**Process Flow and Timeline for Pole Attachment Applications**

### District Receives Application

**Application Complete?**

- **YES**
  - Pre-Construction Meeting

- **NO**
  - Applicant must submit missing information by day forty (40 days).

### Within 45 Days** of Receipt of Application:

The District will review and issue a Determination of Completeness within forty-five (45) days of receipt of the Application. To ensure that the District is able to accomplish the “completeness” review within the forty-five (45) day window, all content must be received no more than forty (40) days from the original date of Application submittal.

### Application Review Period

- **Application Denied = Determination of Incompleteness**

### Within 60 Days** of Determination of Completeness:

Following a Determination of Completeness, the District will review the Permit Application. Within sixty (60) days from the date a Determination of Completeness is issued, the District will issue an Approval/Acceptance in the form of a Permit as follows:

- Approved no conditions
- Approved with conditions
- Approved with make-ready

Or will issue a denial. A Denial shall include written reasons for denial.

### PROCESS DURATION

- **Application Review Period**
  - 45 Days
  - 60 Days from Determination of Completeness

### Within 120 Days of Permit Issuance/Completion of Make-Ready (if required):

Licensee must complete all work/improvements authorized by the Application approval as follows:

- Within 120 days from Permit Issuance date; or
- within 120 days from date Make-Ready Work is completed (if required); or
- any mutually agreed extension date.

If work not complete within this timeline, the District may rescind/cancel the Permit, and issue notice requiring Licensee to remove any and all partially completed work/improvements.

### PROCESS DURATION

- **Construction Period**
  - 120 Days

### Within 20 Days of Final Permit Approval:

Licensee must submitt as-builts and all other required inspections and documentation in order to receive a Final Permit Approval.

### PROCESS DURATION

- **Final Permit Approval**
  - 20 Days

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*45 day period per RCW 54.04.045(5)
**60 day period per RCW 54.04.045(6)*

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