

# WIRELESS COMMUNICATION FACILITIES CLASS 2 SITING PERMIT



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

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## PURPOSE

A Wireless Communication Facilities Class 2 Siting Permit is required for a replacement of a utility structure for the purpose of attachment of an antenna or antenna array.

Requirements pertaining to Wireless Communication Facilities Class 2 Siting Permits are contained in SRC Chapter 703.

## PROCEDURE TYPE

An application for a Class 2 Siting Permit is processed as a Type II procedure under SRC Chapter 300.

## PROCESS

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320). The Class 2 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>
- After all required information is submitted and the application is deemed complete, staff sends notice of proposal, indicating a public comment period of 14 days, to the applicant, property owner, neighborhood association, and property owners within 250 feet (*notification list of property owners within 250 feet is prepared by staff*); applicant posts notice of the proposed application on the subject property no earlier than 14 days and no later than 10 days prior to the end of the public comment period, and the signs remain in place throughout the comment period (*signs are prepared by staff*).
- The Planning Administrator issues a decision to grant or deny the application based upon whether the proposal meets the applicable criteria for a Class 2 Siting Permit under SRC 703.020(e)(2).
- Staff sends copy of decision (noting 15-day appeal period) to applicant, property owner, neighborhood association, and property owners within 250 feet.
- If no appeal is filed and City Council does not elect to review the decision, the Class 2 Siting Permit becomes effective.
- **The associated building permit or franchise permit for the proposed facility 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](http://www.cityofsalem.net), under "Revised Codes".*

## APPLICATION CHECKLIST

An application for Class 2 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 replacement utility structure will safely handle the load created by the proposed antennas and comply with ANSI and other industry safety and structural codes and standards.
- DOCUMENTATION OF ADEQUATE WIDTH.** Submit documentation that the replacement utility structure is at least as wide as that required by any applicable safety standards adopted by the Oregon Public Utility Commission or the minimum necessary to accommodate attachment on the proposed replacement structure.
- ADDITIONAL INFORMATION FOR REPLACEMENT 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.

- COVERAGE AND/OR CAPACITY DOCUMENTATION.** Submit coverage maps or capacity documentation showing any gap in the provider's service and minimum height or configuration of the facility needed to fill the gap.
  
- SIMULATIONS.** Submit color simulations of the facility as it would appear after construction.
  
- 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 replacement of a utility structure outside right-of-way, the proposed wireless communications facility cannot practicably be located on an existing or modified structure outside right-of-way;
  - For replacement of a utility structure outside right-of-way, the approval will not cause an increase in the number of utility structures on the property or cause an enlargement or expansion of an existing utility structure on the property;
  - For replacement of a utility structure in right-of-way, the proposed wireless communications facility cannot practicably be located on an existing structure inside or outside right-of-way or on a modified or replacement structure outside right-of-way;
  - For replacement of a utility structure in right-of-way, the approval will not cause an increase in the number of utility structures in the right-of-way or cause an enlargement or expansion of an existing utility structure in the right-of-way.