

Submittal Requirements for Wireless Telecommunications Facilities

Required	<p>Please use this as a checklist to assemble the materials required for your application when submitting the application in FASTER. The following items must be submitted in order to process your application. <u>If the plans are not legible, and/or do not contain the information listed below, your application will be rejected.</u></p>
<input type="checkbox"/>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for each plan type (i.e. separate PDF required for site plans, separate PDF for landscape plans, etc.). 3. Each plan type should only have one PDF uploaded (i.e. if there is more than one site plan exhibit, upload a multi-page PDF). 4. If FASTER system requires a document type not included on this checklist, upload blank PDF document called "Dummy Document". Make sure you select the required document "Type" from the dropdown list.
<input type="checkbox"/>	<p>Complete Application in FASTER (www.fresno.gov/faaster). Use the following guideline to choose the correct application type:</p> <ol style="list-style-type: none"> 1. <u>Revised Exhibit Minor - Conditional Use Permit</u>: Any change to a telecommunications tower that does not change the appearance of the tower or lease area (i.e. new equipment in the fenced lease area) (file stuffer) or any modification to a telecommunications facility that does not constitute a substantial change as defined by the FCC Wireless Infrastructure Report and Order, dated October 21, 2014. 2. <u>Revised Exhibit Major – Conditional Use Permit</u>: Any change to a telecommunications tower that does not require a full CUP review but requires other department reviews. This includes the addition of an emergency backup generator. 3. <u>Conditional Use Permit</u>: An application for a new telecommunication facility (including a rooftop or "small cell" facility) or any proposed modification to an existing facility that does not meet the criteria above. <p>Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). If paying by check, it may be mailed to City Hall (see address above). Make sure the application number is referenced on the check (P20-XXXXX) and send it to the attention of the Planner conducting completeness review. The fee for a file stuffer is \$140, minor revised exhibit is \$492, major revised exhibit is \$2,648 (this does not include other department review fees) and a Conditional Use Permit is \$11,610 (this does not include other department review fees or environmental assessment fees). Fees may change based on Master Fee Schedule.</p>

<input type="checkbox"/>	<p>Preliminary Title Report or Grant deed showing property ownership (Electronic) (The Title Report shall be prepared within 30 days of submittal of the application; includes legal description).</p>
<input type="checkbox"/>	<p><u>Letter of Owner Authorization</u> (If Owner is not the Applicant) (Electronic). A lease agreement is not sufficient. All approvals will be contingent on the property where the lease area is located being up to code and in compliance with all existing entitlement applications. When the owner is signing this authorization, the owner is agreeing to these terms.</p>
<input type="checkbox"/>	<p><u>Operational Statement</u> (Electronic) Statement indicating what exactly is being proposed (size of antennas, type of equipment, etc).</p>
<input type="checkbox"/>	<p>Elevations (Electronic) For modifications, elevations must show existing and proposed. Elevation drawings shall show all mast and radome dimensions, placement and design features. Elevation drawings shall depict vertical stacking of antennas. Provide dimension to the apex of the pole, from the finish grade.</p>
<input type="checkbox"/>	<p>Provide a top down view of pole and equipment on pole (existing and proposed) This drawing detail shall include antenna array design and width and depth of antennas, both proposed and existing. Provide section details and dimensions at the widest points. (Electronic)</p>
<input type="checkbox"/>	<p>Detailed site plan of the lease area (Electronic) New facilities must also submit two hard copy site plans. These may be mailed to City Hall (see address above). Make sure the application number is referenced on the plans or coversheet (P20-XXXXX) and send it to the attention of the Planner conducting completeness review (if known). These shall be received within three days of submittal in the FAASTER system or application will be rejected.</p>
<input type="checkbox"/>	<p>Project Site Plan for Existing Facilities modifying structures entirely within fenced lease area. Electronic (PDF) of site plan must be uploaded into the system. Site plan shall be scaled and dimensioned and depict the entire legal lot where the facility is located.</p>
<input type="checkbox"/>	<p>Project Site Plan for New Facilities or facilities making site changes outside of the fenced lease area. An electronic submittal of site plan uploaded to the system and two hard copy site plans.</p> <p>Two full size copies of all site plan exhibits (individually folded to 8-1/2"x11" page size). Drop these off to Erik Young at Counter 11, Room 3043 (Fresno City Hall) or mail to the address above. Please put a cover sheet on these plans with the application number (P20-XXXXX). These must be received within two business days of submitting the application in the FAASTER system.</p> <p>Plans shall include ALL items found on the Contents Requirement Checklist.</p>

<input type="checkbox"/>	<p>For New Facilities: Verification Property is a Legal Lot of Record: If parcels proposed for development were not created through one of the six methods listed below, a chain of title verifying that the property is a legal lot is required and must be submitted with the application. Please reference Policy and Procedure G-005 for additional information on Determining Legal Lots of Record. Please indicate in the operational statement how the lot was created.</p> <ol style="list-style-type: none"> 1) A lot or parcel resultant from recordation of a Final (Tract) or Parcel Map; 2) A parcel authorized for creation by a Parcel Map Waiver; 3) A parcel resultant from recordation of a Voluntary Parcel Merger; 4) A lot authorized for creation and perfected through completion of a Lot Line Adjustment; 5) A lot or parcel for which a Certificate of Compliance has been recorded; 6) A lot or parcel created by deed through conveyance to or from a public entity.
<input type="checkbox"/>	<p>For New Facilities: Verification Property Lines are Depicted per the legal description contained on the site plan and in the Title Report or Deed. Any project involving new construction, building additions, substantial accessory structures, and parking must be submitted with a professional stamped survey. This may be submitted as a separate document, but must depict property line dimensions as shown on the site plan.</p>
<input type="checkbox"/>	<p>For New Facilities (excluding rooftop): Signed Traffic Planning Checklist (Electronic, uploaded into FAASTER)</p>
<input type="checkbox"/>	<p>Landscape Plan & Irrigation Plan (Electronic, uploaded into FAASTER) (new facilities only, rooftop excluded)</p>
<input type="checkbox"/>	<p>For New Facilities (excluding rooftop): Items addressed from DRC letter (Comments from Planning, Fire, Traffic, DPU etc.)</p>
<input type="checkbox"/>	<p>Photosimulations. These are required for the following:</p> <ol style="list-style-type: none"> 1. New Telecommunications Facilities 2. Modified Telecommunications facilities proposing an alternative design (monotree, etc.) 3. Applications proposing a facility that is sized beyond what is permitted in the City's current telecommunication policy.
<input type="checkbox"/>	<p>Other: _____</p>

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date. Projects are subject to the refund provisions of the Money Back Guarantee Ordinance ([2019-003](#)).