



Updated Federal Communications Commission Rules for Personal Wireless Service Facility Permit Applications

In response to the Federal Communication Commission's (FCC) recent order – effective January 2019 – related to the deployment of personal wireless service facilities, the Bureau of Development Services (BDS) has created a new intake and review process for personal wireless service facility applications. Application review timelines vary depending on the type of personal wireless service facility and are as follows:

- Application #1: **90-day deadline** for collocations not qualifying as a 6409(a) eligible facilities request
- Application #2: **150-day deadline** for new structures
- Application #3: **60-day deadline** for a 6409(a) eligible facilities request
- Application #4: **60-day deadline** for collocations of Small Wireless Facilities on an existing structure
- Application #5: **90-day deadline** for Small Wireless Facilities on new structures

BDS will review any required land use applications concurrently, and under the same timeline, as the personal wireless service facility application.

BDS does not require an early assistance meeting. However, BDS – and the FCC in its recent order – strongly encourage applicants to participate in voluntary early assistance meetings.

BDS does require applications to be submitted during an intake appointment. Intake appointments will be accepted via email only (see below). During the intake appointment, BDS staff will confirm whether the applicant has met the minimum submittal requirements for the application. An application that meets the minimum submittal requirements is not necessarily a complete application. If the application is missing minimum submittal requirement(s), the applicant may choose to: (1) withdraw the application and correct any facial deficiencies; or (2) submit a facially deficient application with the understanding that BDS staff is likely to deny the application.

More information on application intake and review processes will be added to BDS' webpage as it becomes available.

Contacting BDS

BDS has a dedicated phone line and email for questions about personal wireless service facility applications.

Call

503-823-4795 (General questions)

503-823-7526 (Zoning-specific questions)

Email

wireless.facilities@portlandoregon.gov