



6000 Main St. SW, Lakewood, WA 98499
Phone: (253) 512-2261

Small Wireless Facility (SWF) Permit Application

Application Fee: \$100.00 Per Device

Any time and materials used beyond this base fee will be charged to the applicant.

The following provides a checklist of required City agreements and permits necessary for deploying Small Wireless facilities in the City of Lakewood:

Description of Application Documents:	Required:	Provided (office use)
\$100 Small Wireless Facility Permit Fee	A	
Small Wireless Facility Permit Application	A	
Small Wireless Facility Franchise (Application & Franchise Agreement)	M	
Right of Way Permit	M	
Small Wireless Facility Master License Agreement	M	
\$270 Annual Pole Attachment Fee (per pole)	M	
\$1000 New Pole Fee (per pole) (one-time)	M	

All documents must be submitted electronically to permits@cityoflakewood.us

OR

In person or by mail: Community Development Department Permit Counter
6000 Main Street
Lakewood, WA 98499

THE APPLICANT MUST PROVIDE THE FOLLOWING TO COMPLETE THE SMALL WIRELESS FACILITY APPLICATION:

- A. The completed original application form- answers must be provided for each question.
- B. A fully dimensioned locational map illustrating the location of SWF's on the site or, if in right-of-way, in relation to abutting site.
- C. Detailed schematic illustrating SWF design requirements (LMC 18A.95).
- D. Visual renderings, including photo simulations.
- E. Stamped engineered plans by a Washington State structural engineer that indicate the location, nature, and extent of work proposed, specific structural integrity, AND for a City Light Pole make ready analysis. All plans must be 11"x17", 24"x35", or dimensioned and scaled and all sheets must be the same size. Drawings in pen or pencil, or plan sheets that are cut, pasted, taped or that have been altered by any means (pen, pencil, marking pen, etc.) will not be accepted for plan check.
- F. Affidavit signed by radio frequency engineer with knowledge of the proposed project affirming that the Small Wireless facilities are compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the Small Wireless facilities will operate.
- G. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
- H. Proof of permission to use private property for SWF deployment
- I. Proof of approval of independent power supply and fiber optic connections. Applications must include a brief description on how independent power supply and fiber optic connections are expected to be obtained. All companies performing work in the public ROW are required to have a franchise agreement with the City.
- J. Tentative schedule of work, if approved.
- K. All Small Wireless facilities are required to obtain a Small Wireless facility application.

Handouts and forms may be revised without notice.



Small Wireless Facility (SWF) Permit Application

Land Use and Planning / Building Department
6000 Main St. SW, Lakewood, WA 98499
Phone: (253) 512-2261
permits@cityoflakewood.us

Official use

Permit #: _____

Date rec'd: _____

Routed to Land Use: _____

Routed to Building: _____

APPLICATION #: _____

OFFICE USE ONLY

APPLICATION NAME: _____

CITY OF LAKEWOOD BUSINESS LICENSE: _____

TOTAL NUMBER OF SWFs (\$100 per SWF): _____

TOTAL NUMBER OF SWFs on City Poles (\$270 per pole): _____

TOTAL NUMBER OF SWFs on new City Poles in the ROW (\$1000 per pole): _____

PROPOSING TO DEPLOY SWFs BE IN THE PUBLIC ROW: Y / N

If YES, provide the required SWF FRANCHISE AGREEMENT: _____

Applicants must have an approved SWF Franchise Agreement prior to submitting an SWF Application for use of the public ROW.

PROPOSING TO DEPLOY SMALL WIRELESS FACILITIES ON CITY LIGHT POLES: Y / N

If YES, provide the MASTER LICENSE AGREEMENT: _____

Applicants must have an approved SWF Master License Agreement prior to submitting an SWF application for use of City Light Poles.

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Professional License No: _____

Signature: _____ Contact Person: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Signature: _____

PROPERTY OWNER 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:



OFFICE USE ONLY:

PERMIT COUNTER
DATE APPLICATION RECEIVED: _____
RECEIVED BY: _____

LAND USE & PLANNING
DATE APPLICATION COMPLETE: _____
COMPLETENESS REVIEW BY: _____

BUILDING
DATE APPLICATION COMPLETE: _____
COMPLETENESS REVIEW BY: _____

Permit #: _____
Date rec'd: _____

**INDIVIDUAL SMALL WIRELESS FACILITY INFORMATION
(REQUIRED FOR EACH SWF PROPOSED):**

1.	UNIQUE SWF IDENTIFIER:
2.	ADDRESS / PARCEL NUMBER:
3.	LONGITUDE/LATITUDE or GIS COORDINATES OF STRUCTURE/POLE:
4.	STRUCTURE / POLE ID NUMBER:
5.	SIZE (IN CUBIC FEET) OF SWF ANTENNA: _____
6.	SIZE (IN CUBIC FEET) OF SWF ANTENNA AND ACCESSORY EQUIPMENT: _____
7.	SIZE (IN CUBIC FEET) OF ALL EQUIPMENT ON STRUCTURE / POLE (INCLUDING OTHER COMPANIES EQUIPMENT): _____
8.	TOTAL STRUCTURE / POLE HEIGHT: _____
10.	SWF IN ROW? <input type="checkbox"/> YES (fill out ROW permit) <input type="checkbox"/> NO
9.	SWF LOCATION: <input type="checkbox"/> UTILITY POLE <input type="checkbox"/> CITY LIGHT POLE <input type="checkbox"/> PRIVATE STRUCTURE
11.	COLLOCATION: <input type="checkbox"/> YES, EXISTING POLE <input type="checkbox"/> NO, NEW POLE - If no, answer the following questions: (A) DOES THE SWF REQUIRE A REPLACEMENT STRUCTURE/POLE: <input type="checkbox"/> YES, replacement structure/pole size: ____ feet and ____ inches <input type="checkbox"/> NO (B) DOES THE SWF REQUIRE A NEW STRUCTURE/POLE: <input type="checkbox"/> YES, new structure/pole size: ____ feet and ____ inches <input type="checkbox"/> NO
12.	ALL SWF EQUIPMENT INTERNAL TO THE POLE: <input type="checkbox"/> YES <input type="checkbox"/> NO - If no, answer the following questions: (A) ANTENNAE IS: <input type="checkbox"/> Pole-Top mounted to a structure. Provide the diameter and height of the antennae: Diameter: _____ Height: _____ <input type="checkbox"/> Flush mounted to a structure. Provide the distance the SWF is the structure: Inches: _____ <input type="checkbox"/> Other - Provide concealment plan.

(B) PROPOSED ACCESSORY CABLES/EQUIPMENT LOCATED:

- UNDERGROUND
- FLUSH MOUNTED ((requires Concealment Element Plan). If flush mounted, how close is the SWF to the structure? Inches: _____
- ON GROUND (requires Concealment Element Plan)

REQUIRED EXHIBITS	
13.	<input type="checkbox"/> EXHIBIT _____ is a fully dimensioned locational map illustrating the location of SWF's on the site or, if in right-of-way, in relation to abutting site.
14.	<input type="checkbox"/> EXHIBIT _____ is a detailed schematic illustrating SWF design requirements (LMC 18A.95)
15.	<input type="checkbox"/> EXHIBIT _____ is visual renderings of SWF, structure/pole, including photo simulations.
16.	<input type="checkbox"/> SWFs ON CITY POLES / PRIVATE PROPERTY (excluding utility poles): EXHIBIT _____ are stamped engineered plans by a Washington State structural engineer that indicate the location, nature, and extent of work proposed, specific structural integrity, AND for a City Light Pole make ready analysis. All plans must be 11"x17", 24"x35", or dimensioned and scaled and all sheets must be the same size. Drawings in pen or pencil, or plan sheets that are cut, pasted, taped or that have been altered by any means (pen, pencil, marking pen, etc.) will not be accepted for plan check.
17.	<input type="checkbox"/> EXHIBIT _____ is an affidavit signed by radio frequency engineer with knowledge of the proposed project affirming that the SWF is compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the Small Wireless facilities will operate.
18.	<input type="checkbox"/> EXHIBIT _____ is proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
19.	<input type="checkbox"/> EXHIBIT _____ is proof of permission to use private property for SWF deployment, if on private property, including in the ROW.
20.	<input type="checkbox"/> EXHIBIT _____ is proof of approval of independent power supply and fiber optic connections. Include a brief description on how independent power supply and fiber optic connections are expected to be obtained. All companies performing work in the public ROW are required to have a franchise agreement with the City.
21.	<input type="checkbox"/> EXHIBIT _____ is a tentative schedule of work, if approved.
22.	COMMENTS:
INCLUDE A COPY OF THIS PAGE FOR EACH SWF INCLUDED IN THIS APPLICATION	

APPLICANT'S SIGNATURE

I hereby certify that the information provided is correct and that the construction on the above described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the Lakewood Municipal Code. I agree to hold harmless the City of Lakewood as to any claim incurred as a result of this work.

Print Name: _____ Owner Agent/Other (specify): _____

Signature: _____ Date: _____