

**Procedures for Processing Cell Tower Minor Revised Exhibits**

1. The following types of modifications to telecommunications (cell) towers are considered minor revised exhibits:

A. CUP Minor Revised Exhibit (administrative review):

1. Criteria

- I. Any change to a telecommunications tower or facility/lease area that does not change the appearance of the tower or the lease area (i.e. addition of ground equipment within an existing lease area, like-for like antenna swap-outs, or antenna additions within an existing radome). Like-for like swap-outs in an existing radome does not require any review.
- II. Antenna and other equipment additions to a rooftop facility or lattice tower if such additions are allowed by the policy.
- III. The addition of a radome to an existing slimline pole that has a size that equals or is less than the maximums allowed under the policy. Additional antennae and other equipment within the new radome are also permitted.
- IV. Increase in the width of an existing slimline monopole to a size that equals or is less than the maximums allowed under the policy.
- V. Pole swap-out when pole will be in the same location, same height and meets the maximum width requirements of the policy.

If the proposed project does not comply with these criteria, check your supervisor to see if the project can be considered a minor revised exhibit. Because there are so many variables with these types of applications, there will be some proposals that do not fit any criteria. In general, anything that is not going to dramatically change the physical appearance of the tower and does not need to be routed to another agency for comment is considered a minor revised exhibit.

2. Once you have the file, make sure all required drawings have been submitted. If something is missing, contact the applicant to see if they can e-mail you the missing documents.

A. Drawings and Photos Required:

1. In general, the exhibits required are: a title page, a site plan of the entire parcel, a more detailed site plan of the lease area, a top down view of pole and equipment on pole (existing and proposed), elevations (existing and proposed).
2. Site Plan drawings are required and shall include all boundaries, structures and features of the subject property, including but not limited to, north arrow, scale, public utility poles and boxes, guy wires, signs, fire hydrants, dimensioning of all parking stalls, loading zone(s), existing and proposed building, labeling of building square footage, trash receptacles and tree wells located within the existing and proposed public rights-of-way.
3. Elevation drawings shall show all mast and radome dimensions, placement and

design features.

4. Provide a drawing detail which includes antenna array design and width and depth of antennas, both proposed and existing. Provide section details and dimensions at the widest points.
5. Provide an elevation drawing of vertical stacking of antennas. Provide dimension to the apex of the pole, from the finish grade.
6. Provide overall and detailed plan and elevation views of all elements of the project, including, without limitation, access and easement routes to and from the project site to the nearest road and utility connection point.

B. Materials

1. [Application Form](#): If the property owner is not the applicant, a letter of authorization signed by the property owner is required.
  2. Exhibits: Three copies of all exhibits required in Section A above except that all exhibits may be submitted on 11" by 17" sheets rather than full-sized exhibits.
  3. [Operational Statement](#): Statement indicating what exactly is being proposed (size of antennas, type of equipment, etc).
  4. Grant deed for property
3. Processing: Applications shall be processed in accordance with Sections 12-405 and 12-406 of the Fresno Municipal Code and in accordance with any other standard policy or procedure for processing special permits with the following exceptions:
1. Minor revised exhibits shall not be routed. (If they are proposing a generator or a propane tank, make sure you route the project to Fire for comment. Generators are not allowed near property planned, zoned, or occupied by residential uses).
  2. Minor revised exhibits shall not be noticed.
4. Once you know the file is complete, pull an example letter from K:common to use. For these types of minor revised exhibits, the only form that we use is the approval letter with conditions. Look in the following file in for an example: K:\Master Files - 2013\CUP\CELL TOWERS\C-13-134, 6850 N. Maple Ave. - CT Upgrade -- CP-BE. Also check the COA Streamlining file in K:common for more information on project processing and forms we use.
  5. Next, review the Telecommunications policy (2006) and make sure the proposed modification complies with the policy.
  6. Check planned land use, zoning, etc. (as indicated on the letter) and review old applications through GIS ToolBox (<http://fresnogis.fresno.gov/imagesearch/default.htm>). You can search by address or you can check the APN books up front which list applications tied to a site.
  7. If conditions from previous applications have not been complied with (mainly fencing and landscaping requirements) make sure you make these items conditions of approval for this project.
  8. Any conditions that you need to verify need to be called out in approval letter in the top section of the letter (items that you will check-off during the backcheck/corrected exhibit process)
  9. When the letter is complete, give to your supervisor for review, sign letter, scan all documents, and e-mail approval packet to applicant.