



BENTON COUNTY PLANNING DEPARTMENT

Communication Facility Application

This packet is designed to assist you in preparing your application for a Communication Facility Application. Application(s) may be submitted to the Benton County Planning Department, 1002 Dudley Avenue or to the Benton County Building Department, 5600 W. Canal Drive, Kennewick, WA 99336 between the hours of 8 a.m. and noon and 1 p.m. and 5 p.m., Monday thru Friday or mailed to the Benton County Planning Department P O Box 910 Prosser, WA 99350.

The following information must be included in your submittal. If the following information is not submitted we will not be able to process your application.

1. A completed application form supplied by the Planning Department and signed by the facility owner and the parcel owner. **ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.**
2. A scaled site plan detailing: the outer boundary and dimensions of the property, all structures located on the parcel, the location and height of the proposed communication facility, the distances from all proposed structures to all parcel lines, the distance of the proposed communication facility to the nearest point of the nearest runway of the nearest airport available for public use, the location of all public and private roads, the location of all easements, and the scale and a north arrow.
3. For communication facilities proposed to be located within four (4) miles of the nearest point of the nearest runway of the nearest airport available for public use, the applicant must provide a written statement from the FAA that confirms the FAA has reviewed the proposal and which sets forth the FAA's response, comments and requirements, if any, for the proposal.
4. **A non-refundable application fee of \$500.00 shall be paid at the time the application is submitted.**
5. An Environmental Checklist may need to be submitted with your Communication Facility application, please contact the Planning Department for more information.

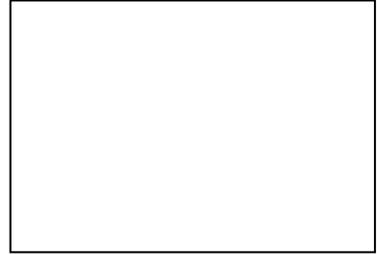
Any information submitted to the Benton County Planning Department is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

Upon a determination that your application is complete, a file will be setup, and the application routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with their comments.

**Benton County Planning Department
Communication Facility Application**

File No. _____

Zoning: _____



1. Applicant Name: _____

Applicant Address: _____

Telephone number: Home _____ Work _____

Cell Phone: _____

If you prefer to be contacted via email please provide your email address:

2. Legal Owners Name(s): _____

Legal Owners Address: _____

Telephone number: Home _____ Work _____

3. Parcel Number or Legal description of property for which permit is for:

4. Type of Communication Facility requested (i.e.; new communication tower, antenna added to an existing communication tower, antenna added to another type of existing building or structure, etc.):

5. Communication tower height as measured from the ground to the highest point on the communication tower, including associated antennas: _____

6. If the request is for a new antenna, does the antenna extend above the existing building or structure? Yes _____ No _____ If yes, list the height above the existing building or structure: _____

7. Total acres of property: _____
8. Describe all proposed lighting and fencing for the communication facility:

9. Describe all proposed painting to be completed for the communication facility:

10. Is the proposed communication facility located within four (4) miles of an airport available for public use? Yes _____ No _____

11. Describe existing structures and/or uses currently existing on your property:

12. Describe existing structures and currently land uses in the surrounding area of your property. _____

13. The applicant shall attach a copy of the notice submitted to the Federal Aviation Administration (FAA).
14. Applicant shall attach a site plan of the property, drawn to a scale of one inch equals fifty feet (1"=50') or one inch equal 100 feet (1"=100') unless otherwise specifically approved by the Planning Department, showing the following information:
- A. The outer boundary and dimensions of the property.
 - B. The location and height of the proposed communication facility, accessory equipment structures, and fences surrounding communication facility site, complete with distances to buildings and all property lines.
 - C. Location and size of existing structures.
 - D. All public and private roads, easements, and rights-of-way located on or adjacent to this property. (Label all roadways, easements and structures)
 - E. The distance of the proposed communication facility to the nearest point of the nearest runway of the nearest airport available for public use.
 - F. The scale and north arrow.

15. For communication facilities proposed to be located within four (4) miles of the nearest point of the nearest runway of the nearest airport available for public use, the applicant must provide a written statement from the FAA that confirms the FAA has reviewed the proposal and which sets forth the FAA's response, comments and requirements, if any, for the proposal.

COMMENTS OR ADDITIONAL INFORMATION

COMMUNICATION FACILITY APPLICATION FEE: An application fee of \$500.00 must be submitted with the application. Please make the check payable to Benton County Treasurer. **THIS FEE IS NOT REFUNDABLE.**

I certify that the information given above is true and complete.

Signature Block for individuals only.

_____ Applicant's Signature	_____ Print Name	_____ Date
_____ Signature of Legal Owners	_____ Print Name	_____ Date
_____ Signature of Person with additional ownership interest	_____ Print Name	_____ Date

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.

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If the applicant or legal owner is a corporation/partnership/LLC etc. please use the following signature block. Copy this page if more than one signature is required.

Applicant or Legal Owner: _____

By: _____,
(print name) (Title)

Signature: _____,
(Signature) (Title)

The above signed officer of _____ warrants and represents that all necessary legal and corporate actions have been duly undertaken to permit _____ to submit this application and that the above signed officer has been duly authorized and instructed to execute this application.

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<p>FOR OFFICIAL USE ONLY:</p> <p>Critical Area Review Completed by _____ on _____.</p> <p>Application approved for processing by _____ on _____</p> <p>Zoning _____ Comp Plan Designation _____</p>
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