Wireless Communication Facilities – Type II

What is the Review Process?

Certain wireless communication facilities such as new towers in some resource and industrial areas and collocates that are not exempt from SEPA are subject to a Type II review process, which requires a ministerial decision by the Responsible official. In making the decision, the Responsible Official must determine if the proposed facility meets the requirements of the applicable sections of the Clark County Code (CCC). This decision is made after reviewing the proposal and considering written comments received from the public. The Responsible Official will approve, approve with conditions, or deny the application. This decision may be appealed to the county Hearing Examiner.

Is a pre-application conference required?

A pre-application conference is required before submitting a Type II application. The requirement for a conference may be waived if the Planning Director determines that the proposal is relatively simple. A waiver requires the applicant to submit a completed Pre-Application Review Waiver Request Form and fee.

What is the application process?

The first step is to complete a State Environmental Policy Act (SEPA) environmental checklist, if applicable. The Permit Center staff located at the Public Service Center, 1300 Franklin Street, first floor, Vancouver, Washington, will assist the applicant in determining if a SEPA checklist is required with the application. The SEPA Review Application Form and Environmental Checklist are available at the Permit Center.

The next step is to submit a completed Type II Site Plan Review Application Form, fees and a copy of the submittal requirements to the Permit Center.

What if I didn't submit all of the required information?

The county conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Permit Center staff will conduct a **Counter Complete** review of your submittal package. This initial review ensures that all main listed within the subdivision submittal requirements have been submitted before accepting your application (see attached submittal list).

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the **Fully Complete** review. This more detailed review ensures that all items under the numbered headings of the attached Submittal Requirements have been submitted. As an example, does the Proposed Site Plan show topography at two-foot contour intervals, water courses, streams, rivers, etc., center of stream surveyed for all on-site water courses, FEMA designated 100 year floodplain, etc.

If required items are missing from your original submittal, you will receive a letter of **Not Fully Complete** with a list of the missing items. If you have not submitted

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

the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If **all** of the submittal requirements have been met, the applicant will be directed to submit five additional copies that contain the revisions and additional information that may have been required to be Fully Complete. Once all Fully Complete copies have been received, you will receive a **Fully Complete** determination letter and be vested on the date you submitted the Fully Complete application.

What is Vesting?

Upon a determination of Fully Complete, your application is vested with the development regulations that are in place at the time the fully complete application was submitted.

Examples:

1. An application is submitted on June 1 and determined to be Fully Complete on June 25. The application is vested as of June 1.
2. An application is submitted on June 1 and subsequently determined to be **Not** Fully Complete on June 25. In response, the applicant submits additional information on July 8. The revised application is subsequently determined to be Fully Complete on July 18.

   Note: The completeness decision will be made within 14 calendar days of new submittals. The application is vested as of July 8, the day the fully complete application was submitted.

To be contingently vested on the date a pre-application is filed the following conditions must be met:

1. All the required pre-application conference information was submitted on the pre-application submittal date Note: the Pre-Application Conference Report will indicate whether the application is contingently vested.
2. A fully complete application for substantially the same proposal was filed within 180 calendar days of the date the county issued the Pre-Application Conference Report.

What kind of public notice is provided?

Within 14 calendar days from the Fully Complete date, a notice describing the proposal will be mailed to the applicant and property owners within the following distances of the project site:

- New towers: 660' radius within the urban growth boundary and a 1,320' radius outside of the urban growth boundary.
- Collocates (i.e., wireless communication facilities proposed to be located on existing towers): 300’ radius within the urban growth area and 500’ radius if outside.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response within 14 days from the date the comments are mailed.

What is a SEPA determination?

The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of the proposed subdivision be conducted. County staff and interested agencies will review the subdivision application to determine its compliance with applicable federal, state and county code. Through this process a determination will be made as to whether the impacts will be considered non-significance (DNS), mitigated non-significance (MDNS), or significance (DS).

For a DNS or MDNS determination, an analysis will be incorporated within the Staff Report referenced below. If a DS

determination is made, the applicant is required to prepare an Environmental Impact Statement (EIS) prior to the county considering the proposed subdivision. The SEPA determination is published in *The Columbian* newspaper.

What is a Staff Report?

Staff's role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Code. In this report, staff will make a decision to approve, approve with conditions or deny the application. This written report will be mailed to the applicant within 78 calendar days of the Fully Complete determination.

Can the decision be appealed?

A Type II decision by the Planning Director may be appealed to the Hearing Examiner. The appeal must be filed within 14 days from the date the decision is issued.

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

After receiving approval of the preliminary site plan, the applicant may submit the engineering constructions and building plans for review. A final site plan, which reflects any applicable conditions of approval, must be submitted with the engineering construction plans for approval.

How long do I have before I must begin construction of the development?

A preliminary site plan approval shall be valid for a period of five years after approval, during which time an application for a building permit for the subject development must be submitted. This time limit may be extended where there is an approved phased development or separate development agreements have been approved. See Clark County Code, Section 40.500.010(B) for more details.

Please see *Engineering Construction Plan Review* handout for further information about the final engineering plan review process.

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. __ Pre-Application Conference Report
A copy of the Pre-Application Conference Report must be submitted.

5. __ 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

6. __ 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 proposed frequency of trips the proposal could be expected to generate

New support structures and towers

❒ 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, anticipated coverage of the facility and the ability to accommodate future co-location opportunities
❒ 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
❒ An analysis of the proposal area and discussion of factors influencing the decision to target the proposed location. Such analysis shall include the good faith efforts and measures taken to secure a higher priority location, how and why such efforts were unsuccessful, and how and why the proposed site is essential to meet service demands for the geographic service area
❒ An analysis of existing WCFs within the intended service area, describing the status of collocation opportunities at these sites
❒ The proposed frequency of trips the proposal could be expected to generate

7.__ 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.

8.__ Legal lot determination information

The preliminary site plan shall encompass the entire area of the legal lot(s) involved in the site plan, designate the proposed use (i.e., lots, tracts, easements, dedications) for all land contained within the plan, and include any boundary line adjustments to be completed prior to final site plan approval. In order to demonstrate that the subject lot(s) has been created legally, one of the following must be submitted:

- Current owner's deed if a lot determination is not required, as specified in the Pre-Application Conference Report
- Prior county short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot
- 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

9. __ 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

Collocations

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

New support towers and structures:

Existing conditions

Environmental conditions on and within 100 feet of the site must be shown.

For purposes of being determined fully complete, only those existing conditions that are shown on the GIS map, known by the applicant or are discussed in the pre-application summary must be included on the proposed plan.

- ❒ Topography at 2 foot contour intervals, or other intervals if not available from a public source, see GIS Packet
- ❒ Watercourses, streams, rivers, etc., see GIS Packet
- ❒ Center of stream surveyed for all on-site water- courses with Professional Land Surveyor Stamp and signature
- ❒ Areas prone to flooding
- ❒ FEMA designated floodplains, flood fringe, or floodway, see GIS Packet
- ❒ Designated shoreline areas, see GIS Packet
- ❒ Water bodies and known wetlands, see GIS Packet
- ❒ Wetland delineation, see Pre-application Report
- ❒ Unstable slopes and landslide hazard areas, see GIS Packet
- ❒ Significant wildlife habitat or vegetation, see GIS Packet
- ❒ Significant historic sites, see GIS Packet and Pre-Application Report

Land use and transportation

- ❒ Layout, square footage and dimensions of all parcels
- ❒ Location(s) of any existing building(s) on the site and use
- ❒ Location and width of existing easements for access, drainage, utilities, etc.
- ❒ Name, location and width of existing rights-of-way
- ❒ Centerline and right-of-way radius of existing roadways that abut the site
- ❒ Name, location, width and surfacing materials, such as gravel, asphalt or concrete, of roadways and easements, private and public
- ❒ Location of existing driveways and those driveway across the street to include distance between driveways and roadways edge to edge
- ❒ Location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site
- ❒ Transit routes and stops within 600 feet of the development site, see GIS Packet

Water and Sewer

- ❒ Location and direction to nearest fire hydrant, see GIS Packet
- ❒ Location of existing sewage disposal systems and wells on the site
- ❒ Location of existing sewage disposal systems and wells within 100 feet of the site as available from Public Health

Proposed improvements

Environmental

- ❒ Wetland, stream, steep bank buffer areas/protected areas
- ❒ Planned enhancement areas

Land use and transportation

- ❒ The configuration and dimensions of the project boundaries, proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements
- ❒ Dimensions of all proposed easements
- ❒ Location of any existing buildings to remain on the site to include approximate square footage and dimensions from property lines. For all structures include the number of stories, construction type, such as metal, wood, concrete block, etc., and proposed uses
- ❒ Location and width of all road rights-of-way

- ❒ Location, width from curb to curb and surface material of all proposed roadways, private and public, provided by drawing or note and typical cross- section from county road standards
- ❒ Location of all road segments in excess of 15 percent grade that are either on the site or within 500 feet of the site which are being proposed for site access
- ❒ Location, width and surface material of off-site roads which will provide access to the site within 500 feet of the site
- ❒ Location and width of proposed driveways for corner lots and driveways where site distance standards cannot be met
- ❒ Site distance triangles where site distance standards can not be met
- ❒ Location and width of proposed easements for access, drainage, utilities, etc. provided by drawing or note
- ❒ Layout of proposed structures including square feet
- ❒ Elevation plans showing the proposed tower and antennae, and the height of each as well as any lightning rods, as applicable
- ❒ Location, dimensions and number of off-street parking and loading areas
- ❒ Distance between existing and proposed structures and associated facilities, and nearest residence on adjacent properties

Landscaping

- ❒ Landscape and screening plans for new support towers and structures and urban area arterial and collector roadways must be submitted, to include:
  - o Location, number, species, size at planting, and spacing of proposed plant material
  - o Location, number, species and size of existing landscape material to be removed and/or retained
  - o Location, type (such as sod, groundcover or shrub mass) and area (in terms of square fee and percentage of site) of all soft landscaped areas and buffers
  - o Location, height and materials of fences, buffers, berms, walls and other methods of screening
  - o Landscaping and screening Installation procedures and maintenance plans

11. __ Aerial photograph

For new support towers and structures only.

An aerial photograph, which clearly indicates the location of the proposed facility in relation to:

- ❒ Significant features within 1320 feet including, but not limited to, existing and/or proposed site structures, public rights-of way, residential developments, adjacent land uses, and properties used for public purposes
- ❒ Governmental jurisdictional boundaries within 500 feet of the proposal boundaries
- ❒ Cliffs, snags, talus, Oregon white oak woodlands, urban natural open space, waterfowl habitat and bald eagle foraging areas within a 1000 feet as defined by the Department of Fish and Wildlife as Priority Habitats and Species areas subject to CCC 40.440

12. __ Photographic analysis

For new support towers and structures only. A photographic analysis of the proposed site, including a representation of existing conditions and photographic simulations depicting views of any new support structures or towers must be submitted.

13. __ Soil analysis report, if applicable

14. __ Preliminary stormwater design report, if applicable

15. __ Proposed stormwater plan, if applicable

16.__ Project engineer statement of completeness and feasibility
The project engineer shall include a statement that all information required by CCC 40.386 Stormwater and Erosion Control Ordinance is included in the preliminary stormwater plan and that the proposed stormwater facilities are feasible.

17. __ State environmental review
A State Environmental Policy Act Environmental Checklist must be completed, original signed in ink, and submitted. Handout is available at the Permit Center.

18.__ Proof of submitting an archaeological pre-determination to the state, if applicable
Predetermination reports and archaeology surveys, if required, must be reviewed by the Washington State Department of Archaeology and Historic Preservation (DAHP). Proof must be provided indicating the predetermination and/or survey have been submitted to DAHP for review. Proof can be via an email confirmation or other conclusive method of proof that DAHP has received the site-specific document for review.

19.__ Public Health project review evaluation letter, if use of wells or septic systems is proposed
A Clark County Public Health Project Review Evaluation Letter must be submitted if there are wells or septic systems on the site. This evaluation is conducted to identify any on-site water wells or septic system and if the project will impact them.

20.__ Covenants or restrictions
All existing covenants or restrictions and/or easements that apply to the property must be submitted, available from a title company.

21.__ Associated applications
Applications associated with the preliminary plat, such as archaeological, critical aquifer recharge areas (CARA), floodplain, forestry, geo-hazard, habitat, shoreline, wetland, road modification, variances, etc., must be submitted with this application. See Pre-Application Conference Report.

22. __ Engineering report
For new support towers, a report stamped, dated and signed by a licensed professional engineer registered in the State of Washington demonstrating the following:

- ❒ The facility complies with all requirements of the Uniform Building Code
- ❒ The structural capability of the facility will support co-located antennas, if applicable
- ❒ The facility complies with all applicable standards of the FAA and FCC, including RF energy standards
- ❒ The basis for the calculation of capacities
- ❒ For collocations an engineering analysis of the existing tower for the new imposed loads to tower

23. __FAA Compliance
For new towers, evidence of compliance with Federal Aviation Association (FAA) requirements must be submitted with the application.

24. Submittal copies
___ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures
___ One copy of any special studies (wetland, floodplain, etc.) bound separately

After the application is fully complete, the new copies must contain revisions and any additional information required in the fully complete review. The copies must be bound using jumbo clips, stapled or spiral bound. The applicant must select Option A or B below and proceed as follows:

Option A
Submit a CD in PDF format, with a copy of the fully complete application. Any special studies shall also be included on the CD. 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 (example):

  1. Cover Sheet and Table of Contents
  2. Application Fee
  3. Pre-Application Conference report
  4. etc.

If submitting by CD, you will also need to include three full-size sets of paper plans.

Option B
Submit five additional individually bound paper copies of the fully complete application, except any special studies as identified within the Pre-Application Conference Report.

We are also requesting that an electronic copy of the land division/site plan be submitted by email to: fullycomplete@clark.wa.gov

The applicant will also be required to submit additional individually bound copies of any special studies as identified below.
Copies of any special studies as identified within the Pre-Application Report as following:
❒ 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
SEPA review	$1,222
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.