

## WSDOT WIRELESS LEASE PROCESS/FEE SCHEDULE

- 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](mailto:WirelessRequests@wsdot.wa.gov)

Direct Administrative Expenses:

\$3,500.00 - \$7,500.00, 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 requires a structural analysis performed at the applicants sole cost and expense. All structural analyses performed must show existing, if necessary, and proposed loads in accordance with the **TIA-222-G Standard, Structure Classification III**, as amended (tower, monopole, building, bridge, sound wall, etc.) or **LRFD Specifications For Structural Supports for Highway Signs, Luminaires, and Traffic Signals, First Edition 2015**, as amended (light standard and utility pole). 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.

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

- 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.
- 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.

**Washington State Department of Transportation**  
**APPLICATION FOR WIRELESS COMMUNICATIONS LEASE**

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 (yes or no): \_\_\_\_\_

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)

Proposed Frequencies, Power Output: \_\_\_\_\_ MHz, \_\_\_\_\_ Watts

Will this installation require WSDOT to provide power? Yes \_\_\_\_ No \_\_\_\_

Type of Antenna Mounting Equipment: \_\_\_\_\_

Proposed Height and Number of Microwave Dishes/Mfg and Type (if applicable)

**Equipment Information:**

Manufacturer: \_\_\_\_\_

Rack space required: \_\_\_\_\_

**Washington State Department of Transportation**  
**APPLICATION FOR WIRELESS COMMUNICATIONS LEASE (continued)**

**Ground Space:**

Is ground space needed inside WSDOT compound or right of way? Yes \_\_\_ No \_\_\_ if yes, dimensions requested. \_\_\_\_\_ x \_\_\_\_\_

If **YES**, Also, Please provide a sketch of WSDOT's compound detailing existing and proposed structures.

**Additional requirements:**

- Provide one (1) set of construction plans for Administrative Review.
- If wireless application is for the purpose of replacing a utility owned pole within WSDOT right of way, a copy of the lease agreement between the utility and wireless company must be provided to WSDOT prior to execution of the lease by WSDOT.
- If facility is to be located within an Access Controlled right of way, a "Type F" Access Permit must be obtained from WSDOT/FHWA to access Non-WSDOT owned property.
- If facility is to be located within an Access Controlled right of way, a Temporary Access Break must be obtained from WSDOT/FHWA to access WSDOT owned property.
- WSDOT Regional Utility Permit for trenching within the Right of Way may be required.
- Lease term requested and any options needed. (Standard is five years with three 5 year options).

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**NOTICE TO PROCEED CHECKLIST**

**(1) Final Construction Plans:**

- 11" x 17" size sheets.
- Survey and legal description of proposed site.
- Plot plan showing location of proposed facility (noting additional area needed for construction, if applicable), and its relationship to any and all existing facilities at the site.
- State Route or Interstate Route number, milepost and direction.
- Location of adjacent streets, roads, or alleys for alternate access location.
- Right of way line (include copy of WSDOT right of way plan sheet when utilized).
- Identify the safety control zone/clear zone (include calculation). Refer to WSDOT utility Manual for details.
- Landscaping details to include methods to prevent soil erosion or to protect slopes or sensitive areas.
- Existing landscape (outline of vegetation) with landscaping to be proposed and/or trees to be removed.

**Washington State Department of Transportation**  
**APPLICATION FOR WIRELESS COMMUNICATIONS LEASE (continued)**

- 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**