



**CITY OF GIG HARBOR  
OPERATIONS AND ENGINEERING DEPARTMENT**

3510 GRANDVIEW STREET, GIG HARBOR, WA 98335  
TELEPHONE (253) 851-6170 – FAX (253) 858-6408

**SMALL WIRELESS FACILITY PERMIT APPLICATION**

**IMPORTANT:** THIS APPLICATION CANNOT BE SUBMITTED UNLESS ACCOMPANIED BY A SMALL WIRELESS FACILITY PERMIT APPLICATION FEE DEPOSIT PER CITY'S FEE RESOLUTION, SECTION G (10) and K (2), TO COVER ACTUAL EXPENSES ASSOCIATED WITH REVIEWING THIS APPLICATION. THIS DEPOSIT IS TO COVER ACTUAL ADMINISTRATIVE EXPENSES INCURRED BY THE CITY (INCLUDING STAFF AND ATTORNEY/CONSULTANT-RELATED TIME) ASSOCIATED WITH THE REVIEW OF THIS APPLICATION. THIS IS ONLY AN INITIAL DEPOSIT; ADDITIONAL FEES MAY APPLY IF ADDITIONAL STAFF AND ATTORNEY/CONSULTANT-RELATED TIME IS NECESSARY.

If you have any questions related to filling out this Small Wireless Permit Application, please contact:

Public Works Director  
Address: 3510 Grandview Street, Gig Harbor, WA 98335;  
Email: PWEng@gigharborwa.gov  
Phone: (253)-853-7630

**General Information**

**APPLICANT** Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

**BUSINESS LICENSE** Has the Applicant obtained a City of Gig Harbor Business license?.....Yes  No   
License # \_\_\_\_\_

**FRANCHISE AGREEMENT** Has the Applicant obtained a City of Gig Harbor franchise agreement?.....Yes  No   
**NO SMALL WIRELESS FACILITY APPLICATION WILL BE APPROVED FOR FACILITIES  
IN THE RIGHT-OF-WAY WITHOUT OBTAINING A VALID FRANCHISE AGREEMENT.**

**PLEASE NOTE:** All telecommunication carriers and service providers engaged in the business of transmitting, supplying, or furnishing telecommunications service of any kind originating or terminating in the City of Gig Harbor shall apply for and obtain a Business License from the City pursuant to Title 5 of the Gig Harbor Municipal Code. Applicants seeking authorization to install personal wireless facilities in the right-of-way are required to provide sufficient information and detail to allow the City to determine whether the terms of any proposed franchise will treat the applicant in the same manner as other franchisees providing functionally equivalent service within the meaning of 47 USC 332(a)(7)(B)(i).

**ADDITIONAL CONTACTS** If you would like additional contacts to be included on this permit application, please enter here:  
Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR** Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

**BILLING CONTACT** Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

**Facility Information**

The applicant may batch multiple small wireless facility sites in one application. The applicant is encouraged to batch the small wireless facility sites within an application in a contiguous service area.

Does the Applicant propose to install facilities on City-owned poles? ..... Yes  No   
If yes, does the Applicant have a Master Lease Agreement for usage of City-owned poles? ..... Yes  No   
*If the applicant has not executed a master lease agreement, please contact the City for the master lease agreement.*

Total number of proposed small wireless facilities:.....  
Total number of proposed antennas:.....  
Number of proposed small wireless facilities on existing poles:.....  
Number of proposed small wireless facilities on replacement poles:.....  
Number of proposed small wireless facilities on new poles:.....

If the application is for a new or replacement light pole, then the applicant must provide a photometric analysis. .... Applicable  N/A

Are there any proposed small wireless facilities that fall within a design zone as listed in GHMC 17.61.025? ..... Yes  No   
*If yes, provide information required by GHMC 17.61.050(C). Refer to Part C per GHMC 12.22.020 for more information.*

- Provide specific locational information including GPS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement or new poles, towers, existing buildings and/or other structures.
- Identify ground-mounted equipment, conduit, junction boxes and fiber and electrical connections necessary for and intended for use in the deployment regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party.
- Provide detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards. Include the following:
  - The location of overhead and underground public utility, telecommunication, cable, water, sewer drainage and other lines and equipment in the rights-of-way along the proposed route
  - The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate.

Are you proposing any public informational meetings per GHMC 12.22.040 (F) ?..... Yes  No   
If yes, provide proposed dates and location(s): \_\_\_\_\_

- Provide a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.
- Provide written approval from the owner of any pole or structure for the installation of small wireless facilities on such pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards as well as assurances that the specific pole or structure can withstand wind and seismic loads from the pole owner, unless the pole owner is the city.

Does the application propose installation of a small wireless facility located in the right-of-way adjacent to a parcel zoned for residential use?..... Yes  No   
If yes, the application shall demonstrate that it has considered the following:

- Applicable  N/A  Whether a small wireless facility is currently installed on an existing pole in front of the same residential parcel. If a small wireless facility exists, then the applicant must demonstrate that no technically feasible alternative location exists which is not in front of the same residential parcel.
- Applicable  N/A  Whether the proposed small wireless facility can be screened from residential view by choosing a pole location that is not directly in front of a window or views.

Does the application propose a small wireless facility in a shoreline, as defined in the City of Gig Harbor Shoreline Master Program, or in critical areas?..... Yes  No   
*If yes, applicant must indicate that the application is exempt or comply with the review processes of the Shoreline Master Program or Chapter 18.08 GHMC, Critical Areas. Refer to Part C per GHMC 12.22.020 for more information.*

- Provide a sworn affidavit signed by an RF engineer with knowledge of the proposed project affirming that the small wireless facilities 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 small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.
- Provide proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
- Provide construction drawings which depict all existing and proposed improvements related to the proposed location, including but not limited to: poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 250 feet. The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility.

*Applicant may be asked to provide a traffic control plans well as those elements that are typically contained in the right-of-way use permit to allow the applicant to proceed with the buildout of the small wireless facility deployment.*

The City of Gig Harbor reserves the right to ask additional questions on a case-by-case basis.

### APPLICANT CERTIFICATION

*IF AN AGENT, SUBMIT AUTHORIZING DOCUMENTATION*

I certify that the information and any attachment herewith submitted are true and correct to the best of my knowledge and that I have the authority to file this application and act on behalf of the above-named telecommunications provider or carrier.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit completed application to:

Public Works Director  
City of Gig Harbor  
3510 Grandview Street  
Gig Harbor, WA 98335

#### FOR CITY USE ONLY:

#### RECEIVED BY:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date Application Received \_\_\_\_\_