



Wireless Communication Facility Collocation

Administrative Uses and Approvals

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What is Wireless Communication Facility Collocation?

Collocation, as defined by WCC 20.13.020 (8), is the use of a single wireless communications support structure or site by more than one wireless communications provider.

The applicant, shall demonstrate that the site selected for the collocation is of the highest siting priority. The siting priorities are listed below in descending order with the highest priority first:

- Collocated attached antennas on nonresidential buildings and structures, including existing wireless communications towers in nonresidential districts.
- Collocated attached antennas on nonresidential buildings and structures including existing wireless communications towers in residential districts on property not used exclusively for residential purposes.
- Attached antennas on nonresidential buildings and structures in nonresidential districts.
- New support structures at remote, low visual impact locations in agricultural and forestry resource areas and industrial districts.
- Attached antennas on nonresidential buildings and structures in residential zones

on property not exclusively used for residential purposes.

- New support structures at low visual impact locations in commercial districts.
- Locations other than those listed above.

New support structures are prohibited on lands within the jurisdiction of the Whatcom County Shoreline Program.

Application process

In order to determine if a wireless collocation is permitted, you must provide Planning and Development Services with your tax parcel number. This is a 12-digit number followed by 4 zeros that can be found on your tax notice. This number identifies your property on zoning maps and enables PDS staff to determine the parcel location, zoning designation and property size. Once a determination has been made that your property qualifies for a wireless collocation, you will be required to provide the following information for permit submittal:

1. A completed Master Land Use Application;
2. A copy of your deed for the property;
3. Letter from property owner, authorizing submittal, if other than applicant;
4. Three (3) copies of a site plan indicating the location, size and setback of **all** buildings on the site, including garages, sheds etc., location of septic systems and wells and easements, and the location, width and length of driveway access. Site plans must be drawn in ink and all dimensions shall be

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clearly labeled or a scale shall be provided. Adjacent roads shall be labeled and a north arrow shall be placed on the plan.

5. Three (3) copies of structural plans meeting the criteria requirements of WCC 20.13.060 and 20.13.120.
6. Supplemental information addressing WCC requirements 20.13.060, 20.13.120, 20.13.130, 20.13.050 (if applicable).
7. A list of the names, addresses and parcel numbers for all property owners within 300 feet (if parcel is located in an Urban Growth Area) or 1000 feet (if parcel is located outside of an Urban Growth Area) from the boundaries of the subject site. In addition, stamped addressed envelopes for each of these property owners shall be submitted with the application. This list of names, addresses and parcel numbers can be obtained from the Whatcom County Assessor's Office in the Whatcom County Courthouse at 311 Grand Avenue, Bellingham.

Note: Please do not put your return address on the envelopes, as they will be stamped with the PDS return address before mailing.

8. Fees - Please refer to the current Whatcom County Unified Fee Schedule.
9. Performance Bond 20.13.062(11)

Please refer to the ***Submittal Requirements for an Administrative WCF Collocation*** handout for complete submittal requirements.

In addition to submitting the above documents, you will be required to place a Posting Notice (provided by PDS) on the subject property, visible to the road, which shall be maintained for the duration of the permit process. You will

also be required to sign a Certification of Posting of the time and date that you posted the site.

Following the public comment period and various reviews by PDS, Engineering, the Fire Marshal's Office, and Health, you will be advised of the concerns each agency has and will be asked to address each one, if any. These concerns will need to be addressed prior to the issuance of the Administrative Approval.

Information

Due to the administrative complexity of these regulations, it is usually best to visit with PDS staff or contact the Zoning Administrator to answer any additional questions.

Planning and Development Services
5280 Northwest Drive
Bellingham, Washington 98226 USA
E-mail: pds@co.whatcom.wa.us

Staff Contact: Zoning Administrator
Phone: (360) 676-6907