



PWSF DEVELOPMENT REQUIREMENTS

- PROCESS I (ADMINISTRATIVE) PROCESS IV (HEARING EXAMINER APPROVAL)
 PROCESS III (PROJECT APPROVAL)

Name: _____

Project Description: _____

File No(s): _____

- This form is to be used by an applicant as a guide in determining what constitutes a complete application and must be submitted with complete application.
- All checked items must be submitted to constitute a complete application.
- Applicant will be notified of a complete application within 28 days.
- A complete application does not imply compliance or conformance with applicable codes.
- Additional fees may be required for consultant review of critical areas, studies, mapping, materials, inspections, and/or reviews.

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	Master Land Use Application (with owner's signature)
<input type="checkbox"/>	<input type="checkbox"/>	Application fees
<input type="checkbox"/>	<input type="checkbox"/>	Copy of entire underlying plat or King County Assessor's parcel map
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map on separate 8½ x 11 sheet
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of current title report (no more than 90 days old) for subject property
<input type="checkbox"/>	<input type="checkbox"/>	Current letters of water and sewer availability (only required for vacant property)
<input type="checkbox"/>	<input type="checkbox"/>	Site photographs from each compass point (north, east, south, & west) referenced on the site plan

General Plan Standards

- Six complete and folded sets of drawings (folded to 9x12 inches).
- Minimum plan sheet size shall be 24x36 inches.
- Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet.
- Minimum scale is 1 to 20, unless otherwise authorized.
- All information is to be legible.
- Plans shall be prepared by a certified professional (licensed in the state of Washington) unless otherwise authorized.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Topographic survey (may be required for Process III or Process IV applications as determined by the Planning Division)</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • North arrow and bar scale • Site area • Property lines, utilities, easements, sidewalks, street edges, existing structures, parking, and site improvements (i.e. drainage systems with pipe sizes, invert and rim elevations, etc.) • Structures and driveways within 150 feet of subject site (on both sides of street) • Minimum two foot contours for slopes less than 20 percent and five foot contours for slopes 20 percent or greater. Datum shall be King County Aerial Survey or NGVD-29 • Delineate slopes greater than 40 percent grade on or within 25 feet of the site • Delineate streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per <i>Federal Way Revised Code</i> (FWRC) Title 14, Chapter 30, "Critical Areas" • Identify significant trees defined by FWRC 19.125.080
<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name and phone number of owner/agent • Name, phone number, and license stamp of preparer • North arrow and bar scale • Vicinity map • Site area • Total parking stall count • Total gross floor area of all proposed floors or levels • Location and dimensions of existing/proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls • Existing streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per FWRC Title 14, Chapter 30, "Critical Areas" • Location of significant trees as defined by FWRC 19.125.080 • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants • Structures and driveways within 150 feet of subject site (on both sides of street) • IBC construction type for all proposed structures

Required **Submitted**

<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Drainage and Grading Plan</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • North arrow and bar scale • Preliminary storm drainage system in accordance with the <i>King County Surface Water Design Manual</i> (KCSWDM), as amended by Federal Way • Preliminary grading plan with finished contours—minimum two foot contours for slopes less than 20 percent and five foot contours for slopes 20 percent or greater. Datum shall be King County Aerial Survey or NGVD-29 • Approximate cut & fill quantities of site earthwork • Total existing and proposed impervious surface area • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Landscape Plan</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • North arrow and bar scale • Specific location, type, size, and number of significant trees to remain and to be removed • Plant schedule with the scientific name, common name, size, spacing, and quantity of each • Specific location and square footage calculations of drought tolerant landscaping (document that a minimum 25 percent is provided per FWRC 19.125.040(6)) • Irrigation plan for lawn areas • Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, and ground based mechanical equipment • Building wall area landscaping per FWRC 19.125.040 • Identify location and dimensions of existing and proposed vegetation, as well as landscape types (i.e., I, II, III, or IV) • Specific placement of the PWSF and ground equipment on the site
<input type="checkbox"/>	<input type="checkbox"/>	<p>Building Elevations</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • Bar scale • Statement of architectural design intent, finish materials, and colors for all proposed structures • Front, rear, and side (labeled as north, south, east, and west) building elevations of proposed structures • Exterior wall openings • Exterior materials and colors board • Roof-top and ground based mechanical equipment screen details • Building height calculation
<input type="checkbox"/>	<input type="checkbox"/>	<p>State Environmental Policy Act (SEPA) Checklist</p> <ul style="list-style-type: none"> • Six copies of the completed, signed, and dated SEPA checklist • SEPA application fee

Required Submitted

Special Studies and Additional Information		
<input type="checkbox"/>	<input type="checkbox"/>	Analysis of stealth screening or camouflage for proposed facility (FWRC 19.255.020[4])
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary technical information report addressing relevance of the 8 Core and 5 Special Requirements of the KCSWDM
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical study
<input type="checkbox"/>	<input type="checkbox"/>	Wetland delineation report
<input type="checkbox"/>	<input type="checkbox"/>	Wetland mitigation plan
<input type="checkbox"/>	<input type="checkbox"/>	Stream delineation and classification report
<input type="checkbox"/>	<input type="checkbox"/>	Other information relating to design and siting of proposed development (including site cross sections)
<input type="checkbox"/>	<input type="checkbox"/>	Specific information to determine compliance with city goals, policies, and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	For Process III and Process IV, written response to decision criteria for required land use review process
Notice Requirements		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Process III</i> – For applications that are located within, or are, 300 feet from properties zoned SE, RS, or RM, provide one set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Process IV</i> – Provide two sets of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<i>SEPA</i> – Provide one set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	Important: Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes. In addition, you are highly encouraged to use the Forever stamps.

Required Submitted

PWSF – Specific Application Requirements		
<input type="checkbox"/>	<input type="checkbox"/>	A diagram or map showing the primary viewshed of the proposed facility (FWRC 19.255.050[1][a])
<input type="checkbox"/>	<input type="checkbox"/>	Photosimulations of the proposed facility from affected properties and public rights-of-way at varying distances (FWRC 19.255.050[1][b])
<input type="checkbox"/>	<input type="checkbox"/>	A coverage chart of the proposed PWSF at the requested height (FWRC
<input type="checkbox"/>	<input type="checkbox"/>	Written explanation of the need for that facility at that height and in that location. (FWRC 19.255.050[1][d])
<input type="checkbox"/>	<input type="checkbox"/>	Analysis of the feasibility of locating the proposed PWSF in each of the higher priority locations as identified in FWRC 19.255.010(4), and documentation of why locating the PWSF in each higher priority location and/or zone is not being proposed—FWRC 19.255.050(a)(d)—this documentation shall include analysis of the applicant’s technical and network location requirements.
<input type="checkbox"/>	<input type="checkbox"/>	An inventory of other PWSF sites operated by the applicant or other providers within a one mile radius of the proposed PWSF location, including specific information about location, height, and design of each facility (FWRC
<input type="checkbox"/>	<input type="checkbox"/>	If the PWSF electronic equipment cabinet is proposed to be located above ground regardless of the proposed location, whether on private or public property or within public right-of-way, an explanation of why it is impracticable to locate the cabinet underground or any higher priority location not being proposed (FWRC 19.255.020[5][a] and 19.255.050[1][g])
<input type="checkbox"/>	<input type="checkbox"/>	If the PWSF electronic equipment cabinet is proposed to be located in a public right-of-way, an explanation of why it is impracticable to locate the equipment cabinet on adjacent property outside the public right-of-way. (FWRC 19.255.050[1][h])
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of efforts to collocate on existing facilities (FWRC 19.255.050[1][i])
<input type="checkbox"/>	<input type="checkbox"/>	A signed statement indicating that the applicant agrees to allow for the potential collocation of additional PWSF equipment by other providers on the applicant’s structure or within the same site location—if an applicant contends that future collocation is not possible on their site, they must submit a technical study documenting why (FWRC 19.255.060[2])—collocation requirements shall not apply to PWSFs located on existing structures in appropriate public right-of-way within residential zones, neighborhood business zones, and professional office zones.
<input type="checkbox"/>	<input type="checkbox"/>	The City may require, at the applicant’s expense, any additional information, mapping, studies, materials, inspections, or review that are reasonably necessary to implement the FWRC, and to require that such information, studies, mapping, materials, inspections, and reviews be reviewed by a qualified professional under contract to the City, also at the applicant’s expense (FWRC 19.255.050[1][j])
Minimum Submittal Requirements for Temporary PWSFs		
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of previously permitted facility (FWRC 19.255.050[2][a])
<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing proposed location of temporary facility in relationship to the location of the previously permitted facility and property boundaries, including dimensions from the property lines and height of proposed facility (FWRC 19.255.050[2][b])
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the proposed facility (FWRC 19.255.050[2][c])