



WIRELESS COMMUNICATION FACILITIES CLASS 1 SITING PERMIT

City of Salem Permit Application Center
City Hall, Room 320
503-588-6213
Website: www.cityofsalem.net/planning

PURPOSE

A Wireless Communication Facilities Class 1 Siting Permit is required for a collocation or attachment of an antenna or antenna array on a support tower, support structure, or utility structure that does not qualify for exemption from siting permits under SRC Chapter 703.010(a)(2).

Requirements pertaining to Wireless Communication Facilities Class 1 Siting Permits are contained in SRC Chapter 703.

PROCEDURE TYPE

An application for a Wireless Communication Facilities Class 1 Siting Permit is processed as a Type I procedure under SRC Chapter 300.

PROCESS

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320). The Wireless Communication Facilities Class 1 Siting Permit may be submitted for review prior to or concurrent with the building permit application (for facilities on private property) or franchise permit application (for facilities in public street rights-of-way).
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- Once a complete application is submitted, staff reviews the application for conformance with the applicable criteria for a Wireless Communication Facilities Class 1 Siting Permit under SRC 703.020(e)(1). If staff cannot approve the proposed siting, the applicant will be contacted and notified of why the siting does not comply with the Salem Revised Code; or
- Upon verification that the proposed siting meets the applicable criteria for a Wireless Communication Facilities Class 1 Siting Permit in SRC 703.020(e)(1), the Planning Administrator shall issue a decision.
- **The associated building permit or franchise permit for the proposed development may not be issued until the siting permit is approved.**

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Wireless Communication Facilities Class 1 Siting Permit shall contain the following:

- COMPLETED APPLICATION FORM.** The application may be submitted by one or more of the following persons: **(1)** The owner of the subject property; **(2)** The contract purchaser of the subject property, when the application is accompanied by proof of the purchaser's status as such and by the seller's written consent; **(3)** A lessee in possession of the property, when the application is accompanied by the owners' written consent; or **(4)** The agent of any of the foregoing, when the application is duly authorized in writing by a person authorized to submit an application by paragraphs (1), (2) or (3), and accompanied by proof of the agent's authority. The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- APPLICATION FEE.** Pay the application fee at the time of filing your application.
- RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** Submit a copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- LOCATION OF THE SITING.** Describe the location of the siting according to the siting priorities set forth in 703.010(c).
- RF EMISSIONS DOCUMENTATION.** Submit documentation of compliance with the non-ionizing electromagnetic emissions standards established by the Federal Communications Commission.
- NOISE STANDARDS COMPLIANCE.** Submit documentation showing that the auxiliary support equipment will not produce sound levels in excess of the standards of SRC Chapter 93 or designs showing how the sound will be muffled to meet those standards.
- DOCUMENTATION OF HISTORIC REVIEW OR EXEMPTION FROM HISTORIC REVIEW.** Submit documentation that the proposed facility has been submitted to the State Historic Preservation Office (SHPO) for review, if applicable, or a statement explaining why the site is not subject to review by SHPO.
- CERTIFICATION OF CODE COMPLIANCE.** Submit an engineer's certification that the support structure, utility structure, or support tower will safely handle the load created by the attachment or collocation and comply with ANSI and other industry safety and structural codes and standards.
- ADDITIONAL INFORMATION FOR SITING ON UTILITY STRUCTURE ON LOCAL STREET.** Submit color radio frequency contour maps clearly showing the calculated coverage using the proposed antennas at the applicant's target signal level and the calculated coverage areas for all existing adjacent wireless communications facility sites of the owner to support the site selected for the proposed facility considering the siting priority established by SRC 703.010(c). If collocation or attachment on other utility structures was ruled out for non-radio frequency coverage reasons, provide a statement identifying and justifying those reasons.
- SITE PLAN.** Two copies of a site plan shall be submitted. One copy must be reproducible (*not more than 11 in. x 17 in., and not less than 8.5 in. by 11 in.*) and the other copy must be to a standard scale. The site plan must include all information necessary to establish satisfaction with the approval criteria. By way of example, but not limitation, such information may include the following:
 - Total site area, dimensions, and orientation relative to north;

- Location of existing and proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures;
- All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;
- Location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;
- Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps;
- Description of the proposed wireless communications facility's design and dimensions;
- Elevations showing all components of the wireless communications facility, and its connection to utilities.

WRITTEN STATEMENT DEMONSTRATING COMPLIANCE WITH CRITERIA. Submit a written statement describing the proposed facility and how it would meet the approval criteria:

- The proposed collocation or attachment of an antenna or antenna array meets all applicable siting standards and development standards in Chapter 703;
- For collocation or attachment of an antenna or antenna array in right-of-way, the proposed wireless communications facility cannot be located outside right-of-way because there are no existing utility structures, support structures, or support towers located outside right-of-way available to meet the service requirements of the wireless provider.