

Wireless Communication Facilities – Type I

What types of projects are subject to a Type I Review Process?

Collocation of most wireless communication facilities are subject to Type I review requirements. Collocation typically involves adding an additional antenna array by a different carrier on an existing support tower or other structure, but it can also include the initial installation of wireless communication equipment on an existing support structure such as a water tower or building.

In order to qualify for Type I review, the project must be exempt from State Environmental Policy Act (SEPA) review, which in most cases means that the collocation can't increase the overall height or width of the facility by more than 20 feet. If the project is not SEPA-exempt, a Type II review is required.

Type I Site Plan reviews are “ministerial”, requiring a review and decision by staff. .

What types of projects are exempt from land use review under the county's wireless communication facilities standards?

Per Clark County Code (CCC) 40.260.250.B.2.f, maintenance, repair, replacement or upgrades of previously approved facilities are exempt from land use review. Exempt activities include adding additional equipment by the same carrier to an existing array, adding ground equipment within an approved compound site by the same carrier, and replacement of, or improvements to an entire tower or

other support structure. The project cannot increase the overall height or width of the facility by more than 20 feet.

Note: Significant alterations of a support structure (other than a tower) may be subject to site plan review per CCC 40.520.040, even if exempt from review under 40.260.250.B.2.f.

Upgrades that are exempt from land use review still require Building Safety review to ensure that the tower or structure will meet building codes. This review is required even if a building permit is not required. Such reviews may require an engineered structural analysis of the tower or support structure to ensure it is capable of handling any additional weight or surface area.

Is a Pre-application Conference required?

No, however an applicant may request a pre-application conference.

How do I start the application process?

The first step is to submit a complete Type I Site Plan Application Form to the Permit Center along with the application fees and the required number of copies for all submittal items. See the attached Submittal Requirement list.

Will I ever get to meet with the staff members who review my project?

Yes. When you submit your application, you will be given a date and time for a Type I Review Conference. At this conference you will get to personally meet with your Planner and, depending upon the scope of

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Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360)397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

your project, you may also meet with a Public Works engineer, a Deputy Fire Marshal, or a Building Plans Examiner, .

As the applicant this conference affords you the opportunity to present your proposal and plans to the staff. For staff, the conference offers an opportunity to ask questions, give guidance, and to ensure the applicant clearly understands the process and regulations, as they will be affecting them.

By the end of the conference, you as the applicant will know whether your project will be approved, approved with conditions, denied, OR, what additional information the staff will need before they can make a decision. Your project will be placed on hold if additional information is required.

How does the Type I Site Plan review process work?

The county conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting an application, the Permit Center staff will conduct a **Counter Complete** review of the submittal package.

This initial Counter Complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Upon acceptance of the application two things will happen immediately. First, the Permit Technician will schedule a Type I Conference for you. This conference will be held within 14 to 20 days from the date your application is Counter Complete. Second, staff will route the application package with the conference information to the review staff.

Within 21 days (or the 14 to 20 days allotted before the Type I Conference) the review

staff will conduct a second completeness check, known as the **Fully Complete** review. This detailed review ensures that all items submitted have the technical information required for staff to make a decision.

If the application is Fully Complete the staff has until the Type I Conference date to review the application. The staff is then required to attend the conference and explain their decision as well as explain any conditions of approval that the applicant may have to complete. Staff will then have up to 20 days to issue a written decision.

If required technical information or items are missing, the planner will prepare a letter indicating the application is Not Fully Complete and deliver it to you at the conference. It will indicate the additional items and/or information required to make the project Fully Complete. If the requested information is not submitted within 30 days, staff will return the application and refund a portion of the application fee.

Once an application is Fully Complete, the review staff has 21 days to prepare a written decision that specifies the Conditions of Approval for your project to ensure compliance with all applicable codes and laws.

In all, the issuance of a decision may take up to 42 calendar days from the date a counter complete application is accepted by the Permit Center, unless it is placed on hold.

Can I request an extension of time to submit additional information?

Yes. You can submit a written request to extend the decision deadline and submit additional information for consideration with or after the request.

If your application has been deemed Not Fully Complete you may also request

additional time to submit any information requested.

What kind of public notice is provided?

There is no public notice required for Type I development proposals.

Can the decision be appealed?

The staff's decision may be appealed to the county Hearing Examiner by the applicant or any person or group. An appellant must submit an appeal application fee within 14 calendar days after the written notice of the decision is mailed.

How long is my approval valid?

A preliminary site plan approval shall be valid for a period of 7 years after approval. During that time, a complete application for a final site plan review (usually not needed with Type I reviews) OR building permit must be submitted.

After the Preliminary Site Plan is approved, what is next?

Most collocation applications do not require further site plan review or construction plan approval. After receiving approval of the preliminary site plan, the applicant may submit building permits for review. If no building permit is required, the applicant may begin work 14 days after the Type I land use decision is issued.

Note: Conditions of Approval must be met before you begin your project.

When can I apply for a building permit?

Site plan approval is required prior to the issuance of building permits by Building Safety. However, application for building permits may be made at the same time as application for site plan review.

Please note: Should the site plan review process require modification to the site plan, you must revise and re-submit your building plans to reflect those changes.

Failure to make the appropriate changes may delay your building inspections or it may result in Code Enforcement actions for the failure to comply with the site plan review conditions. Building permit applications are filed in the Permit Center.

Please see the *Engineering Construction Plan Review* information handout for further information about the final engineering plan and final site plan review process in those cases when further reviews are needed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.520.040 Site Plan Review and 40.260.250 Wireless Communication Facilities.

Submittal Requirements

The following checklist identifies information to be included with the application.

All items with an underlined space (i.e.,) must be submitted before the application will be considered **Counter Complete**.

All items with a check box must be submitted before the application will be determined **Fully Complete**. All bulleted items must be submitted, as applicable, but are not a Fully Complete requirement. The Pre-Application Conference Report will indicate any additional/exempted submittal requirements.

At the time of application, only one copy of the main submittal with original signatures, shall be submitted and bound by a jumbo clip or rubber band. One copy of any special studies, such as wetland, floodplain, etc., shall also be submitted but bound separately.

Once the original application contains all the required information, the applicant will be contacted to submit additional copies of the main submittal and any special studies with revisions.

1. **Cover sheet and table of contents**

Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, email address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

2. **Application form**

The application form shall be completed and original signed in ink by the applicant.

3. **Application fee**

The required fee shall accompany the application. The check is to be made payable to Clark County Community Development.

4. **Developer's GIS packet**

A copy of the Developer's GIS Packet shall be submitted with the application. Applicants have the option of requesting their GIS Developer's Packet in PDF format on a CD or posted to one of our FTP sites. To order Developer's Packets, please contact GIS at (360) 397-2391 ext. 4082 or themapstore@clark.wa.gov.

The packet includes the following:

- General Location Map
- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Photography Map
- Photography Map with Contours
- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map

- Environmental Constraints Map
- Quarter Section Map

5. ___ Narrative

A written narrative shall be submitted that addresses the following:

Collocations:

- How the application meets or exceeds each of the applicable approval criteria and standards
- How the proposed plan meets the minimum area and dimensions of the base zone
- How the issues identified in the pre-application conference have been addressed, and generally, how services will be provided to the site
- A comprehensive description of the existing or proposed facility including the technical reasons for the design and configuration of the facility, design and dimensional information, and anticipated coverage of the facility
- If camouflage technology is proposed, the applicant shall provide a complete description of the suggested camouflage, including style and materials to be used, a photographic depiction of the proposed facility, and a maintenance plan detailing provisions for the continued effectiveness of the suggested camouflage for the life of the facility
- The frequency of vehicle trips the proposal could be expected to generate

6. ___ Authorization to use site and support structure

Documentation that establishes the applicant's right to use the site shall be provided at the time of application by a copy of the proposed lease agreement, easement agreement, license agreement or letter of authorization to use the facility from the owner of the support structure.

7. ___ Legal lot determination information

If the lot is part of a plat, binding site plan, or subdivision, no lot information is required beyond that supplied in the GIS packet. If the application is not part of a plat, binding site plan, or subdivision, the applicant is required to either:

- Complete a legal lot determination
- Submit a sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number

8. ___ Proposed site plan

- The proposed plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36".

The following information shall be clearly depicted on the proposed site plan:

General information

- Applicant's name, mailing address and phone number
- Owner's name and mailing address
- Contact person's name, mailing address, and phone number
- North arrow oriented to the top, left or right of page, scale, and date
- Proposed name of project
- Vicinity map covering ¼ mile radius from the development site (not required for rural area plans)
- Area of the site in acres or square feet

Existing conditions

- Show the entire parcel, drawn to scale, with property lines, north arrow (orientated to the top, left or right), footprint of existing structures and driveways, parking spaces, abutting streets (name, centerline, curb and sidewalk), and existing fire hydrants
- Elevation plans showing the existing antennae and the height of each as well as any lightning rods (as applicable)

Proposed Improvements

- Show the location of all proposed structures, driveways and roads, easements, number and layout of proposed parking spaces; (as applicable) and proposed location of fire hydrants
- Landscape plan if landscaping is proposed
- Elevation plans of proposed site and facility changes

9. Preliminary stormwater design report

If the project involves the addition or re-development of 2,000-sq. ft. of impervious surfacing in an Urban Growth Area or 5,000-sq. ft. of impervious surfacing outside of an Urban Growth Area, stormwater review will be required for the project.

10. Associated applications

Applications associated with the project to the extent applicable, such floodplain, habitat, shoreline, wetland, variances, etc., must be submitted prior to or with this application.

11. Submittal copies

The applicant must select Option A or B below and proceed as follows:

Option A

Submit a CD in PDF format, with a paper copy of the fully complete application. Any special studies shall also be included on the CD. The proposed plans submitted must be scanned to an engineer's scale. The CD application shall be organized as follows:

- The application submittal shall be organized in the same order as the fully complete application table of contents, with a separate PDF document for each separate item.
- The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name. For example:
 1. Cover Sheet and Table of Contents
 2. Application Form
 3. Developer's GIS Packet
 4. etc.

Option B

____ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures

____ Five copies of the application packet with a full size set of plans

____ Separately bound copy of any special studies, such as wetlands, floodplain, etc., as identified below:

- One original and three copies - Traffic Study and Road Modification requests

- One original and two copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA), floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland.
- Two reduced copies on 11” x 17” for all sheets larger than 11” x 17.”

Staff Notes:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

This application was determined to be Counter Complete on: ____/____/____

Permit Technician: _____

Fee schedule

The following fees are required to be paid when the application is submitted.

Planning	\$2,429
Issuance	\$94
Engineering	\$601
Issuance	\$94
Fire Marshal Review, if applicable	\$434

A Legal Lot Determination may be required if a previous legal review has not been completed. Please see our *Legal Lot Determination* handout for more information and fees.

Development Application

Project name:		
Type(s) of application (see reverse side):		
Description of proposal:		
Applicant name:		Address:
E-mail address:	Phone and fax:	
Property owner name (list multiple owners on a separate sheet):		Address:
E-mail address:	Phone and fax:	
Contact person name (list if not same as applicant):		Address:
E-mail address:	Phone and fax:	
Project site information:		Comp plan designation:
Site address:		
Cross street:	Zoning:	Parcel numbers:
Overlay zones:	Legal:	Acreage of original parcels:
Township:	Range:	¼ of section:

Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Applicant's signature

Date

Property owner or authorized
representative's signature

Date

For staff use only

Case number: _____

Work order number: _____

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Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format,
contact the Clark County
ADA Compliance Office.
Phone: (360) 397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

Application types

If you have any questions regarding the type of application being requested, our Permit Technicians will be happy to assist you.

- Annual Review
- Appeal
- Boundary Line Adjustment and Lot Reconfiguration
- Conditional Use

Environmental/Critical Areas

- Critical Aquifer Recharge Area (CARA)
- Columbia River Gorge
- Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- Floodplain
- Geological
- Habitat
- Habitat Monitoring
- Historic
- SEPA
- Shoreline
- Wetland
- Wetland Monitoring

Land Division

- Binding Site Plan
- Final Plat
- Plat Alteration
- Short Plat (___ Infill)
- Subdivision (___ Infill)

Miscellaneous

- Addressing
- Accessory Dwelling
- Covenant Release
- Home Business
- Legal Lot Determination and Innocent Purchasers Determination
- Non-Conforming Use Determination
- Sewer Waiver
- Shooting Range
- Sign

Planning Director Review

- Post Decision
- Pre-Application Conference
- Pre-Application Waiver
- Public Interest Exception
- Similar Use
- Temporary Use
- Planned Unit Develop/Master Plan
- Road Modification
- Site Plan
- Variance
- Zone Change