



City of Yakima

# Small Wireless Facilities

## Application Packet

### About this Application:

Used for the siting of small wireless facilities. Small wireless facilities are smaller than a traditional cell tower or base station, and are typically attached to existing, replacement, or new poles or other structures in the public right-of-way. This includes technologies similar to small wireless facilities, such as microcells and distributed antenna systems (DAS). For proposals that do not meet the description above, please use the Wireless Communications Facilities application instead.

**City of Yakima, Planning Division**

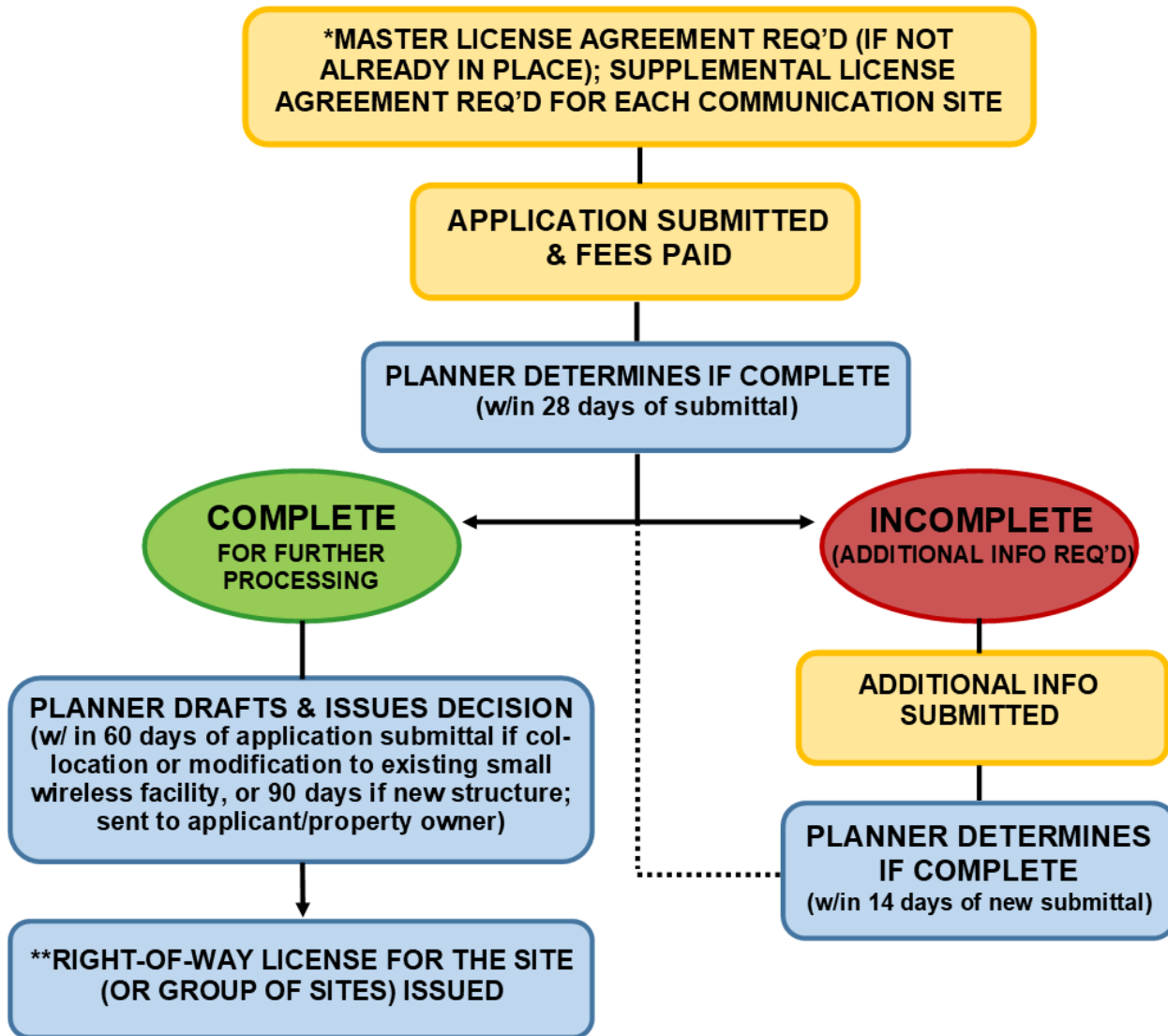
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**

**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.



**CITY OF YAKIMA PLANNING DIVISION**  
**SMALL WIRELESS FACILITIES – Land Use Application Process** ([YMC Ch. 15.29](#) & [8.21](#))



*\*The Supplemental License Agreement that must be filled out for each communication site is contained within the Master License Agreement.*

*\*\*The license fee established in the Master License Agreement must be paid for each communication site and a copy of the current certificate of insurance req'd per the Master License Agreement must be submitted prior to license issuance.*

*NOTE: This chart shows the process of a typical Small Wireless Facilities application and is for demonstration purposes only.*

## Flowchart (Text Description) – Small Wireless Facility Application Process

The following information is provided to meet accessibility requirements.

1. Applicant enters into a master license agreement (if one is not already in place) and submits a supplemental license agreement for each communication site listed in the master license agreement.
2. Application submitted and fees paid.
3. Planner determines if application is complete within 28 days of submittal.
  - a. If complete, go to Step 4.
  - b. If incomplete, additional information is requested. Once additional is submitted, the planner has 14 days to determine if the new information is complete. If still incomplete, step 3b is repeated.
4. Planner issues decision within 60 days of application submittal if co-location or modification to existing small wireless facility, or within 90 days of application if a new structure. Decision is sent to applicant and property owner.
5. Right-of-way license for the site (or group of sites) is issued. The license fee established in the Master License Agreement must be paid for each communication site and a copy of the current certificate of insurance required per the Master License Agreement must be submitted prior to license issuance.

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



**COMMUNITY DEVELOPMENT DEPARTMENT**

**Planning Division**

**129 N. 2<sup>nd</sup> St., Yakima, WA 98901**

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

**SMALL WIRELESS 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: \_\_\_\_\_

**LESSEE INFORMATION** (check if same as applicant )

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**APPLICATION FEE:**

Check all fees that apply; all fees are cumulative:

First 5 sites (\$500.00)  \_\_\_\_\_ Additional Sites (\$100.00 each)  Supplemental License (\$270.00 per site in ROW)

Minor Modification to Existing Small Wireless Facility (\$300.00)

Major Modification to Existing Small Wireless Facility (\$500.00)

**REQUIRED ATTACHMENTS**

1. DOCUMENTATION REQUIRED BY THE APPLICATION CHECKLIST (see attached)
2. SMALL WIRELESS FACILITY LOCATIONS (use attached sheet)

**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 (if not in right of way)	Print Name	Date
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Applicant's Signature	Print Name	Date
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Lessee's Signature	Print Name	Date
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**STAFF USE ONLY:**

File/Application #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_



# SMALL WIRELESS FACILITIES LAND USE APPLICATION FORM (CONT'D)

## APPLICATION CHECKLIST

- Complete and signed application form.
- 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.
- Franchise agreement, master license agreement, or other legally binding contract for the placement of small wireless facilities.
- IF NEW FACILITY - signed documentation to verify that the proposed installation will not cause physical or RF interference with other telecommunications devices, and will be in full compliance with the current FCC RF Emissions guidelines.

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### **THE FOLLOWING IS REQUIRED FOR EACH LOCATION:**

- Site plan drawn to scale meeting the requirements of YMC 15.29.070(B) and specified below:
  - Location within public right-of-way;
  - Volume of antenna;
  - Volume of all other wireless equipment associated with structure, including wireless equipment associated with antenna and preexisting associated equipment on structure;
  - Color of facility, including both antennas and equipment; and
  - Ground-based equipment
- Elevation drawings of the proposed wireless facility, drawn to scale and showing dimensions of the height and width of the facility.
- Engineered plans and specifications for facility.
- IF REPLACING AN EXISTING POLE OR STRUCTURE - demonstration that the facility cannot otherwise be installed on an existing pole or structure in the public right-of-way within the area that the small wireless facility is proposed to serve.
- A copy of the FCC license for the intended use of the wireless telecommunications facilities.
- If located outside of the public right-of-way, 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 acknowledgment by the landowner that the landowner shall be deemed a co-applicant by virtue of such authorization.



# SMALL WIRELESS FACILITIES LAND USE APPLICATION FORM (CONT'D)

## SMALL WIRELESS FACILITIES LOCATIONS (attach additional pages if necessary)

If in ROW, GPS Coordinates: _____
If outside ROW, address and parcel #: _____
If in ROW, approximate block: _____ (e.g. 100 block of W. Yakima Ave.)
Type of Facility: <input type="checkbox"/> Public Pole Attachment <input type="checkbox"/> Private Pole Attachment <input type="checkbox"/> Other Structure Attachment <input type="checkbox"/> Public Pole Replacement <input type="checkbox"/> Private Pole Replacement <input type="checkbox"/> Other Structure Replacement Pole or structure is: <input type="checkbox"/> New <input type="checkbox"/> Existing
FOR OFFICE USE ONLY: License #: _____

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