



CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

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

MACRO FACILITIES– MMC 22.62.050

“Macro facility” means a wireless communication facility that generally provides radio frequency coverage for personal wireless services over a larger geographic area. Generally, macro facilities are mounted on ground-based towers, rooftops and other existing structures, at a height that provides a clear view over the surrounding buildings and terrain. Macro facilities typically contain antennas that are greater than three cubic feet per antenna and typically cover large geographic areas with relatively high capacity and are capable of hosting multiple wireless service providers. A macro facility permit is required for any macro facility unless specifically exempted.

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 Macro Facilities Permits. 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/>



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SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **MACRO 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, structures and surrounding land uses, and the location of any nearby bodies of water, wetlands, critical areas or other significant natural or manmade features.
- CONSTRUCTION DRAWINGS AND PLANS.** Construction drawings as well as a plan of the proposed use showing proposed streets, structures, land uses, open spaces, parking areas, fencing, pedestrian paths and trails, buffers, and landscaping, along with text identifying the proposed use(s) of each structure or area included on the plan
- PHOTO SIMULATIONS.** Photo simulations of the proposed macro facility from public rights-of-way, public properties and affected residentially zoned properties. Photo simulations must include all cable, conduit and/or ground-mounted equipment necessary for and intended for use in the deployment regardless of whether the additional facilities are to be constructed by a third party.
- AFFIDAVIT.** A sworn affidavit signed by an RF engineer with knowledge of the proposed project affirming that the macro facility will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the facility will operate. If facilities which generate RF radiation necessary to the macro facility are to be provided by a third party, then the permit shall be conditioned on an RF certification showing the cumulative impact of the RF emissions on the entire installation.
- PROOF OF FCC COMPLIANCE.** Proof of the applicant's compliance with FCC rules, regulations and requirements.
- VALID CITY OF MONROE BUSINESS LICENSE AND INSURANCE.** As required by MMC Title 5.