



CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

ELIGIBLE FACILITIES REQUEST – MMC 22.62.100

Eligible facilities request means any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving collocation of new transmission equipment, removal of transmission equipment, or replacement of transmission equipment.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations.

Please note that a pre-application meeting is **NOT REQUIRED** for Eligible Facilities Requests. Pre-application meetings are nonbinding and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application. If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360-863-4501.

SUBMITTAL:

➤ <https://monroe.onlama.com/>

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **ELIGIBLE FACILITIES REQUEST**.

Per federal law (47 U.S.C. § 1455(a); 47 CFR § 1.6100), local jurisdictions may not deny and shall approve any Eligible Facilities Request that does not result in a substantial change to an existing tower or base station. The City of Monroe will review applications solely for compliance with objective criteria under FCC and municipal code definitions of an Eligible Facilities Request.

- PROJECT NARRATIVE.** Description of proposal.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.



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- **CONSTRUCTION DRAWINGS AND PLANS.** Limited construction drawings necessary to verify that the proposed modification does not result in a substantial change to the physical dimensions of the existing tower or base station. Plans must clearly identify any proposed new transmission equipment, modifications to existing equipment, and any changes in height, width, or appearance. Submittals should be limited to information directly relevant to evaluating compliance with FCC and municipal code definitions of an Eligible Facilities Request.
- **AFFIDAVIT.** A sworn affidavit signed by a qualified Radio Frequency (RF) engineer with knowledge of the proposed project, affirming that the facility will comply with applicable FCC regulations on human exposure to RF emissions for all frequencies at which the facility will operate. If an existing facility has current FCC compliance certification and no material changes to RF exposure levels will occur, a statement confirming ongoing compliance is sufficient; a new RF analysis is not required.
- **PROOF OF FCC COMPLIANCE.** Proof of the applicant's compliance with FCC rules, regulations and requirements.
- **AIRPORT COMPATABILITY.** Show compliance with Chapter 22.54 MMC (Airport Compatibility) to demonstrate that the proposal is not located within the airport's restricted airspace.
- **VALID CITY OF MONROE BUSINESS LICENSE AND INSURANCE.** As required by MMC Title 5.