

City of Fresno - New Wireless Telecommunications Facilities Checklist

Planning & Development Department
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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 tower 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.

_____ **Preliminary Title Report or Grant Deed** showing property ownership. (The Title Report shall be prepared within 30 days of submittal of the application; includes legal description)

_____ **Letter of Owner Authorization** (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.

_____ **Photo Simulations** from at least 2 different directions showing the current view and proposed view.

_____ **Coverage Maps:** Maps showing the existing coverage and coverage to be gained with the new tower.

_____ **Shadow Analysis:** Per [Section 15-2509](#) of the Fresno Municipal Code:

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.

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.

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.

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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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- ___ Multiple Carrier Pads Identified in Ground Lease Area
- ___ Point(s) of Access
- ___ Fences / Walls / Screening: Including Height and Type.
- ___ Top-Down View of Tower and Attached Equipment
- ___ **Note On Plans:** “In the event of site abandonment, the City shall follow the procedures of FMC Section 15-5016 – Revocation of Permits.”
- ___ **Note On Plans:** “All mono-tree designs shall incorporate appropriate three-dimensional bark cladding and shall provide for screening foliage to extend beyond all antennas by no less than 24 inches. The design, number and placement of any branch-like structures affixed to the slim line monopole shall insure the adequate camouflaging of the antennas, related electrical cables and equipment, and the antenna and equipment mounts.”
- ___ **Note On Plans:** “Socks matching the color and texture of the foliage are required for all antenna and other equipment mounted on the mono-tree.”
- ___ **Note On Plans:** “Due to environmental factors such as wind, rain and sun, the owner / applicant shall maintain all mono-trees to ensure that the faux foliage is lush, continues to resemble a tree, and fully screens all antennas and other equipment.”
- ___ **Note On Plans:** “The owner/applicant shall maintain the fence / wall and ensure the fence / wall is kept free of graffiti and vandalism, and any visible structural damage.”

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.