

COMMUNITY PLANNING & DEVELOPMENT

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WIRELESS COMMUNICATION FACILITY ELIGIBLE FACILITY REQUEST SUBMITTAL REQUIREMENTS

A Wireless Communications Facility (WCF) is an unstaffed facility for the transmission and/or reception of radio frequency signals usually consisting of antennas, an equipment cabinet, transmission cables, and a support structure to achieve the necessary elevation per MICC 19.16.010. The Code Official is the decision authority for Wireless Communications Facility permits. WCF permits are administrative actions and require public notice. WCFs are allowed within the following areas of Mercer Island subject to the regulations in MICC 19.06.040. This application permits a modification to an existing WCF that meets that exemption criteria of §6409 of the Spectrum Act. For projects that do not meet the exemption criteria of §6409 of the Spectrum Act, use the Application for Wireless Communications Facility Permit.

SUBMITTAL REQUIREMENTS

All applications and materials for projects shall be submitted electronically through the FTP website and shall be the forms provided by the Community Planning & Development. An application and materials shall contain all information required by the applicable development regulations, and shall include the following information:

1. **Development Application Sheet.** Application form must be fully filled out and signed.
2. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria.
3. **Title Report.** Less than 30 days old. Unless waived by the code official.
4. **Proof of Exempt Status.** Please provide documentation that the WCF qualified as an exempt WCF under §6409 of the Spectrum Act.
5. **Development Plan Set.** Please refer to the [Land Use Application - Plan Set Guide](#) in preparing plans.
6. **Stationary Storage Battery System Worksheet.** Click [here](#) for a link to the fire page for the worksheet
7. **Electromagnetic Radiofrequency Emissions information.** While not used to approve or deny an application, information on the projected power density of the facility and compliance with the FCC requirements is required to be kept on file by the City in order to provide information to its citizens.
8. **Fees.** Payment of required fees. See current [fee schedule](#) for fee amounts.

The following materials may be required if any of the issues below apply to the site:

9. **Critical Areas Study(s).** A critical areas study prepared by a qualified professional may be required if the site is constrained by critical areas and/or associated buffers.
10. **Arborist Report.** Unless waived by the city arborist. Arborist reports should be prepared by a qualified arborist.
11. **SEPA Checklist.** A SEPA checklist is required if the proposed scope of work does not fall within the exemption for wireless facilities detailed in WAC 197-11-800(25).
12. **A current approved lease.** If the wireless facility is on property leased from the City, work with the Mercer Island City Attorney's office to obtain a copy of the lease. If the facility is not on City property, provide evidence of permission to use property from the owner or entity.