Small Wireless Facility Checklist

To manage its rights-of-way in a thoughtful manner which balances the need to accommodate new and evolving technologies with the preservation of the natural and aesthetic environment of the city, the city of Gig Harbor has adopted a three-part administrative process for the deployment of small wireless facilities (SWF):

Part A – Franchise/Master Use Permit
Part B - Small Wireless Facility Permit
Part C - Associated Documentation Required
Part D – Leases (for attachment on City-owned poles)

This checklist must be completed and attached to every SWF permit application submitted to the City of Gig Harbor Public Works Department. You must answer every item on this checklist/questionnaire. Where additional information is requested you must fill in the information requested and attach copies of documents referenced or requested.

PART A – Franchise/Master Use Permit

☐ **Franchise/Master Use Permit:** A franchise or master use permit pursuant to Chapter 12.18 GHMC for the use of the public right-of-way to deploy small wireless facilities is required if any portion of the applicant's facilities are to be located in the right-of-way. An applicant with a master use permit for the deployment of small wireless facilities in the city may proceed to directly apply for a small wireless facility permit and related approvals.

PART B – Small Wireless Facility Permit

☐ **Completed Small Wireless Facility Permit Application**

☐ **Vicinity Map**: An area map showing the proposed location of all small cell sites (8 ½" x 11"). Map must show a circle with a ½ mile radius, all small cell sites must be located within this area. Each site shall be numbered, and the numbering must match the numbering presented in the table above.

☐ **Cartographic Data**: provide a shapefile of the GIS data for all small cell sites.

☐ **Site Plan**: A site plan shall be provided for each small cell site. The site plan shall show the exact location of each small cell site, conduit, and/or ground-mounted equipment necessary for and intended for use in the deployment (regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party).

a) ***North Arrow and Graphic Scale***: The site plan shall be drawn on an 8 ½" X 11" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale.
b) ***Existing Elements***: The plan shall: Locate and identify structures and conditions (natural and built) that exist on-site prior to development including

such items as utility poles, buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences. The plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, etc, and shall show the adjacent existing land uses (residential, commercial, etc), and zoning designations.

c) ***Critical Areas Data***: The plan shall show and delineate the boundaries of all on-site or adjacent (within 300') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to GHMC 18.08.

d) ***Existing Easements***: The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.

☐ **Proposed Configuration and Photo Simulations**: Current photos and photo simulations shall be provided for each small cell facility. In cases where multiple small cell facilities are identically configured, one elevation drawing, and one visual rendering can be provided. However, the materials shall identify which facilities are collectively represented by listing their facility numbers as established in the submitted vicinity map.

a) ***Proposed configuration***: The elevation drawings shall show the exact location of the small cell facility on the pole, building, or other structure. The following dimensions shall be included:

i. The height of the existing pole or building (if applicable)
ii. The proposed height after small cell installation
iii. Dimensions from the Existing/proposed structures to property lines (if outside of ROW)
iv. Dimensions of Small cell antennas (if no enclosure then dimensions used to establish total antenna volume)
v. Dimensions of equipment enclosures
vi. Panel and Cannister Antennas mounted on poles - Distance between the surface of the pole and the antenna
vii. Antennas mounted on top of pole - Diameter of the antenna

b) ***Photo Simulations***: Provide current photos showing the view of the pole infrastructure and the surrounding location from multiple angles (3 minimum, opposite sides of the pole and front view). Photo simulation showing the proposed equipment, cabling and equipment sizes and offsets (cabinets from pole) correctly that provide a true sense of distance to the nearest residential windows or primary facades of buildings.

☐ **Existing Pole Testing:** If the company proposes to use the existing city pole (if not replaced), then Applicant attached a nondestructive ultrasonic testing of the existing city pole infrastructure (if not replaced) shall be required. Provide the nondestructive ultrasonic testing analysis and a document sealed by a professional structural engineer licensed by the state of Washington certifying the structural integrity of pole

infrastructure. The form and contents of the testing and load analysis shall be on terms acceptable to the City.

PART C – Associated Documentation Required

☐ **Radio Frequency Report**: The applicant shall submit an affidavit signed by an RF engineer with knowledge of the proposed project affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate. If additional transmission facilities necessary to the small cell facility, such as microwave backhaul, are to be provided by a third party, then the small cell permit shall be conditioned on an RF certification showing the cumulative impact of the RF emissions of the entire installation. The applicant may provide one emissions report for the entire small cell deployment if the applicant is using the same small cell facility configuration for all installations within that batch, or may submit one emissions report for each subgroup installation identified in the batch affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate.

☐ **Traffic Control Plan:** A traffic control plan shall be provided for each small cell site that will be installed in the ROW.

a) North Arrow and Graphic Scale: The traffic control plan shall be drawn on an 8 ½" X 11" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale
b) The traffic control plan shall follow the guidelines of the MUTCD
c) The plan shall include correct lane configuration

☐ **Other Regulatory Approvals**: The applicant shall provide proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

Part D – Leases

☐ **Leases**: An applicant who desires to attach a small wireless facility to any utility pole or light owned by the city shall include an application for a lease as a component of its application. The director is authorized to approve leases in the form approved for general use by the city council for any utility pole or light pole in the right-of-way. Leases for the use of other public property, structures or facilities shall be submitted to the city council for approval.