



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 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)**

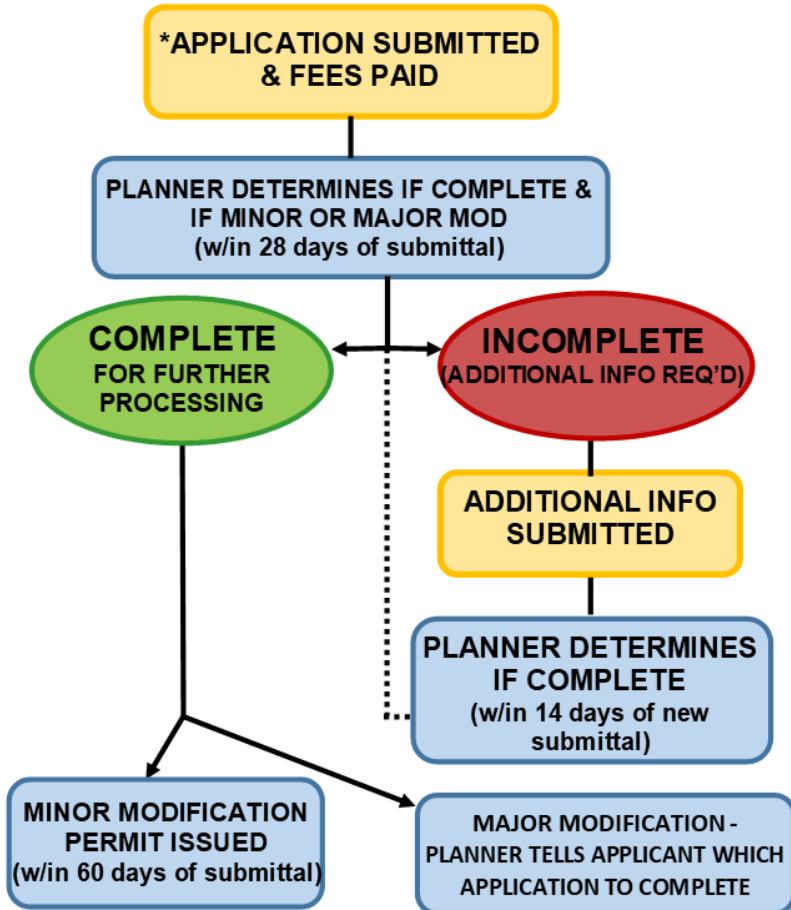
Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>  
for the most current version of this application form.



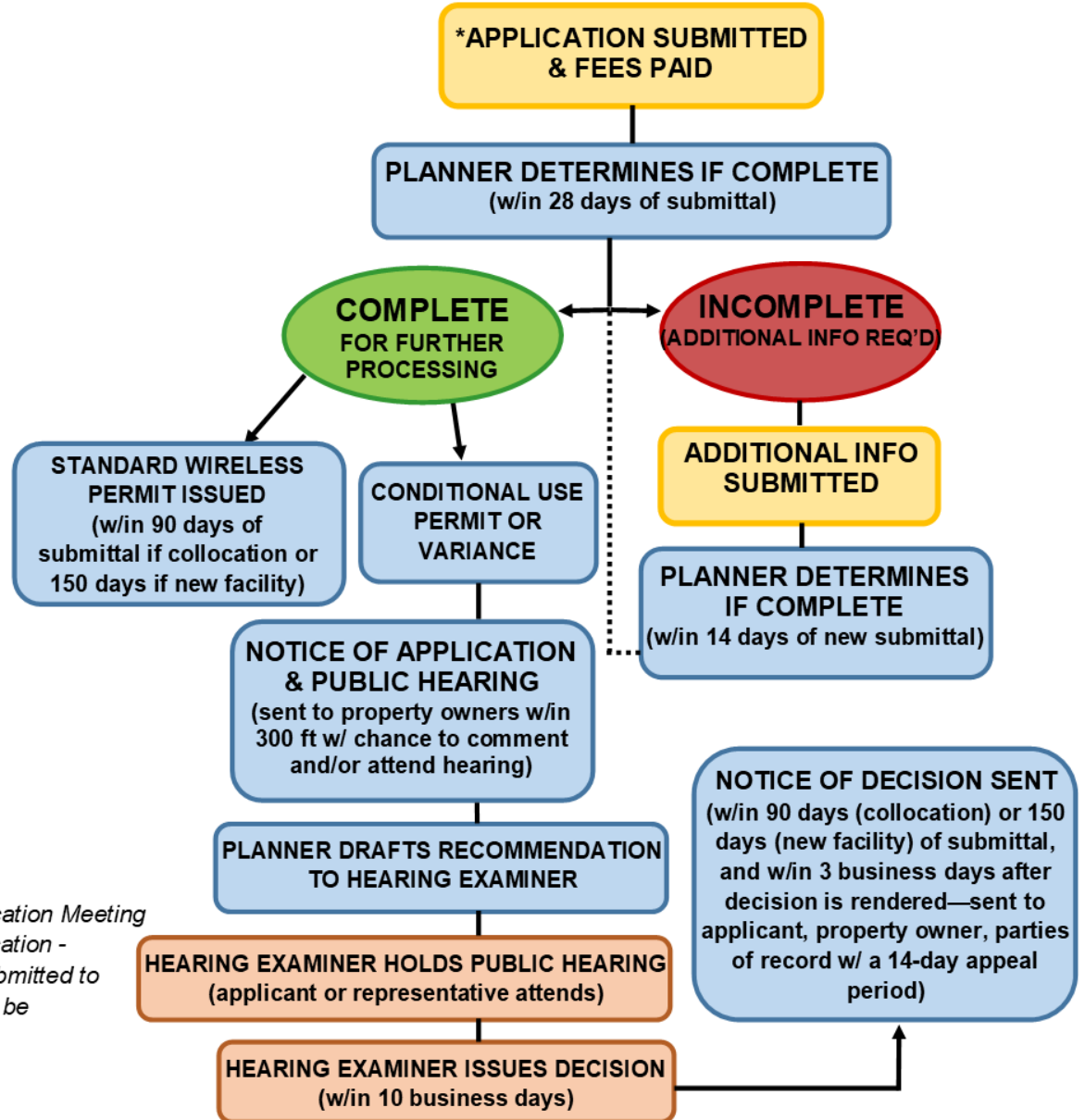
CITY OF YAKIMA PLANNING DIVISION

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.

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

The following information is provided to meet accessibility requirements.

### Information for Modifications to Existing Wireless Communications Facilities:

1. Applicant submits application and pays fee. 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.
2. Planner determines if application is complete within 28 days of submittal.
  - a. If complete, go to Step 3.
  - 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 2b is repeated.
3. For minor modifications, the permit is issued within 60 days of submittal. For major modifications, the planner tells the applicant which application to complete.

### Information for New Wireless Communications Facilities or Collocations:

1. Applicant submits application and pays fee. 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.
2. Planner determines if application is complete within 28 days of submittal.
  - a. If complete, go to Step 3.
  - 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 2b is repeated.
3. For standard wireless permits, the permit is issued within 90 days if it's a collocation or within 150 days if it's a new facility. For a conditional use or variance, go to the next steps.
4. A Notice of Application and Public Hearing is sent to property owners within 300 feet of the subject site with a chance to comment and/or attend the hearing.
5. Planner drafts their recommendation and sends to the Hearing Examiner.
6. Hearing Examiner holds the public hearing, which the applicant or applicant's representative attends.
7. Hearing Examiner issues their decision within 10 days of the close of the public hearing.
8. A Notice of Decision is sent within 90 days of submittal for a collocation or within 510 days if it's a new facility, and within 3 days from when the decision was received from the Hearing Examiner. The decision is sent to the applicant, property owners, and parties of record for a 14-day appeal period.

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





# 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 manufacturer'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\(C\)](#))***