



- 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:

\$5,000.00 - \$10,000.00, 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 and proposed loads, including all mounts, brackets, cables, etc. to be added, in accordance with the TIA-222-H Standard, Structure Classification III (tower, monopole, building, bridge, sound wall, etc.) or LRFD Specifications For Structural Supports for Highway Signs, Luminaries, and Traffic Signals, 1st Edition, 2020 Interim Revisions (light standard and utility pole). Any structure over 100 ft. will require a structural analysis by a licensed State of Washington Structural Engineer. WSDOT will review all structural analyses 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 incur those costs. 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 Leasing and Special Projects 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 5 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 "partial controlled limited 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.

## WSDOT WIRELESS LEASE PROCESS/FEE SCHEDULE (continued)

- 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 and all applicable Transit Authorities seven (7) calendar days prior to beginning any work.

1. No activities or vehicle access is allowed in the bus loops, bus zones, bus layovers, or passenger shelter areas.
2. All activities and staging shall take place within the lot.
3. The Applicant shall provide all applicable Transit Authorities a map of the proposed location for the requested activities, which shall be approved in advance by WSDOT and transit staff.
4. The Applicant shall prepare and submit for review and approval to WSDOT and transit staff a Traffic Control Plan for vehicles accessing and exiting the lot to ensure there is no interference with transit operations or transit customer use.
5. WSDOT and transit staff may approve the use of vehicles over 10,000 GVW, specifically the type and weight of the vehicle(s), use of outriggers or stabilizers, and how the effects of the point load and overall weight may be mitigated.
6. If vehicles over 10,000 FVW are approved for use, the 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 to protect the surface from oils, petrochemicals, pollutants, and hazardous waste materials.
7. The Applicant shall be responsible for providing all necessary safety measures.
8. No materials, equipment, garbage, etc., shall be placed or allowed in the landscaping, drainage field, or detention pond.
9. Immediately, upon the completion of work the Applicant shall be responsible for returning the site to the same or better condition then prior to the work, including the removal and/or disposal of all equipment, materials, trash, and any items left on-site associated with the work. No equipment or other articles shall be left on-site.
10. The Applicant shall be responsible for any and all 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.
11. WSDOT and/or transit staff will check the site after each installation/modification and will note any damage, repairs/replacement; any materials, equipment, trash, etc., left on the lot, or if removal and/or any clean-up needs to be completed.
12. The Notice to Proceed (NTP) will expire 90 days after the date it is issued. All work described in the NTP MUST be completed within the 90 day period.
13. Should the work described in the NTP not be completed within the 90 day period, the Applicant must submit an application detailing the work not completed and pay WSDOT to process the application for the unfinished work.



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		
County	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	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)



- 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**