITY — Land Use Application Process ([YMC Ch. 15.29](#))

MODIFICATION TO EXISTING WIRELESS COMMUNICATIONS FACILITY:



NEW WIRELESS COMMUNICATIONS FACILITY OR COLLOCATION:



**For new proposed towers/facilities, you may request a Pre-Application Meeting with our Development Services Team prior to submitting an application - [visit our website for details](#). Building permit application may be submitted to the Codes Division at the same time for processing but there may be conditions that need to be satisfied prior to permit issuance.*

NOTE: This chart shows the process of a typical Wireless Communications Facility application and is for demonstration purposes only.



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

129 N. 2nd St., Yakima, WA 98901

Phone: (509) 575-6183 Email: Ask.Planning@yakimawa.gov

WIRELESS COMMUNICATIONS FACILITIES

LAND USE APPLICATION FORM ([YMC CH. 15.29](#))

Please complete this page and the attached forms. 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 non-refundable.

APPLICANT INFORMATION:

Name: _____ Company (if applicable): _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Interest in Property: ☐ Property Owner ☐ Agent ☐ Purchaser Other: _____

PROPERTY OWNER INFORMATION (check if same as applicant ☐)

Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

SUBJECT PROPERTY INFORMATION

Address: _____

Parcel Number(s) (if lengthy, attach on separate document): _____

Legal Description (if lengthy, attach on separate document): _____

Current Zoning Designation:

☐ SR ☐ R-1 ☐ R-2 ☐ R-3 ☐ B-1 ☐ B-2 ☐ HB ☐ SCC ☐ LCC ☐ CBD ☐ GC ☐ AS ☐ RD ☐ M-1 ☐ M-2

TYPE OF APPLICATION (CHECK ALL THAT APPLY):

☐ Minor Modification ☐ Major Modification ☐ Standard Wireless ☐ Wireless Variance ☐ Wireless Conditional Use Permit
☐ SEPA Review

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

Print Name

Date

Applicant's Signature

Print Name

Date

STAFF USE ONLY:

File/Application #: _____

Date Paid: _____ Received By: _____ Amount Paid: _____

Receipt No.: _____



WIRELESS COMMUNICATIONS FACILITIES

LAND USE APPLICATION FORM (CONT'D)

APPLICATION CHECKLIST

- ☐ Complete and signed application form.
- ☐ Legal description of the parcel.
- ☐ The name, address, signature, and contact information of the applicant (pg. 1 of this application).
 - 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.
- ☐ SEPA Environmental Review Application (if required).
- ☐ 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.
- ☐ A copy of the FCC license for the intended use of the wireless telecommunications facilities.
- ☐ Site plan drawn to scale meeting the requirements of YMC 15.29.050(A)(5) and specified below.
- ☐ Elevation drawings of the proposed wireless facility, drawn to scale and showing dimensions of the height and width of the facility.
- ☐ Proposed colors and materials of all components of the proposed wireless facility and of any fencing materials associated with the wireless facility.
- ☐ 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.
- ☐ The location of existing or proposed structures, trees, and other significant site features intended to camouflage the facility.
- ☐ IF NEW FACILITY - A signed statement that the proposed installation will not cause physical or RF interference with other telecommunications devices.
- ☐ IF NEW FACILITY - 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.
- ☐ 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.

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\(C\)](#))