New Wireless Telecommunications Facilities Submittal Requirements Checklist

Please ensure all items listed below are provided on all plans and documents uploaded to the Citizen's Access Portal. If you have any questions about the items requested, please contact the Planning and Development Department at (559) 621-8277 or by email at Planning@fresno.gov.

NOTES:
1.) If your plans and documents do not contain the information listed below, your application will be deemed incomplete.
2.) Per the City of Fresno Interim Wireless Telecommunications Facilities Policy and Procedure C-010, new monopoles will not be permitted. All new wireless communications facilities proposed for installation of a base station with towers shall be a mono-tree with collocation abilities.

**Timeframes for Review:**
New Facilities: 150 days upon submission of an application.
Tolling of review timeframe: To toll the timeframe for incompleteness, the City must provide written notice to the applicant within 30 days of receipt of the application for a new facility, and within 10 days of any subsequent re-submittal(s). The City will inform the applicant of missing documentation or information needed in relation to the project.

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<th>Item</th>
<th>Description</th>
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<td>_____ Preliminary Title Report or Grant Deed</td>
<td>showing property ownership. (The Title Report shall be prepared within 30 days of submittal of the application; includes legal description)</td>
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<td>_____ Letter of Owner Authorization</td>
<td>(If Owner is not the Applicant). A lease agreement is not sufficient. All approvals will be contingent on the property where the lease area is located must comply with the Fresno Municipal Code and all existing entitlement applications. When the owner is signing this authorization, the owner is agreeing to these terms.</td>
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<td>_____ Photo Simulations</td>
<td>from at least 2 different directions showing the current view and proposed view.</td>
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<td>_____ Coverage Maps:</td>
<td>Maps showing the existing coverage and coverage to be gained with the new tower.</td>
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<td>_____ Shadow Analysis:</td>
<td>Per Section 15-2509 of the Fresno Municipal Code:</td>
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<td>A. When a structure will exceed 50 feet in height, the developer must submit an analysis of the shadows that the structure will cast on planned or existing residential property.</td>
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<td>1. The shadow analysis should demonstrate the maximum extent of the shadows cast by a building through at least the four quarters of the year, between one hour after sunrise and one hour before sunset.</td>
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<td>2. If the analysis indicates that the project shadow does not reach or significantly impact any residential properties, no further review of the project shadow will be required. However, if there is indication that the shadow would significantly impact residential properties, alternative designs or other mitigation measures shall be presented.</td>
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### Noise Analysis
Per Section 15-2506 of the Fresno Municipal Code, an acoustic study shall be required for any proposed project which could create or be subject to noise exposure in excess of the standards outlined in Section 15-2506. The noise assessment shall be prepared by a qualified third-party consultant.

### Federal Communications Commission Compliance
Documentation showing the proposed technology for the tower will comply with all FCC guidelines and regulations.

#### Operational Statement Requirements
- Applicant Information (Name, Affiliation, Representing, Phone, Email)
- Property Owner Information (Name, Affiliation, Phone, Email)
- Project Site Address [with the “C/T” (cell tower) designation]
  (If the site does not have an assigned address contact the Planning and Development Department to obtain a new address prior to submittal.)
- Assessor’s Parcel Number(s) [APN(s)]
- Zone District
- Scope of Work
- Description of why the proposal helps implement the Fresno General Plan.

#### Site Plan & Elevations Requirements
- Applicant Information (Name, Affiliation, Representing, Phone, Email)
- Owner Information (Name, Affiliation, Phone, Email)
- Project Site Address [with the “C/T” (cell tower) designation]
  (If the site does not have an assigned address contact the Planning and Development Department to obtain a new address prior to submittal.)
- Assessor’s Parcel Number(s) [APN(s)]
- Zone District
- Vicinity Map
- North Arrow
- Scope of Work
- Fully Dimensioned Property Lines & Easements Identified
- Fully Dimensioned Ground Lease Area and Mono-Tree
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If you have any questions about the items requested or would like to verify information about a project site, please contact the Planning and Development Department at (559) 621-8277 or at Planning@fresno.gov.