



FRANCHISE AND RIGHT-OF-WAY USE AUTHORIZATION APPLICATION

For Location of Telecommunications Facilities Within City Right-of-Way

23204 58th Ave W
 Mountlake Terrace, WA 98043
 Phone 425.744.6267 / Fax 425.775.0420
PermitSpecialist@mltwa.gov
www.cityofmlt.com

Permit # _____
 Fee: \$5000 Receipt # _____
 Date: _____

IMPORTANT: THIS APPLICATION CAN NOT BE SUBMITTED UNLESS ACCOMPANIED BY A FRANCHISE APPLICATION FEE DEPOSIT OF \$5,000. THIS DEPOSIT IS TO COVER ACTUAL ADMINISTRATIVE EXPENSES INCURRED BY THE CITY (INCLUDING STAFF AND ATTORNEY/CONSULTANT RELATED TIME) AND FEES ASSOCIATED WITH THE REVIEW OF THIS FRANCHISE APPLICATION AND ASSOCIATED FRANCHISE NEGOTIATIONS. THIS IS ONLY AN INITIAL DEPOSIT. ADDITIONAL FEES MAY APPLY IF ADDITIONAL STAFF AND ATTORNEY/CONSULTANT RELATED TIME IS NECESSARY.

Applicants may attach additional pages to further explain the answers below. If you have any questions related to filling out this Franchise Application Form please contact the City Engineer at 425.744.6275.

General Information		
Name of Applicant Telecommunications Carrier:		
Address:		
City:	State:	Zip Code:
Telephone:		Email Address:
Has the Applicant obtained a City business license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PLEASE NOTE: All telecommunication carriers and telecommunications providers engaged in the business of transmitting, supplying or furnishing of telecommunications service of any kind originating or terminating in the City of Mountlake Terrace shall apply and obtain a Business License from the City pursuant to Chapter 5.05 of the Mountlake Terrace Municipal Code.		
Name of Person Filing this Application:		
Title:		
Company:		
Address:		
City:	State:	Zip Code:
Telephone:		Email Address:
Are you serving as agent for the above named telecommunications carrier? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach proof of agency.		

Property and Facility Information**1. Is this an application for:**

- a. New franchise? Yes No
- b. Renewal/amending an existing franchise? Yes No
- c. Transfer of a franchise? Yes No

If yes, identify who currently holds the franchise: _____

2. If you are renewing/amending an existing franchise, has it otherwise expired? Yes No

If not, what is the expiration date of your current franchise? _____

3. Describe in detail the services that you expect to provide within the City, including whether the provision of services will be to commercial and/or residential customers.**4. The applicant may answer yes to one or more of the following questions.**

- a. Are you proposing to install facilities for personal wireless services? Yes No
- b. Are you proposing to install small cell facilities in the right-of-way (as that term is defined in RCW 80.36.375)? Yes No
- c. Are you proposing to install wireline facilities? Yes No
- d. Are you proposing to install less than five facilities in the right-of-way? Yes No
- e. Are you proposing to operate cable service or other video programming service? Yes No
- f. Are you proposing to install a wireless communications tower in the right-of-way? Yes No
- g. Are you proposing to install new poles in the right-of-way? Yes No
- h. Are you proposing to install replacement poles in the right-of-way? Yes No
- i. If you are proposing to install replacement poles in the right-of-way, will any of these poles be over 60 feet? Yes No
- j. Are you proposing to install ground equipment in the right-of-way? Yes No

5. Describe the telecommunications facilities and/or other equipment (including personal wireless services facilities) proposed to be located within the right-of-way. Please provide a photo simulation of the proposed facilities, which shall include a description of any interconnection and electrical requirements, as well as height and concealment techniques.

6. Describe the areas of the City that are anticipated to be served. What is the expected build-out schedule for these areas? If the applicant has already built out within the City, describe if there are expected construction projects.

7. Do you have an existing pole attachment or lease agreement with owners of poles in the right-of-way? Yes No

a. If yes, which pole owners? _____

b. Have you commenced coordination with pole owners regarding usage of their facilities and their requirements for leases/pole attachments? Yes No

c. Is the applicant requesting to locate on or replace any City-owned poles (Note: if applicant requests usage of a City-owned pole it will need to enter into a separate lease agreement with the City)? Yes No

8. Is electrical power to your facilities needed? Yes No

a. If electrical power is needed, please describe how the facilities will receive electrical power. _____

b. Have you commenced coordination with the local electrical utility about their requirements to provide electrical power to your facilities? Yes No

9. Is backhaul infrastructure to your facilities in place? Yes No

a. Is the backhaul infrastructure provided by a third party? Yes No

b. If backhaul is needed, please describe how the facilities will receive backhaul. _____

c. Have you commenced coordination with backhaul providers regarding their requirements to provide backhaul services to your facility? Yes No

d. If the facilities are using microwave technologies for backhaul, are there existing macro facilities within the City (or neighboring jurisdictions) to support this technology? _____

10. Provide a summary of all utility taxes the proposed activities, facilities, and other equipment will be subject to. If the applicant is currently providing services within the City, provide a summary of the prior years' tax payments (if any). A copy of a recent tax payment submission is sufficient. Should the applicant believe it is not subject to any utility taxes, provide the basis for such belief.

The City of Mountlake Terrace reserves the right to ask additional questions on a case by case basis.

Certification

I certify that the information and any attachment herewith submitted are true and correct to the best of my knowledge and that I have the authority to file this application and act on behalf of the above named telecommunications provider or carrier.

Signature

Please Print Name

Date

Submit To: Permit Specialist
23204 58th Avenue W
Mountlake Terrace, WA 98043

OFFICE USE ONLY

Received By

Date

Signature

Please Print Name

Fee Amount

Receipt Number

ALSO SUBMIT WITH THIS COMPLETED APPLICATION FORM:

1. Provide a map of the area to be covered by the franchise and include specific locations of initial build-out and if known proposed future build-out locations. Identify which facilities will be underground, ground based and aerial. Provide photo simulations per type and height of pole, concealment techniques and backhaul equipment (if used).
2. If applying for a franchise for personal wireless services facilities, provide a set of preliminary engineering plans, specifications, photo simulations and a map with sufficient detail to identify the location and route requested for the applicant's proposed telecommunications facilities.
3. The initial location proposed for new ducts, conduits, or poles, and evidence that there is sufficient capacity within the public ways for the proposed telecommunications facilities. Note: Applicants seeking to install new poles must follow the procedures outlined in the municipal code. *Applicant should not presume that requests to install new poles will be approved.*
4. Evidence of registration in the one-number locator service, as described in RCW Chapter 19.122.
5. Evidence of registration with the Washington Utilities and Transportation Commission.
6. Financial statements prepared in accordance with generally accepted accounting principles demonstrating the applicant's financial ability to construct, operate, maintain, relocate and remove the facilities.
7. Description of any zoning or land use permits that have been applied for or obtained from the City, as applicable.

8. Please provide a list of all cities in Washington (up to five) where the applicant has obtained] franchise or master permit for the same services proposed in this application.
9. An 11"x17" set of preliminary engineering plans, specifications, and a map with sufficient detail to identify the following items:
 - a. The location and route requested for the applicant's proposed telecommunications facilities;
 - b. The location of applicant's overhead and underground public utility, telecommunication, cable, water, sewer drainage and other lines and equipment in the public ways along the proposed route;
 - c. The specific trees, structures, improvements, facilities, lines and equipment and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate.
10. A preliminary construction schedule and completion date.
11. Complete submittals of any other necessary environmental or construction permits including, but not limited to, shorelines, SEPA, etc.
12. A completed Telecommunications Special Use Wireless Application form as available from the City of Mountlake Terrace. (This form is not required if the proposed telecommunication facility is exempt from the standards of MTMC Chapter 19.137.)