

WSDOT WIRELESS LEASE PROCESS/FEE SCHEDULE

- Complete application form for Wireless Communications Lease
- Send application to:

WSDOT
Real Estate Services
Attn: Leasing and Specials Project Manager
P. O. Box 47338
Olympia, WA 98504-7338

OR

WirelessRequests@wsdot.wa.gov

Direct Administrative Expenses:

\$3,500.00 - \$5,000.00, depending on the complexity of the review.

NOTE: Applications to locate on:

(1) WSDOT owned right of way, (2) WSDOT radio site, (3) WSDOT-owned structure, such as tower, building, light standard and utility pole, requires a structural analysis performed at the applicants sole cost and expense. All structural analyses performed must show existing, if necessary, and proposed loads in accordance with the TIA-222-G Standard, Structure Classification III (3), as amended. WSDOT will review and work with the applicant to resolve loading requirements, if necessary. Should the complexity of the analysis require review by a WSDOT vendor, applicant shall pay those costs.

- An Application Intake Appointment may be scheduled, if desired, with the Wireless Leasing Program Manager to review the application. If not deemed complete, the necessary additional information will be identified at this time. If the material as submitted is not adequate, the application may be accepted by WSDOT but it will not be considered a “completed application”. WSDOT will notify the applicant within 2 business days from the date of receipt of the application that it either is or is not complete.
- Administrative review of the completed application by WSDOT reviewers:
All questions/comments must be addressed and resolved before a lease will be drafted. If the review process reveals a “fatal flaw”, notice will be given to the applicant that the lease is being denied “for cause” along with the reason(s) for denial.
- Review by the Federal Highway Administration (FHWA) when the application is for space within a “fully controlled access highway” (Interstate) or Park and Ride (located on Interstate):
At the direction of FHWA this review will not be requested until WSDOT has completed its review and given approval for a lease. (FHWA requires at least 60 calendar days to complete its review.)
- Region Utility Permit is required when trenching within the Right of Way.
- Lease execution following Administrative review approval and legal review “as to form”:
Note: Lease Exhibits (Minimum Requirements Include: Detailed Site Plan and Elevation Drawing) must reflect the comments and requirements resulting from WSDOT Administrative and FHWA reviews.

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- Notice To Proceed (NTP):

A Notice To Proceed will be issued once WSDOT has received all of the required information listed in the Notice To Proceed Checklist. Included in the Checklist is full zoning and building permit documentation for WSDOT's review, which must disclose all conditions imposed by state/county/city/federal jurisdiction.

- Park and Ride Requirements:

Applicant must notify WSDOT seven (7) calendar days before any work starts. No activities or vehicle access will be allowed in the bus loop, bus zones, bus layovers or passenger shelter areas. All activities and staging should take place within the lot. Applicant shall provide all applicable Transit Authorities a map of the proposed location for the requested activities, which shall be approved in advance by transit staff. Applicant shall prepare a traffic control plan for public vehicles accessing and exiting the lot that ensures there will be no interference with transit operations or transit customer use at the site. WSDOT must approve the use of vehicles over 10,000 GVW. If vehicles over 10,000 FVW are used, applicant must submit a plan showing vehicle location, duration of use and how/what will be used to alleviate ground disturbance (dissipation mats, 1" plywood sheets, etc). Applicant shall cover the ground/pavement with tarps or other covering to protect the surface from oils, petrochemicals, pollutants, and hazardous waste materials. Applicant shall be responsible for providing all necessary safety measures. No materials, equipment, garbage, etc., shall be placed or allowed in the landscaping, drainage field or detention pond. Applicant shall be responsible for returning the site to the same or better condition than prior to the event, including the removal and/or disposal off-site of all equipment, materials, trash, and any items left on-site associated with the use, immediately upon the completion of work. No equipment or other articles shall be left on-site. Applicant shall be responsible for the repairs and/or replacement of any damage to the site, including to the landscaping, drainage field, detention pond, pavement, and any passenger amenities in the Park and Ride lot. WSDOT and/or Transit will check the site after each installation/modification and will note if any damage, repairs/replacement; any materials, equipment, trash, etc., are left on the lot or if removal and/or any clean-up needs to be done.

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Washington State Department of Transportation
APPLICATION FOR WIRELESS COMMUNICATIONS LEASE

Applicant: _____

Application date: _____

Applicant Site Number/Name _____

Applicant Information:

Legal entity, Legal Name of Tenant: _____

Licensed with the FCC? Yes ___ No ___

DBA: _____

License Number: _____

Mailing Address: _____

Billing Address (for Rent Payments): _____

Contact name and number (for Rent Payments): _____

Mailing address to receive Official Notices: _____

Name of Agent/Project Manager authorized to negotiate with WSDOT in processing the lease:

Site Information:

Site address: _____

State Route Number (SR#): _____

Mile Post Number: _____

Section ___ Township ___ Range ___

Latitude/Longitude: _____

Proposed site to be located at: _____

WSDOT radio site: _____

WSDOT facility (maintenance yard, pit site, stock pile site): _____

New facility to be constructed by the applicant (yes or no): _____

Replacement of an existing utility pole # _____ Franchise number for utility company: _____

Other: _____ (explain) _____

Antenna Information:

Proposed Antenna Height, Azimuth:

Antenna Manufacturer and Type-Number: _____

Weight and Dimension of Antenna(s) (Load): _____ lbs.,

_____ "x _____" x _____ "(each)

Proposed Frequencies, Power Output: _____ MHz, _____ Watts

Will this installation require WSDOT to provide power? Yes ___ No ___

Type of Antenna Mounting Equipment: _____

Proposed Height and Number of Microwave Dishes/Mfg and Type (if applicable)

Equipment Information:

Manufacturer: _____

Rack space required: _____

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Ground Space:

Is ground space needed inside WSDOT compound or right of way? Yes ___ No ___ if yes, dimensions requested. _____ x _____

If YES, Also, Please provide a sketch of WSDOT’s compound detailing existing and proposed structures.

Additional requirements:

- Provide one (1) set of construction plans for Administrative Review.
- If wireless application is for the purpose of replacing a utility owned pole within WSDOT right of way, a copy of the lease agreement between the utility and wireless company must be provided to WSDOT prior to execution of the lease by WSDOT.
- If facility is to be located within an Access Controlled right of way, a “Type F” Access Permit must be obtained from WSDOT/FHWA to access Non-WSDOT owned property.
- If facility is to be located within an Access Controlled right of way, a Temporary Access Break must be obtained from WSDOT/FHWA to access WSDOT owned property.
- WSDOT Regional Utility Permit for trenching within the Right of Way may be required.
- Lease term requested and any options needed. (Standard is five years with three 5 year options).

Signature: _____

Print Name: _____

Address: _____

Company Name: _____

Telephone No.: _____

NOTICE TO PROCEED CHECKLIST

(1) Final Construction Plans:

- 11” x 17” size sheets.
- Survey and legal description of proposed site.
- Plot plan showing location of proposed facility (noting additional area needed for construction, if applicable), and its relationship to any and all existing facilities at the site.
- State Route or Interstate Route number, milepost and direction.
- Location of adjacent streets, roads, or alleys for alternate access location.
- Right of way line (include copy of WSDOT right of way plan sheet when utilized).
- Identify the safety control zone/clear zone (include calculation). Refer to WSDOT utility Manual for details.
- Landscaping details to include methods to prevent soil erosion or to protect slopes or sensitive areas.
- Existing landscape (outline of vegetation) with landscaping to be proposed and/or trees to be removed.

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- Landscape plan including irrigation/drip system and, if applicable, soil erosion and sediment control (include elevations, details showing architectural treatment, colors of the various facility components, etc.).
- Fencing, sidewalks, signs, curbing, stairs, driveways-existing and proposed (including curb-line opening), driveway width and alignment with respect to the adjoining highway or local road and other minor improvements, Access way, parking area and identification of any areas to be paved or striped (including the materials to be used).
- Location of any existing WSDOT structures (i.e. buildings, equipment, guardrails, access roads, columns).
- Identify topography including slopes within access control area.
- Location of aerial and underground utilities (fiber optic electrical, telephone, etc.) and the proposed method of accessing utilities from outside the access control area.
- Location of and setback from bridge structures (include bridge number/name).
- Utilities (including trenching specifications).
- Excavation plans for the monopole/tower, conduits, equipment shelter, and other structures.
- Height of the structure (monopole/tower, utility pole) and antenna elevation.
- If site is shared with WSDOT, name of applicant's Radio Frequency (RF) Engineer who will work with the WSDOT Region Radio Technician.
- Narrative describing how installation and construction will be performed in order to minimize the impact on WSDOT operations (e.g., traveling public, commuters at a park and ride, workers at a maintenance facility).

(2) Copy of all environmental documents

(3) Copy of Building Permit

(4) Copy of WSDOT Utility Permit/Access Permit (if applicable)

(5) Copy of WSDOT Type F Access Permit (if applicable)

(6) Final construction schedule - who, what, where, when and how

(7) Fully executed lease