

# WIRELESS - EXPEDITED PERMIT APPLICATION

## ABOUT THE WIRELESS EXPEDITED PERMIT APPLICATION

This permit application form is used for applying for Small Wireless Facilities that meet all of the applicable criteria in [SMC 21A.56.100\(2\)\(a\)\(i\)](#). This application must be completed before construction of any Small Wireless Communication Facility can occur within the City of Sammamish.

## PERMITTING WIRELESS COMMUNICATION FACILITIES

Expedited Wireless Use Permits implicate lower levels of review time due to proposals' strict adherence with the provisions of [SMC 21A.56.100\(2\)\(a\)\(i\)](#) and the lack of the need for discretionary review by the Director.

ADDITIONAL WIRELESS COMMUNICATION FACILITY PERMIT TYPES	
STANDARD WIRELESS USE PERMIT	CONDITIONAL USE PERMIT
Small Wireless Facilities that meet the standards in <a href="#">SMC 21A.56.100(2)(a)(i)</a> , but require minor deviations from the Wireless Facility Design Standards	Small Wireless Facilities and Macro Cell Facilities that do not qualify for an Expedited Wireless Communication Facility Permit or a Standard Wireless Communication Permit
Macro Cell Facilities that meet the criteria in <a href="#">SMC 21A.56.110(2)(a)(i)</a> .	Other wireless Facilities that need a Conditional Use Permit per <a href="#">SMC 21A.56.070 Table A</a>

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 1
Expedited Wireless Use Permit
Small Wireless Facility New Pole (if applicable)
<a href="#">See current fee schedule</a>

### Code Reference

Wireless Communication Facilities  
[SMC 21A.56](#)

### Questions?

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

**City of Sammamish**  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# EXPEDITED WIRELESS COMMUNICATION FACILITY PERMIT APPLICATION



## APPLICANT/REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## PROJECT INFORMATION

Site address or location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Critical areas on or near property:  Yes  No

If yes, describe: \_\_\_\_\_

## SUBMITTAL CHECKLIST

For this wireless communication facilities application to be deemed complete, the following documents describe the minimum submittal requirements.

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 the site and the project
- 03. Critical Area Affidavit
- 04. Plan Set
  - Provide a Site Plan and include all physical dimensions and details specifications for all materials, i.e., paint color, shrouding material, camouflage material, etc.
  - Provide an area map showing other wireless communication facilities
- 05. Design Standards Compliance Worksheet
  - Include photos of project site and surrounding vicinity
  - Include photo simulation(s) of proposed installation
- 06. Franchise Agreement (If applicable)
  - Approved by City Council
- 07. Letter of Authorization (from property owner or Homeowner Association as applicable)
- 08. Radio Frequency Emissions Report

# EXPEDITED WIRELESS COMMUNICATION FACILITY PERMIT APPLICATION



## 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 [Chapter 21A.56 SMC](#).

Applicant, Representative, and/or Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant, Representative, and/or Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://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	Expedited Wireless Permit
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.