

NEW WIRELESS COMMUNICATION FACILITY SUBMITTAL CHECKLIST

Wireless Communication Facility applications review placement, design, and screening criteria for all wireless communications facilities (WCFs) in order to protect the public health, safety, general welfare, and quality of life in Lynnwood while preserving the rights of wireless communications. Please see [Lynnwood Municipal Code 21.20](#).

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees have been paid

Submittal Requirements

Plan Set

Site Plan or Survey

- ☐ Graphic Scale and North Arrow
- ☐ Name, address, and contact information of the person/firm who prepared the drawing
- ☐ Address of project site
- ☐ Existing Property lines and lot dimensions
- ☐ Location of any Critical Areas within 200 ft. of the site
- ☐ Existing or new easements including building setbacks from front, side, and rear property lines
Existing structures and parking – include building setbacks from front, side, and rear property lines
- ☐ Note structure height
The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevation drawings
- ☐ Existing tree survey
- ☐ Width, materials, and location of all on-site roads and drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways. Show their connections to adjacent and off-site improvements
- ☐ Location of parking spaces, including traffic flow and all internal walkways.
- ☐ Indicate all structures and trees on adjacent properties within 10 ft.

Wireless Grading and Drainage Plan - as applicable

- ☐ Identification of primary soils
- ☐ Existing and proposed topography information (2-foot contour)
- ☐ Proposed structure(s)
- ☐ Driveway location(s)
- ☐ Conceptual stormwater management design
- ☐ Conceptual flow control

- ☐ Conceptual Onsite Stormwater Management

Conceptual Utility Plan - as applicable

- ☐ Proposed sewer, water, gas, and power/telecom services
- ☐ Proposed fire service (FDC, hydrants, DCVA)
- ☐ Proposed FOG structures
- ☐ Refuse service location
- ☐ Emergency vehicle access plan

Landscape Plan(s): See LMC 21.08 Landscaping for requirements - as applicable

- ☐ A summary table demonstrating how the proposed landscaping plan complies with [LMC 21.08](#)
- ☐ Adjacent zoning
- ☐ Landscape buffers required and provided
- ☐ Number of landscape buffer trees required and provided in each buffer
- ☐ Percentage of landscaped area using non-living ground cover
- ☐ Any other design guidelines or code requirements
- ☐ Plant schedule chart showing common name, species, size, and quantity of all proposed plant materials on site. See the [Tree Preservation Guidelines](#) for permitted tree types
- ☐ Tree removal and replanting schedule
- ☐ Landscape irrigation plan
- ☐ Dimensions of all landscape areas
- ☐ Distance of trees on center
- ☐ All fencing / screening and proposed height and materials
- ☐ The following code sections must be included as notes on the landscape plan:

See [Lynnwood Municipal Code](#) for full text:

LMC 21.08.300(A)(1)
LMC 21.08.300(A)(2)
LMC 21.08.300(B)(1)(a)
LMC 21.08.300(C)(1)(e)
LMC 21.08.300(C)(1)(c)
LMC 21.08.300(C)(1)(d)
LMC 21.08.300(C)(1)(g)

- ☐ Any additional information to show compliance with relevant design guidelines and zoning requirements
- ☐ Seal or signature of a qualified landscape professional

Narrative

- ☐ Written explanation of how the project meets design standards per [LMC 21.90.100](#)
- ☐ A written statement by the applicant providing the reasons for the location, design, and height of the proposed tower or antenna(s)
- ☐ Documents demonstrating that any necessary easements or property rights have been obtained

- ☐ If necessary, provide evidence demonstrating that location or co-location is unfeasible on existing buildings and existing tower facility sites for reasons of structural support capabilities
- ☐ The applicant agrees to allow for the co-location of additional WCF equipment by other providers on the applicant's structure consistent with the provisions of this Chapter

Other Reports and Documents

- ☐ Photographic simulation - comparison of existing and simulation of proposed facility
- ☐ Noise emission report
- ☐ [Eligible facilities modification checklist](#) – if applicable
- ☐ Radio Frequency Radiation Report
- ☐ [SEPA Checklist](#) unless the project is categorically exempt
- ☐ Critical Areas Application, if applicable