

WIRELESS EXEMPTION LETTER APPLICATION

ABOUT WIRELESS EXEMPTION LETTERS

A wireless exemption from a land use permit may be granted for an eligible facilities request when the modification of an existing wireless tower or base station does not substantially change the physical dimensions of it.

Please see the Modifications Ineligible for Exemption table on page 2 as well as the definitions established by Section 6409(a) of the [Middle Class Tax Relief & Job Creation Act of 2012](#), further refined in [47 CFR § 1.40001\(b\)](#), and referenced in Sammamish Municipal Code (SMC) [21.06.060\(H\)](#) for more details.

Projects that do not meet the definition of an eligible facilities request will require land use review. Applicants are fully responsible for complying with land use regulations for wireless facilities as stated in [SMC 21.06.060](#).

APPLICATION REVIEW PROCESS

A Wireless Exemption Letter is a Type 1 decision made by the Director. Pursuant to [47 CFR § 1.40001\(c\)\(2\)](#), the City shall approve or deny an application for a wireless exemption letter within 60 days of submittal of the application.

FEES

FEES APPLICABLE TO THIS PROJECT
Wireless Communication Exemption Letter
15% Technology Fee
See current fee schedule

Code Reference

Permit - Exemptions
[SMC 21.06.060\(H\)](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

WIRELESS EXEMPTION LETTER

MODIFICATIONS INELIGIBLE FOR EXEMPTION

A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the below criteria and is ineligible for an exemption.

MODIFICATIONS INELIGIBLE FOR AN EXEMPTION
<p>MODIFICATION TO TOWERS <u>NOT</u> IN PUBLIC RIGHTS-OF-WAY THAT:</p> <ul style="list-style-type: none"> Increases the tower height by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater Involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater
<p>MODIFICATION TO TOWERS IN PUBLIC RIGHTS-OF-WAY & BASE STATIONS THAT:</p> <ul style="list-style-type: none"> Involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure.
<p>MODIFICATION OF OTHER ELIGIBLE SUPPORT STRUCTURES THAT:</p> <ul style="list-style-type: none"> Increases the height of the structure by more than 10% or more than ten feet, whichever is greater. Involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet.
<p>MODIFICATION OF ANY ELIGIBLE SUPPORT STRUCTURES THAT:</p> <ul style="list-style-type: none"> Involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets.
<p>ALL MODIFICATIONS THAT:</p> <ul style="list-style-type: none"> Entails any excavation or deployment outside the current site. Would defeat the concealment elements of the eligible support structure. Does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified in 47 CFR § 1.40001(b)(7)(i) through (iv).

WIRELESS EXEMPTION LETTER

OWNER INFORMATION

 Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

 Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Total Lot Area(s): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

Yes No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

Yes No

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SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
 (For example: 02 Project Narrative)

- 01. Signed Application Form
- 02. Project Narrative
 - Briefly describe please describe your request and demonstrate compliance with the information on page 1 and complete definitions from 47 CFR § 1.40001
- 03. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 04. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- 05. SEPA Checklist (if applicable)
- 06. Critical Area Affidavit
- 07. PW Standards Deviation (if applicable)
- 08. Plan Set

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to **SMC 21.09.010**.

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

- 1** Create an account on [MyBuildingPermit.com](https://mybuildingpermit.com).
- 2** Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3** Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Use Approval	Wireless Communications Facility - WCF
- 4** Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.