



# City Pole Reservation Requirements

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Some city-owned poles are available for wireless carriers to reserve for a 90-day reservation period. City-owned poles may be reserved prior to submitting a Small Wireless Facility (SWF) permit application for the pole, but a reservation is not a requirement for obtaining an SWF permit.

Applicants for a city-owned pole must follow the reservations process and requirements as outlined below. Failure to do so can result in the cancellation or denial of your application or reservation.

## Reservation Process

Each reservation application is limited to only one city-owned pole. If a single application seeks to reserve more than one pole, the application will be rejected.

All submittal documents and information must be signed and submitted by the same entity which executed the Master License Agreement.

Applications which do not include all required information may be denied at the city's discretion.

### 1. Submit an Application

Apply online at MyBuildingPermit. When entering your Application Information, choose the following:

- *Application type:* Land Use
- *Project type:* NonResidential
- *Activity type:* Predevelopment Services
- *Scope of work:* Predevelopment

Continue to the Project Details page and enter:

- *Primary Use:* Communications
- *Preapplication Services Information:* Right of Way Review Requested

Continue through the application process and upload the required documents.

## 2. Submit Required Documents

Submit the following required documents:

- Bill-to Form
- Predevelopment Services Application
- Project Description or Narrative

### *Bill-to Form:*

Fill out and submit the Bill-to form. Indicate the contact information of the entity which originally executed the Master License Agreement. All invoices for this reservation will be sent to this entity. If the city does not receive payment when due, the city may revoke or terminate the reservation.

### *Predevelopment Services Application:*

Fill out and submit a Predevelopment Services Application. In the Right of Way Services box, include the following:

- Indicate that this is a request to reserve a city owned pole for SWF and should be forwarded to [RightofWayUse@bellevuewa.gov](mailto:RightofWayUse@bellevuewa.gov) and the Franchise Manager.
- The physical street address with the street name and the nearest street number.
- Northings (x) and Eastings (y) location coordinates.
- The city pole asset number obtained from the list provided by the city. The pole list is provided as is, with all its faults.
- The applicant must be the same entity which executed the Master License Agreement.

### *Project Narrative:*

The project narrative shall include:

- A map of the location of the city-owned pole.
- Several photos of the pole from different angles.

## 3. Send an Email

Once you have submitted your application and received an Order Confirmation email from MyBuildingPermit, you must send an email within 24 hours to **all three of the following recipients:**

[RightofWayUse@bellevuewa.gov](mailto:RightofWayUse@bellevuewa.gov)

Brian Rodan ([brodan@bellevuewa.gov](mailto:brodan@bellevuewa.gov))

Chris Rivera ([crivera@bellevuewa.gov](mailto:crivera@bellevuewa.gov))

The email must include:

- the name, phone number and email of the authorized contact person for this reservation request.
- a copy of **all** documents submitted to MyBuildingPermit.
- a copy of the Order Confirmation email that you received from MyBuildingPermit. The date and time you received the email from MyBuildingPermit must be clearly indicated.

If the email does not include all the required information or it is not timely sent, the reservation request may be denied at the city's discretion.

If you have any questions about your pole reservation or the reservation process, contact:

Brian Rodan  
Franchise Manager  
425-452-6056  
[brodan@bellevuewa.gov](mailto:brodan@bellevuewa.gov)

Chris Rivera  
Transportation Engineer  
425-452-7942  
[crivera@bellevuewa.gov](mailto:crivera@bellevuewa.gov)

## Reservation Terms

- A. Ninety day (90) reservations may be granted, withheld or denied, in writing, at the city's discretion in a manner which does not discriminate between applicants. The city will deny a request for a reservation of a pole upon which an SWF permit application has already been filed for the same pole. In granting a reservation, the city makes no representation or warranty regarding the city pole, including but not limited to its availability, feasibility or fitness for SWF deployment.
- B. Applicants must pay a reservation fee which equals the annual city pole rent (as of the date the reservation request is filed with MyBuildingPermit) prorated for the reservation term. The reservation term is the period of time beginning on the day that the reservation is granted by the city and continuing until the 90<sup>th</sup> calendar day thereafter.  
*Example: If the applicant requests a reservation on MyBuildingPermit on August 1 and on August 25 the city grants a 90 day reservation, the reservation term is 90 days (August 25 through November 23). If the then-applicable city pole annual rent is \$270 (the FCC rent), the reservation fee is \$66.58 for a 90-day reservation ( $\$270 \times 90/365 = \$66.58$ ).*  
Reservation fees are not refundable and not applicable to future rents. The reservation fee will be invoiced and must be received by the city in accordance with the terms indicated on the invoice (generally 30 day invoicing). If the fee is not paid when due, the reservation may be revoked.
- C. Reservation requests and reservations granted are public information.

- D. During the reservation term, no SWF permit applications or reservation requests will be accepted for the same city pole other than SWF permit applications filed by the entity which holds the unexpired reservation for that city pole granted by the city in writing pursuant to this procedure. The entity holding an unexpired reservation for a city pole may file an SWF permit application for that city pole at any time.
- E. Reservations may not be extended. New reservations may be obtained only by filing a new application as described herein.
- F. The reservation expires automatically on the date specified by the city in its written notice granting the reservation. Upon expiration of the reservation term, the city pole is available to any eligible applicant to submit an SWF permit application or reservation request.
- G. Reservation requests are considered in chronological order based on the date and time that the applicant received the Order Confirmation email from MyBuildingPermit, provided such Order Confirmation email (indicating date and time) was provided to the city together with the other submittal materials described and required above (see *Send an Email* above).
- H. This application is an optional preapplication process to request reservations for only city-owned poles. It does not constitute an application for which any shot clocks apply.
- I. The city is not responsible for ensuring that email is received or following up on any email delivery error messages. The city is not responsible for internet service or software systems, such as MyBuildingPermit, that are down or unavailable.
- J. The online resources noted herein may change from time to time. If online resources change or otherwise differ from the description here, then it is the applicant's responsibility to notify the city and request assistance. The city is not responsible for any error in these instructions or any delay or inability to apply for a reservation related to these instructions. If there are any questions, please contact city staff for assistance.