Wireless Communication Facilities - Collocation

Description

Updates to existing Wireless Communications towers or structures including adding antennas, installing accessory equipment and constructing shelters, require a Wireless Communications Facilities - Collocation Permit. Requirements associated with Collocation are found in Cowlitz County Code Sections 18.70.090.D and 18.70.100.

A one-time increase in height of up to 10 percent of an existing tower or structure, or by the height of one antenna array, not to exceed 20 feet, whichever is greater, may be allowed through a Collocation permit.

Improvements associated with the Collocation are also subject to regulations under the International Building Code. A separate building permit is required following approval of this permit.

Review Process

The review of Collocation permits is administrative. Upon receipt of a complete application, the Department of Building and Planning distributes the application materials to agencies with jurisdiction with a 10-day comment period. The Department reviews the application for compliance with applicable regulations, and develops a decision with findings based on code requirements and agency recommendations.

Fees

The following fees are required to be paid when the application is submitted:

Wireless Communication Facilities - Collocation: $270

Wireless Communication Facilities - Collocation

Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

☐ 1. **Project Information Form**
- Form completed and signed by the owner or applicant

☐ 2. **Narrative describing all elements of the proposal**
- Include technical reasons for design and configuration, along with dimensional information
- Address code requirements

☐ 3. **Proof of Applicant's Right to Use the Site**
- Proposed lease agreement, easement agreement or license agreement.

☐ 4. **Photographic Analysis**
- Include representation of existing conditions and finished project conditions.

☐ 5. **Site Plan Showing *Proposed* Conditions**
- Elements of the proposed facility
- Means of access
- Setbacks to structures and significant features within 1,000'

☐ 6. **Vicinity Map**

☐ 7. **Additional Information, if applicable**
- As identified by the Department of Building and Planning