



This checklist must be completed and attached to every SWF permit application. You must answer every item on this checklist/questionnaire, failure to do so may lead to the application being an incomplete application. Where additional information is requested you must fill in the information requested and attach copies of documents referenced or requested.

# Item	Response	
1. Project Street Address:		
2. Applicant's Node Identifier #		
3. City Asset #		
Submittal Date		
<p>For convenience of applicants, applications, plans and other materials must be submitted electronically at any time via the City's online application portal. However, those documents which are either: (i) submitted outside the business hours of the City's Permit Center; or (ii) submitted on a Saturday, Sunday or other legal holiday, are deemed submitted on the next business day which is not a legal holiday. The business hours of the City's Permit Center are posted on the City's website.</p>		
# Item	Yes	No
4.A. Site Plan and Enlarged Site Plan is attached. Attach the Site Plan in accordance with the requirements in the Standards for Plans and Drawings .		
4.B. Circuit Access Agreement (CAA) is attached in preliminary form indicating the electrical plan together with a circuit load analysis report under seal by a Washington state licensed professional electrical engineer. Note: The permit will not be issued until the final CAA and CLAR are approved by and in form acceptable to the City, and the CAA has been signed and received by all parties.		
4.C. Site License Addendum (SLA) is attached in preliminary form. Note: The permit will not be issued until the final SLA is approved by and in form acceptable to the City, and has been signed and received by all parties.		
4.D. Engineer of Record Certification #1 is attached. Applicant must submit the first certification of the engineer of record fully executed and completed. The (anticipated) form of the certificate may be obtained from the City upon request. The City may require changes to the certificate addressing specifics and conditions as appropriate. Note: The first EOR certificate generally relates to the proposed design/construction of the project and compliance with applicable standards.		
4.E. Engineer of Record Certification #2. Attached is a written confirmation by the engineer of record confirming that they will sign, seal and submit the second engineer of record certificate (in a form approved by the City) immediately upon the completion and installation and City's acceptance of the approved work as a post revision through MyBuildingPermit.com. NOTE: The (anticipated) form of the certificate may be obtained from the City upon request. The City may require changes to the certificate addressing specifics and conditions as appropriate. Note: The second EOR certificate generally relates to the completed project and confirms that the project was completed in accordance with the approved plans and applicable standards and City requirements.		
5. ROW or Private Easement ROW. <i>The replacement pole, foundation, junction boxes, conduit, and the SWF equipment installed is located entirely within the city's right of way or sidewalk and utility easement area for which such use is authorized. (If within easement, provide accurate easement information within civil sheets.)</i>		
6. Criteria Compliance Narrative is attached		

<p>7. Temporary Traffic Control Plans (TCPs) is attached. TCPs must meet the requirements in the Traffic Control Plan Guidelines and account for bicycle and Pedestrian Access During Const.</p>		
<p>8. Traffic Safety Compliance certification is attached. Certification must indicate compliance with sight distances (vehicular, bicycle and pedestrian), ADA and other traffic safety requirements as provided in the Applicable Standards. Proposed equipment shall be placed within the public right of way limits in a manner to minimize any obstruction, impediment or hindrance to the usual travel (pedestrian, bicycle and vehicular) or public safety on a public right of way.</p>		
<p>9. RF Safety Certification is attached. This must be signed by a Washington State licensed professional engineer qualified to analyze radio frequency emissions (RFE), who certifies that the proposed installation complies with FCC standards and includes: 1) A description of each location of proposed antennas and related equipment and structures, including height above grade, distance from people measured vertically, horizontally and at antenna level, and directionality of each antenna (omni, directional, etc.); 2) Frequency, modulation and class of service; 3) Clear identification of areas (vertical, horizontal and antenna level), where exposure levels will exceed FCC standards for general public and occupational exposures. Analysis must show that it has appropriately accounted for cumulative exposures, and show exposures based on worst case scenarios; 4) Appropriate warning labels (general population and occupational); 5) A certification that the facility will comply with all Applicable Standards for RFE, including cumulative effects, and describes the manner in which the RFE were calculated and the results. Individual and cumulative emissions should be evaluated; 6) If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit exposure, identify those conditions and demonstrate that they have been satisfied. RFE reports must comply with the City's uniform formatting requirements, available upon request.</p>		
<p>10. Distance to People. What is the shortest distance between any exterior surface of the proposed equipment and any area in which people may reasonably be assumed to be located in the ordinary course (excluding people engaged in permitted maintenance activities), including but not limited to, any building, balcony, deck, walkway, sidewalk, bridge, pedestrian bridge, raised structures, raised landscape areas, or any other surface or area which is available to ordinary use by people ("general population uncontrolled exposure" per FCC)?</p>	Response:	
<p># Item</p>	Yes	No
<p>11. Pole Load Analysis. Applicant attached the Pole Load analysis. Pole loading analysis (including wind load) with all equipment relating to the deployment of the proposed equipment based on Applicable Standards and the latest version of LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals will need to be conducted certifying that the pole can safely support the proposed equipment and all other uses of the pole. A pole loading analysis sealed by the pole manufacturer's professional structural engineer licensed in the state of Washington shall be provided. Provide a wind loading analysis, per NESC rules 250C & 261A2f for Extreme Wind Loading or other criteria required by the city, using the class of pole, and the weight and configuration of all equipment, signing or other attachments on the pole and the company SWF proposed in the application, or using such weight and configuration of equipment that the city requires. The analysis will be made and reported using methodology, seal and format acceptable to the city.</p>		
<p>12. Foundation Analysis. Applicant attached a document (in form acceptable to the City) sealed by a professional structural engineer licensed in the state of Washington certifying the predicted allowable lateral bearing pressure (PSF) capacity of the soil at the location of the replacement foundation as required pursuant to City foundation standards (for example, City standard SL 105-1) Note: For preliminary design purposes, Applicant may submit the soils report certifying the "predicted" or "expected" soils. However, prior to installing/pouring the foundation, Applicant must: (i) perform tests (acceptable to City) of the soils on site in order to confirm whether actual soils conditions are consistent with predicted soils condition. And (ii) those test results must be reported to the City for its review/approval through MBP.com. And (iii) If the test results are not consistent with the predicted soils</p>		

<p>then the City may require that the proposed foundation (which was designed based on predicted soils) be redesigned as needed to accommodate actual soils conditions</p>		
<p>13. SWF Construction Notice to Public. Have you attached the proposed Notice to public (see below) and the list of addressees (see below)?</p> <p>The applicant must attach a <u>construction notice</u> with respect to the installation of the proposed equipment on the pole. The applicant must provide a copy of the proposed notice which is in a form acceptable to the city and at a minimum includes the following: a) the specific street address of the proposed construction; b) the general nature of the proposed construction; c) the anticipated date of the installation; d) photo simulations of the proposed installation; e) the name of the pole owner and SWF equipment owner ; f) reference to BCC 6.08 as the applicable regulations; g) applicant’s name and contact information including phone, email and mailing address, such that the recipient is able to contact the applicant with questions. Applicant must attach a <u>list of people</u> who will receive the mailed notices. The list must include all owners of all properties, all persons residing, and all businesses located within a 150 foot radius of the proposed work. The SWF Construction Notice shall be sent by the applicant to all addressee(s) on the list within five (5) days of the scheduled pre-construction conference with the City.</p>		
<p>14. Ground-based equipment. Is the company requesting to install/construct in the right-of-way any above ground equipment cabinets (ground-based equipment) which will not be located on the pole or replacement pole? (Note: Ground-based equipment does not include any proposed equipment which is located off the pole and is also located flush with or below grade. Ground based equipment will need to be shown within the SWF civil sheets.)</p>		
<p>15. Prior SWF Design Approval (if any). Is the design of the proposed equipment for the city pole (or replacement pole), or utility pole identical in appearance, color, dimensions, aesthetic criteria and weight to a previous deployment of the company’s equipment on the exact same type and height of city pole or replacement pole or utility pole as has previously been approved by the city pursuant to the license? (If you answer yes then you must attach a sheet with details including permit number of prior design approval)</p>		
<p>16. Is the Project a modification of an existing SWF? If yes, attach a detail sheet which states the following:</p> <ul style="list-style-type: none"> • Identify the existing SWF, Site License Agreement and prior City of Bellevue SWF permit number(s).. • Is the modification a like-for-like replacement? • Does the modification change the visual appearance or size, or increase the weight, power demand, noise or radio frequency emissions of the SWF? • Does the modification increase the power draw or demand on an existing City circuit? • The company will provide written notice explaining in reasonable detail the nature of the parts replacement and/or other modifications within ten (10) days of occurrence, including certification that the level of RF emissions exposure from the SWF remains within the limits for general population/uncontrolled population exposure? 		
<p>17. Noise. Does the noise level emitted by the proposed equipment at full rated capacity comply with Applicable Standards? Attach a detail sheet stating the maximum decibel level allowed for the location pursuant to the Applicable Standards and the decibel level produced by the equipment operating at full rated capacity. Include detail stating the maximum levels at operational capacity.</p>		
<p>18. Existing Pole. Does the existing pole or proposed equipment meet any one of the following circumstances:</p> <ul style="list-style-type: none"> • located at signalized intersections. • include or contain traffic signal system operation and control equipment. • located within 50 feet of an intersection identified as a Key City Entry or a Neighborhood Identity Point on Comprehensive Plan Map UD-1. • If yes, then attach a sheet with details. Per city code 6.02 & 6.08, placement of SWF in these locations are bases for denial. 		
<p>19. City Replacement Pole. Does the replacement pole meet any one of the following criteria:</p>		

<ul style="list-style-type: none"> • The replacement pole is not within 10 feet of the existing pole. • The replacement pole does not continue to fulfill all of the current uses that existed on the original pole. • The replacement pole does not comply with the city street light standard SL-100-2. • The replacement pole is within special districts and is not consistent with the aesthetics of surrounding city poles. • Requires the removal of a street tree that cannot otherwise be replaced or relocated in a manner that will accommodate both the street tree and the replacement pole? • If yes, then attach a sheet with details. And, clearly show this within the required site plans. Per city code 6.08, placement of SWF in these locations may be basis for denial. 		
<p>20.A. Lighting Analysis Calculation-Downtown Exception. Does the proposed work meet <u>all</u> of the following criteria: (i) the pole is City-owned located in any public streets in the downtown, which is defined as all public streets between and including 100th Ave NE to the west, 112th Ave NE to the east, NE 12th St to the north and Main St to the south. <u>And</u>, (ii) the replacement pole will be located within 10' of the existing pole parallel to the street. <u>And</u>, (iii) lighting not be placed any further than the existing lighting from the curb. <u>And</u>, (iv) the fixture on the replacement pole complies with the city's Transportation Design Manual requirements.</p>		
<p>20.B. Lighting Analysis Calculation. Have you attached a lighting analysis and backup which complies with the city's Transportation Design Manual. See Manual Section 19, Street Illumination, and Appendix A, Street Lighting Design Guide. (Lighting Analysis calculation is not required if Applicant answered "Yes" to checklist question #20.A indicating that the Downtown exception applies to the application).</p>		
<p>21. ID Stickers. Applicant attached copy of the Equipment ID sticker with the following: Name, identifying information, permit number and emergency telephone number. The sticker shall be located on the pole-mounted enclosure and all ground-based equipment. Proposed equipment shall have identifying marks to identify the owner and a unique number to identify the unit. These should be as non-intrusive as possible, while still being legible when viewed from ground level. The identification must be weather and fade resistant to assure continued readability over time. If the proposed equipment is composed of several components, each separate component shall have the identifying marks. Must clearly indicate where Equipment ID Stickers will be affixed. Must also comply with 6.08(D)(1)(j)(ii).</p>		
<p>22. Current Photos. Attached 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).</p>		
<p>23. Photo Simulations. Attached simulation showing the proposed equipment, cabling external to the pole, and equipment sizes, cubic footages, and offsets (cabinets from pole) correctly that provide a true sense of distance to the nearest residential windows or primary facades of buildings.</p>		
<p>24. Reservation. Applicant has reservation for the pole? If yes, then attach a sheet with details</p>		
<p>25. Critical Areas. Does the area of the proposed equipment include any critical areas? See LUC 20.25H.025. If so, show extent of critical areas on site plans and obtain approval from Land Use if necessary.</p>		
<p>26. Sound Transit's East Link Transit Way. Is the project located on property which falls within the East Link alignment or transit way? If yes, then provide a copy of written approval from Sound Transit.</p>		
<p>27. CSWPPP. Does the project require a Construction Stormwater Pollution Prevention Plan (CSWPPP)? A CSWPPP is necessary when the total amount of material (soil, rock, asphalt, concrete, etc.) being moved (i.e. cut and fill combined) is 50 cubic yards or greater, or when the project involves 1,000 square feet or more of clearing (existing vegetation). The CSWPPP Short Form is available when appropriate. When the amount of material being moved is 100 cubic yards or more, contact the city's Clearing & Grading</p>		

<p>department at ClearandGradeReview@bellevuewa.gov to determine additional requirements. If yes, then attach a sheet with details</p>		
<p>28. Olympic Pipeline. Is the project within 50 feet of either of the Olympic Pipeline (OPL) underground petroleum pipelines running through Bellevue? If yes, then the applicant must contact OPL at BPpipelinesROW@bp.com with project details. Once the applicant has written approval and conditions from OPL, these documents must be uploaded with the other permit materials.</p>		
<p>29. Seattle Public Utilities. Does the project cross (or will be within 10 feet of) the Seattle Public Utilities (SPU) underground 36-inch water transmission main? If yes, then written approval and conditions must be obtained from SPU. Contact the Transmission Crew Chief at 206-684-8117 for information.</p>		
<p>30. 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.</p>		
<p>31. Batched. Is your project batched? A batch is application with more than one site. If yes, provide list. Batched applications will be processed through review and approvals as single batched application.</p>		
<p>32. Bill of Sale. Applicant must transfer the replacement pole and related equipment to the city with form of Bill of Sale approved by the city (available upon request).</p>		