

City of Olympia

**601 4th Avenue East
Olympia, WA 98507
(360) 753.8314**

Environmental checklist.

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter [43.21C](#) RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

For nonproject proposals complete this checklist and the supplemental sheet for nonproject actions (Part D). The lead agency may exclude any question for the environmental elements (Part B) which they determine do not contribute meaningfully to the analysis of the proposal.

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

A.1. Name of proposed project, if applicable:

OL0734 Olympia Mission Creek 120-Foot Monopine Wireless Facility

A.2. Name of applicant: ***J5IP, on behalf of New Cingular Wireless PCS, LLC (AT&T)***

A.3. Address and phone number of applicant and contact person:

***23035 SE 263rd Street (remote)
Maple Valley, WA 98038
206.227.7445
Contact: Phillip Kitzes***

A.4. Date checklist prepared: ***August 31, 2022***

A.5. Agency requesting checklist: ***City of Olympia***

A.6. Proposed timing or schedule (including phasing, if applicable):

- ***Conditional Use Permit & SEPA Checklist Review: (4-6 months)***
- ***Hearing (1 month)***
- ***Building Permit Review: (1-2 months)***
- ***Construction: (4-6 months)***

A.7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

This facility may be subject to future upgrades, as well as collocation proposals. However, there are no present plans or expansions beyond the current proposal.

A.8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

***Survey prepared by S&F Land Services
ASCE Design Hazards Report***

A.9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

To the best of the applicant's knowledge, there are no pending government approvals associated with the subject property.

A.10. List any government approvals or permits that will be needed for your proposal, if known.

- ***Conditional Use Permit***
- ***SEPA***
- ***Building Permit***

- A.11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The proposal is to locate a new wireless communications facility (120-foot monopine) at the selected site to meet the in-fill coverage objectives (outdoor, in-vehicle, and in-building coverage) within a geographic area in the network. The project area for the facility is 20'x33.75', or 675 SF and will be within a parking lot. The facility will be accessible and will be enclosed in a 6-foot high secured wood fence. A generator will be installed for emergency use only (power outage).

- A.12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The site address is 1814 4th Avenue East. The Assessor's Parcel Number is 80800400300 and it lies within the SW Quarter of Section 13, Township 18N, Range 2 West, W.M., Thurston County, WA. Legal Description:

PARCEL A:

LOTS 9 AND 10 OF MCCORMICK SUBDIVISION, AS RECORDED IN VOLUME 8 OF PLATS, PAGE 50. TOGETHER WITH THE WEST HALF OF VACATED ALLEY ADJOINING SAID LOT 9 ON THE EAST, AS VACATED BY ORDINANCE NO. 3493 RECORDED FEBRUARY 20,1969, UNDER FILE NO. 796281; IN THURSTON COUNTY, WASHINGTON

PARCEL B:

LOTS 2, 3, 4 AND 5 IN BLOCK 4 OF TURNER ADDITION TO OLYMPIA, AS RECORDED IN VOLUME 8 OF PLATS, PAGE 21. TOGETHER WITH THE EAST HALF OF VACATED ALLEY ADJOINING SAID LOTS 4 AND 5 AND THE SOUTH 40 FEET OF LOT 3 ON THE WEST, AS VACATED BY ORDINANCE NO. 3493 RECORDED FEBRUARY 20,1969, UNDER FILE NO. 796281;

IN THURSTON COUNTY, WASHINGTON

B. ENVIRONMENTAL ELEMENTS

B.1. Earth

- B.1.a General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other.....

B.1.b. What is the steepest slope on the site (approximate percent slope)?

3-5 percent.

B.1.c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

They are generally a Cathcart gravelly loam (per USDA soils).

B.1.d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No. There are no surface indications or history of unstable soils in the immediate vicinity.

B.1.e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

There will be grading to install the pole and ground equipment—estimated at approximately 5-10 cubic yards (CY). All material will be balanced onsite (new planter areas).

B.1.f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

No. There is no anticipated erosion as a result of the minimal site disturbance during construction.

B.1.g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The site is approximately 40,698 SF (0.93 AC) and is entirely impervious (asphalt) except for a landscape planter. Upon completion, there will be no real net change in impervious but there will be some additional plantings (perimeter landscaping).

B.1.h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

As required and implemented by the City, appropriate erosion control measures will be adhered to during construction.

B.2. Air

B.2.a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Temporary emissions from equipment and dust will occur during the construction phase. Construction equipment will comply with applicable local, county, and state air quality regulations. There will be a backup emergency generator that will only operate during an emergency or for testing and maintenance.

- B.2b. Are there any offsite sources of emissions or odor that may affect your proposal? If so, generally describe.

Not to our knowledge.

- B.2c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Once construction occurs, appropriate measures to mitigate and/or control emissions generated from the work will be strictly adhered to as prescribed by the city.

B.3. Water

- B.3a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

No.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

No.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not applicable.

- 5) Does the proposal lie within a 100-year flood plain? If so, note location on the site plan.

No.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

B3.b. Ground:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well? Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No. Proposal is for an unmanned communications facility which does not require water service or use water.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable. This proposal is for an unmanned communications facility that will not generate any waste material.

B3.c. Water runoff (including storm water):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

No. This proposal will disturb existing impervious surface that is already accounted for in the storm drainage collection system and will not disturb the existing runoff flow patterns.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

No waste material will be created by this unstaffed communications facility.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

To the best of the applicant's knowledge, no drainage patterns will be impacted by this project.

B3.d. Proposed measures to reduce or control surface, ground, runoff water, and drainage pattern impacts, if any:

None are proposed at this time.

B.4. Plants

B4.a. Check the types of vegetation found on the site:

- Deciduous tree: Alder, maple, aspen, other:
- Evergreen tree: Fir, cedar, pine, other
- Shrubs: salal, soft rush, blackberry
- Grass
- Pasture
- Crop or grain
- Orchards, vineyards or other permanent crops.
- Wet soil plants: Cattail, buttercup, bullrush, skunk cabbage, other
- Water plants: Water lily, eelgrass, milfoil, other
- Other types of vegetation: **Ornamental perimeter/parking area landscape**

B4.b. What kind and amount of vegetation will be removed or altered?

The parking lot landscaping (middle of lot) will be removed to construct the facility.

B4.c. List threatened and endangered species known to be on or near the site.

None.

B4.d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Per Code, there will be Type II landscaping around the facility.

B4.e. List all noxious weeds and invasive species known to be on or near the site.

None are known.

B.5. Animals

B5.a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

Birds: Hawk, heron, eagle, **songbirds**, other:
 Mammals: Deer, bear, elk, beaver, other:
 Fish: Bass, salmon, trout, herring, shellfish, other:

Unknown, but it is reasonable that this parcel may have songbirds or small animals common to the area.

B5.b. List any threatened and endangered species known to be on or near the site.

There are no known or observed threatened or endangered species at or near

the site.

B5.c. Is the site part of a migration route? If so, explain.

Not to our knowledge.

B5.d. Proposed measures to preserve or enhance wildlife, if any:

None are proposed at this time.

B5.e. List any invasive animal species known to be on or near the site.

None are known.

B.6. Energy and natural resources

B.6.a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electricity and fiber are the two sources of power and communications required for the wireless facility. In the event of emergency, there is a diesel generator that will switch on until power is restored.

B.6.b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No. This is an unmanned communications facility consisting of a 120' monopine with the closet residential structure over 50ft away. As such, this proposal will not impact solar energy use on adjacent properties.

B.6.c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

None are proposed at this time.

B.7. Environmental health

B.7.a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

No. The communications facility and equipment will not cause exposure to toxic chemicals or hazardous waste. A standby generator is being proposed, but it will only operate during emergencies. Additionally, it will meet all applicable safety regulations to reduce any potential hazards to the surrounding community.

- 1) Describe any known or possible contamination at the site from present or past uses.

None are known.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Not applicable. There are no known underground transmission pipes or existing hazardous chemicals/conditions onsite.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

There are no toxic or hazardous chemicals that will be produced by the proposal, either during construction or operation. The proposed standby diesel generator will be installed and operated to meet all applicable regulations to ensure safe operation and no impact on surrounding properties.

- 4) Describe special emergency services that might be required.

None.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

The proposed project will present no known environmental health hazards.

B.7b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not applicable—this is an unmanned facility and existing noise will not affect the project.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Noise levels will increase on a short-term basis during the construction phase of the project. Construction will occur during daylight hours as allowed by City ordinance and staff. On a long-term basis, noise generated by this project will operate within permissible levels as shown in the Noise Report.

- 3) Proposed measures to reduce or control noise impacts, if any:

None are proposed; however, the applicant will adhere to local regulations as they apply during construction. Distance from nearby properties and

proposed fenced compound will help ensure noise stays within permissible levels.

B.8. Land and shoreline use

B.8.a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The current land uses of the adjacent properties are as follows:

- ***North*** ***Business, Residences***
- ***South*** ***Residences***
- ***East*** ***Commercial (Retail)***
- ***West*** ***Residences***

The use of a 20'X33.75' fenced lease area for an unmanned communication facility will not impact the current use of the subject parcel or surrounding parcels.

B.8.b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Not to our knowledge.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No. There is no working farm or forest land surrounding the subject parcel.

B.8.c. Describe any structures on the site.

Elks Lodge.

B.8.d. Will any structures be demolished? If so, what?

No.

B.8.e. What is the current zoning classification of the site?

High Density Corridor 2 (HDC-2)

B.8.f. What is the current comprehensive plan designation of the site?

Urban Corridor

B.8g. If applicable, what is the current shoreline master program designation of the site?

Not applicable.

B.8h. Has any part of the site been classified critical area by the city or county? If so, specify.

To the applicant's knowledge, no portion of the proposed site has been designated as a critical area.

B.8i. Approximately how many people would reside or work in the completed project?

One (1) maintenance trip per year.

B.8j. Approximately how many people would the completed project displace?

Not applicable—this is an unmanned communications facility. (Note: 1 maintenance trip per year.)

B.8k. Proposed measures to avoid or reduce displacement impacts, if any:

No persons live on the subject parcel, so no displacement will occur.

B.8l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The facility will serve the immediate area as part of a larger wireless network. In the event of emergency, it provides necessary communications and is located next to a highly used street. It will not impact the use of the surrounding residential/commercial properties. AT&T is mitigating visual impact with the "monopine" design and perimeter landscaping/fencing around the complex.

B.8m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

There are no nearby agricultural or forest lands of long-term commercial significance.

B.9. Housing

B.9a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Not applicable. Proposal is for an unmanned communications facility with no housing proposed.

B.9b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not applicable. There are no residences on the subject property.

B.9.c. Proposed measures to reduce or control housing impacts, if any:

Not applicable.

B.10. Aesthetics

B.10.a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

The monopine will be 120 feet in height. (Lightning rod will extend higher.)

B.10.b. What views in the immediate vicinity would be altered or obstructed?

The monopine will be visible to surrounding properties but will not impact any significant viewsheds.

B.10.c. Proposed measures to reduce or control aesthetic impacts, if any:

Per the pre-application meeting, the design to a monopine will help offset any aesthetic impacts. In addition, there will be Type II landscaping around the facility.

B.11. Light and glare

B.11.a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

None—lighting is not required.

B.11.b. Could light or glare from the finished project be a safety hazard or interfere with views?

No. No lighting is proposed for this project.

B.11.c. What existing offsite sources of light or glare may affect your proposal?

None—this is an unmanned facility.

B.11.d. Proposed measures to reduce or control light and glare impacts, if any:

None are proposed at this time.

B.12. Recreation

B.12.a. What designated and informal recreational opportunities are in the immediate vicinity?

Not applicable.

- B.12.b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

- B.12.c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

None are proposed, as there is no anticipated impact on recreational opportunities.

B.13. Historic and cultural preservation

- B.13.a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

The existing Elks Lodge building was built in 1971; thus, it is 51 years old.

- B.13.b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

Not to our knowledge.

- B.13.c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

We researched the county and national registry, and nothing was noted about this site.

- B.13.d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

No cultural or historic resources have been identified at the proposed project site; accordingly, AT&T has not proposed any measures to reduce or control impacts. AT&T will comply with all applicable laws regarding notification, etc., during construction. The existing building will not be affected by this proposal.

B.14. Transportation

- B.14.a. Identify public streets and highways serving the site or affected geographic area and

describe proposed access to the existing street system. Show on site plans, if any.

Access is available from the abutting streets: State Avenue NE, 4th Avenue E, Fir Street SE, and Turner Street SE.

- B.14.b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Not applicable. Proposal is for an unmanned communications facility.

- B.14.c. How many additional parking spaces would the completed project or nonproject proposal have? How many would the project or proposal eliminate?

The project will eliminate approximately 3 of the existing 53 parking spaces. (Note: The Code requires 6 spaces per 1,000 SF of lodge space and the calculated area is approximately 8,200 SF. Thus, the required number of parking stalls for the Elks Lodge is 49 spaces. If 3 spaces are removed, the required number of parking spaces is still met (per Code)).

- B.14.d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No.

- B.14.e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

- B.14.f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Approximately one (1) maintenance trip will be generated per year.

- B.14.g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

- B.14.h. Proposed measures to reduce or control transportation impacts, if any:

None are proposed at this time. The proposal is for an unmanned communications facility that will have no measurable impact on transportation.

B.15. Public services

- B.15.a. Would the project result in an increased need for public services (for example: Fire

protection, police protection, public transit health care, schools, other)? If so, generally describe.

No.

B.15b. Proposed measures to reduce or control direct impacts on public services, if any.

None are proposed.

B.16. Utilities

B.16a. Circle utilities currently available at the site: Electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other: fiber.

B.16b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

The following are the purveyors:

<i>Electricity:</i>	<i>Puget Sound Energy</i>
<i>Fiber Service:</i>	<i>TBD</i>

Connection(s) to the abovementioned utilities will be negotiated with the individual purveyor during the construction/building permit phases of this project. There may be a need for a right-of-way permit(s) to gain access to these services.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Phillip Kitzes

Signature

8.31.22

Date Submitted

CONDITIONAL USE PERMIT CHECKLIST

The following steps are highly recommended before applying for a Conditional Use Permit:

- **Presubmission Conference** - Submit for an application for a Presubmission Conference. This is a preliminary meeting with City staff to review a proposed development and to obtain required applications and reports that may be necessary for the review of the project.
- **Pre-Intake Meeting** - Please contact our office at 360.753.8314 when you are ready to submit your project application. City staff will schedule a pre-intake meeting. You will need to bring a USB Drive to the meeting that contains all the electronic files, plans and materials that you have prepared to submit for conditional use permit review.

City staff will review the materials to verify that all required plans and associated documents have been prepared. At this meeting, the lead planner will provide a detailed guide sheet to assist you in applying on the City's portal.

PLEASE NOTE: Do not start the application process on the City's portal until you have had a pre-intake meeting.

Conditional Use Permit Submittal. City staff will determine whether the application is complete upon your submittal of the application on the City's online application portal. Staff will also confirm applicable application fees and then notify you to make payment. A land use review fee may also be charged if changes to the site layout are needed. Fees are required to be paid for your application to be considered complete and vested. Payment of the fees can be made through your portal account. Fees totaling more than \$5,000 requires an E-Check. Contact our customer service center if assistance is needed at 360.753.8314.

The following information will need to be prepared prior to applying for a Conditional Use Permit. The online form requires the following information:

1. The date of your pre-intake meeting (the form provided at the meeting is a required submittal item)
2. Applicant Information: name, address, phone number, email
3. Primary Contact: name, address, phone number, email
4. Authorized Representative (if applicable): name, address, phone number, email
5. Property Owner (if not applicant): name, address, phone number, email
6. Address or Tax Parcel Number of the project site
7. If multiple parcels are involved in the project, provide the following:
 - a. all site addresses (if known)
 - b. all Assessor's tax parcel numbers

8. Provide the number of parcels involved in the overall project
9. Total acreage of entire project site
10. Water Service- Existing: connected to existing water service or well
11. Water Service- Proposed: to connect to city water service or none
12. Sewer Service- Existing service: connected to existing city sewer or have on-site septic system
13. Sewer Service- Proposed: to connect to city sewer service or none
14. If this is a "change of use" project of a building, provide the last known use (retail, office, restaurant, etc.)
15. Does your project require Board or staff level design review?
16. The total square footage of all new construction of building(s) proposed?

Gather the following information:

ITEM	EXISTING	PROPOSED	TOTAL
Number of Buildings	1	0	1
Height	20'	120'	
Number of Building Stories	1	N/A	
Gross Floor Area- Ground Floor (sq. ft.)	8,200	N/A	8,200
Gross Floor Area- Second Floor (sq. ft.)	0	N/A	
Remaining Floors	0	N/A	
Gross Floor Area of Building (sq. ft.)	8,200	N/A	8,200
Landscaping Areas (sq. ft.)	6,500	0	6,500
Impervious Areas (sq. ft.)	34,010	INCLUDED	34,010
Hard Surface Areas (sq. ft.)	34,010	INCLUDED	34,010
Soils and Vegetation Protections Areas (sq. ft.)	N/A	N/A	
Public Streets or Private to be developed (sq. ft.)	N/A	N/A	
Bicycle Parking- Long Term	N/A	N/A	

Bicycle Parking- Short Term	N/A	N/A	
Vehicle Parking Stalls	53	-3	50
Number of Multifamily Housing Unit (if applicable)	N/A	N/A	

If your Conditional Use Permit involves any of the following, additional information is required:

Churches N/A

Distance to nearest school and/or park: _____

Name of school and/or park: _____

Date the church became legal owner of the property: _____

Distance to nearest arterial street: _____

Name of the arterial street: _____

(Arterial information may be obtained from City planning staff.)

Group Home N/A

Maximum number of residents (exclusive of staff): _____

Is there any other group home within ½ mile? ☐ Yes ☐ No

If yes, name and location of other group homes: _____

Commercial Uses WIRELESS FACILITY

Total gross square footage of commercial buildings: 0

Description of each commercial use: WIRELESS MONOPOLE + ANCILLARY EQUIPMENT

Total square footage in paved/covered surface: 120 #

Will this proposal generate noise? ☒ Yes ☒ No

If yes, please describe: IN AN EMERGENCY, BACKUP GENERATOR.

Is a sign proposed? ☐ Yes ☒ No OTHERWISE - NO NOISE

If yes, what size? _____

Hours of operation (days of week and hours of day): 24 HRS / 7 DAYS A WEEK

Total square footage/acreage of the site: 0.93 AC

Number of dwelling units: Proposed and Existing 0

Resuming a Discontinued Use N/A

What was the previous use of the structure (or land)? _____

When was this discontinued use abandoned? _____

Was this discontinuance or abandonment caused by a condition over which the owner and operator had no control? (please explain) _____

Why is it not possible to change the use of the premises to a permitted use? _____

What provisions have been made to safeguard the adjoining properties against any detrimental effects that might result from reestablishing the proposed use? _____

Day Care Centers and Nursery Schools *N/A*

Maximum number of students: _____

Estimated maximum expected vehicular trips per day: _____

How are these vehicular trips distributed by type and time of day? _____

Community Club, Private Club, or Fraternal Organization; Nursing or Convalescent Home; Public Utilities; Radio and Television Transmitting and Receiving Towers; Riding Stables or Riding Academies; and Veterinary Clinics or Hospitals

What provisions have been made to make the development compatible with the appearance and character of the surrounding neighborhood? _____

What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development? _____

The following submittals are required to meet the PDF Document Submission Requirement Standards (see handout):

- **Pre-Intake Guide Sheet**
- **Site Plan (drawn to scale)**
 - Shall include the following:
 - North arrow, scale bar.
 - Vicinity map, depicting the location of the project with respect to adjacent and nearby streets and other major features.
 - Property lines and adjacent properties.
 - Locations, sizes and uses for existing and proposed structure.
 - All proposed and existing buildings and setback lines sufficiently accurate to ensure compliance with setback requirements.
 - The location of all existing and proposed structures, including buildings, fences, culverts, bridges, roads, streets, and signs.

- Proposed internal circulation plan illustrating new and existing access points to streets, the size and location of all driveways, fire lane if applicable, streets and roads with widths and outside turning radii for emergency and solid waste vehicles.
 - Parking lot layout, including dimensions of the spaces and back-up aisles, barrier-free parking stalls and loading areas.
 - Location, type and number of both long-term and short-term bicycle parking facilities
 - Location of solid waste enclosure.
 - Existing and proposed street frontage improvements, such as curbs, sidewalks, streetlights, street trees and nearby driveways both on-site and off-site.
 - Existing and proposed overhead and underground private and public utilities both on and abutting the site including hydrant locations, waterlines, sanitary sewer lines, stormwater lines, wells, septic tanks and drain fields.
 - Existing and proposed contour lines.
 - Location of any on-site or suspected critical areas within 300 feet of the site. Critical areas may include wetlands, streams, landslide hazards and lakes with associated wetlands and buffers as outlined in OMC Chapter 18.32.
 - Existing and proposed landscaping areas, fences, existing trees to remain and to be removed.
 - Locations of above ground utility boxes over 30 inches in height or a volume of 20 cubic feet.
- **Civil Engineering Plans (Conceptual)**
 Water, Sanitary Sewer, Street, Lighting and Solid Waste design and any Site Development Drawings required by the Drainage Control Plan (see below, if applicable). Plans to include:
 - North arrow, scale bar, current City of Olympia vertical datum (NAVD88).
 - Right of way lines, including street names with quadrant suffix.
 - Edge of pavement, width and pavement type.
 - Property lines and addresses.
 - Easements- existing, proposed, type and dimension (if applicable).
 - Sewer Plan- include rim and invert grades shown at each existing and proposed manhole, size of pipe, sewer laterals, step system and appurtenances, and force main and appurtenances.
 - Water (Main) plan- include fire hydrants, meter and valves, size of water main, any FDC location, any fire main underground, building fire flow requirements and backflow prevention device location.
 - Solid Waste Collection Plan- Identify location of solid waste enclosure, type of waste container type and size (carts, dumpster, drop box or compactor), show collection vehicle ingress and egress into and out of site, without backing out onto streets and approach to the enclosure.

- Site Development Drawing (as applicable) should include: Cover Drawing, Construction SWPPP Drawings, Plan and Profile Drawings, Detail Drawings and Tree Plans. (Note that Landscaping Plans should be provided as a separate document.)
- **Drainage Control Plan** - For details, please refer to the Drainage Control Plan Checklist, Guide Sheet 1C available on the City's online portal under Civil Engineering Permit Checklists. Please also refer to guidance provided at the Stormwater Scoping meeting. In general, a Drainage Control Plan submitted at this stage will consist of the following:
 1. **Drainage Design Report**
 2. **Site Development Drawings** (to be included in the Civil Engineering Plans reference above.)
 3. **Construction Stormwater Pollution Prevention Plan (C-SWPPP)** Should include narrative and plans.

(Note that a Stormwater Site Management Plan- would be required at the Engineering Permit review stage.)
- **Soil and Vegetation Plan** - As applicable, outlined in Olympia Municipal Code Chapter 16.60
- **Landscaping Plan (Conceptual)** - As applicable, meeting requirements of OMC 18.36.080
- **Traffic Impact Analysis** - if the project exceeds fifty (50) housing units or eight thousand (8,000) square feet of new commercial building area, a Traffic Generation and Distribution Report identifying projected daily and peak hour traffic generation to and from the project and distribution of those trips on the public street network. (See the Olympia Traffic Impact Analysis Guidelines.)
- **Narrative Document** - Provide a separate document describing all details of the project. Also provide details of how the proposal is consistent with Olympia Municipal Code Chapter 18.48 Conditional Use Permits.
- **Legal Description Document** - Provide a document that includes the legal descriptions of all properties involved in the project.
- **Critical Area Report(s), if applicable** - Refer to OMC 18.32
- **Miscellaneous Reports** - Additional reports as identified at the Presubmission Conference and/or at the Pre-Intake meeting.
- **Environmental Checklist (if subject to the State Environmental Policy Act)**
- **Property Owner List** - a property owner list certified by a title company shall be provided. PDF version and Excel Spreadsheet Worksheet are required. (See additional information below).
- **Design Review Packet** - See Board or Staff Level Design Review Checklists for packet details.
- **Variance Request Justification Document** - If applicable. A statement, which may be accompanied by maps or illustrations, describing the purpose of the variance or exception, the specific standard or provision from which any variance or exception is sought, the extent of the variance or exception sought, and the reasons or justification in support of the variance or exception.
- **Parking Modification Request Document(s)** – If requesting a modification request, provide as applicable: transit document, parking demand study and justification of modification request.

- **Pedestrian Access Plan-** if applicable. A pedestrian access plan shall be prepared for sites with more than 30 parking spaces, or where block sizing requirements are triggered. See OMC 18.38.220.D for details.

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This application requires a certified property owner list to be submitted:

- Before ordering a property owner list from a title company, please request from a planner from Community Planning & Development Department a map of the properties to be included or reference the Planning Presubmission Conference Worksheet. Generally, this will include properties within 300 feet of the project site and additional properties as needed based on the project's boundaries.
- The list of property owners shall be **certified by a title company**. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
- The property owner list with the certification coversheet shall be in a PDF document.
- The list shall also be provided in Excel worksheet format. The list shall include the following for each property:
 1. Property owner's complete mailing address
 2. Property complete mailing address (Situs Address)
 3. Tax parcel number(s) for each property