



**Public Works Department
City of Bellingham**

**SMALL CELL PERMIT
APPLICATION REQUIREMENTS
(BMC 13.16.040)**

Small Cell Permit applications made pursuant to Chapter 13.16 of the Bellingham Municipal Code ("BMC") shall include the following items, unless waived by the director, together with such additional information as may be required by the director:

1. The name, address and telephone number of the applicant. If the application is submitted by an agent on behalf of the applicant (i.e., by someone other than an officer or employee of the applicant), the following information shall also be required: (a) the agent's name, address and telephone number; and (b) documentation of the agent's authority to submit the application on behalf of the applicant.
2. The name, address and telephone number of any person, other than applicant, who will have any ownership interest in, or commercial use of, the proposed facilities.
3. If known, the name, address and telephone number of the prime contractor, if any, that will perform the work.
4. Proof that the applicant has the written permission of the pole owner to install the proposed facility on such structure.
5. Proof that the applicant holds a telecommunications franchise and is in good standing thereunder, including with regard to bonding and insurance requirements.
6. A general narrative description of the proposed facility and its purpose.
7. Scaled construction site plan, signed and sealed by a professional engineer, architect or land surveyor licensed in the State of Washington, which, at a minimum, show the following:
 - a. Location of proposed facility within the right of way, including the pole and any surface mounted or underground equipment;
 - b. Cross streets;
 - c. Adjacent property lines;
 - d. Any overhead wires or cables that will be connected to the proposed facility and any other existing overhead wires or cables in the vicinity of the proposed facility.

- e. Any underground electrical or transmission wires that will be connected to the proposed small cell facility and any existing underground wires or cables in the vicinity.
8. Scaled construction elevation drawings, signed and sealed by a professional engineer, architect or land surveyor licensed in the State of Washington, which, at a minimum, show the following:
 - a. The proposed pole.
 - b. All pole mounted transmission equipment.
 - c. All underground or surface mounted equipment and enclosures, including the proposed location, dimensions and depth of such equipment and enclosures and the location of all known facilities and improvements in the vicinity of the proposed facility.
 - d. That all antennas meet the height requirements of this chapter.
9. Detailed schematics of all transmission equipment, including the dimensions of each component, and a volumetric calculation showing that the proposed facility qualifies as a small cell facility as defined in this chapter.
10. Photographic simulations, in color, of the proposed facility.
11. If the applicant seeks to install a new pole in the right-of-way, the application shall include a justification report explaining why existing poles within a 500-foot radius of the proposed installation are inadequate.
12. Signed and sealed statement by a professional engineer licensed in the State of Washington that the construction plans for proposed facility, including its support structure, are designed to reasonably withstand wind, ice and seismic loads as established by the International Building Code.
13. Signed and sealed statement by a professional engineer licensed in the State of Washington that the proposed wireless facility, as designed, will comply with the public health compliance standard defined herein.
14. Traffic control plan demonstrating the protective measures and devices that will be employed during construction and installation of the proposed facility to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic, consistent with the Uniform Manual on Traffic Control Devices ("MUTCD").

15. If the applicant requests an exception to the requirements of this chapter in accordance with BMC 13.16.160, the applicant shall provide all information necessary for the city to evaluate that request.

16. Application fee.