

**Requirements for Telecommunications Equipment on Existing
Structures located within the Right-of-Way**

A. PROCEDURAL GUIDELINES

1. Telecommunications equipment proposed on existing infrastructure within the right-of-way are exempt from the City's Wireless Telecommunications Facilities Policy (2006) and are only subject to administrative review in order to verify compliance with minimal time, place and manner requirements outlined in this document.
2. These procedural guidelines are enacted pursuant to Fresno Municipal Code Section 15-2759 subject to federal limitations pursuant to 47 U.S.C. Sections 332(c)(7) and 1455(a) and enacted to allow installation and modification of facilities consistent with the city's health, safety, and aesthetic objectives.
3. Applicants proposing to install and operate a new wireless telecommunications facility on existing infrastructure in the public right-of-way within the City of Fresno must obtain the following:
 - a. Design Review: Administrative Zone Clearance (mid-level) issued through the Planning Division within the Development and Resource Management Department. See requirements in Section B(1) below. Processing Fee: \$328
 - b. Public Works Review: Street Work/Utility Permit issued through the City of Fresno Public Works Department to the contractor performing the work. The requirements for this permit can be found by clicking <https://www.fresno.gov/publicworks/traffic-engineering/#tab-7>.

B. SUBMITTAL REQUIREMENTS

1. Design Review: Administrative Zone Clearance deliverables and process:
 - a. Before an applicant can submit an online application, the City needs to create an address in its system that allows the applicant to apply for a specific light pole in the right-of-way. The permitting system only recognizes land parcels, so the City will create a record associating an adjacent parcel to the applicant's reserved light poles. In order to create these new "addresses", please submit the following at least 15 business days prior to submitting your application to Planning@fresno.gov:
 - i. Site plan clearly depicting the location of the pole in relation to surrounding property lines and buildings.

An address will be e-mailed back to the applicant within 15 business days.

- b. Once an address has been assigned, submit Application online at www.fresno.gov/FAASTER
- c. Applicant must enter the street number and street name only, and then hit search when entering the address into FAASTER. Because the system only recognizes parcels, the system will autofill the ownership information. Please be advised that this is a known procedural step and is not an error. Continue with the online application for design review.
- d. Exhibits: Upload a PDF of the following documents:
 - i. In general, the exhibits required are: a title page, a site plan, a top down view of pole and equipment on pole (existing and proposed), elevations (existing and proposed).
 - ii. Site Plan drawings are required and shall include all boundaries, structures and features of the subject property or area, 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 buildings and structures, and tree wells located within the public rights-of-way.
 - iii. Elevation drawings shall show all mast and radome/cantenna dimensions, placement and design features.
 - iv. 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.
 - v. Provide an elevation drawing of vertical stacking of antennas. Provide dimension to the apex of the pole, from the finish grade.
 - vi. Provide a before and after photosimulation.
 - vii. [Operational Statement](#): Statement indicating what exactly is being proposed (size of antennas, type of equipment, pole signs for screening RRU's etc).
 - viii. If on a City owned facility:

1. An agreement or authorization from the City for submittal of facilities on the subject site.
 2. Appropriate plans/drawings showing how power will be supplied to the attached equipment.
2. Public Works Review: Street Work/Utility Permit:
 - a. Please submit after Design Review Process has been completed.
 - b. Completed application and two sets of construction drawings must be submitted in hard-copy, accompanied with a check made out to the City of Fresno for \$1100.00 (Plan review and Inspection). Fee is subject to change based on Council approved fee studies.
 - c. Applications, construction drawings, and checks may be mailed to:

Harmanjit Dhaliwal, PE
Public Works Department/Traffic Operations and Planning
2600 Fresno Street, Room 4064
Fresno, CA 93721
 - d. Allow two weeks for Public Works review of construction drawings.
 - e. At the time of permitting, the contractor installing the telecommunications equipment on existing structures will need to provide the following: Three copies of the approved construction drawings, approved insurance through Public Works, Streetwork and Excavation Bond on file, and a permit processing fee of \$20.
 - f. For City owned facilities: Structural plans submitted to Public Works stamped and signed by an engineer.
 - g. If an electrical meter is proposed, electrical plans must be submitted to Public Works for City owned facilities and to Building and Safety for non-city owned facilities. An electrical plan shall include the following:
 - h. Electrical Plan: Indicate location of all switches, receptacles, light fixtures, main service panel, and any other electrical outlets and fixtures. Provide electrical load calculations to determine the required size of service panel. Provide a panel schedule detailing electrical equipment to each dedicated circuit. Provide a circuiting and single line diagram for electrical system.
3. To obtain necessary approval from PG&E, also use the following link
<https://www.pge.com/cco/>

C. GENERAL DESIGN REQUIREMENTS

1. Attachments to historic or ornamental streetlight poles shall not be permitted.
2. Attachments to traffic signal poles shall be subject to administrative review. The City prefers installations on street light poles over traffic signal poles.
3. Equipment on pole shall contain antenna and stacked radio relay units (RRU) only. All other equipment should be low-profile, blended into the surrounding environment, or placed in another location.
4. Equipment and enclosures (not including antenna) shall be of low-profile form factor. They shall be mounted as close to the pole as allowed by applicable regulation and manufacturer equipment standards and shall not extend more than 12" from the pole.
5. Antenna should be mounted in a concealed canister (cantenna) on the top of pole and all equipment should be mounted flush to the pole.
6. Equipment and cabling below the antenna needs to be shrouded. All equipment on each pole shall be housed in a suitable enclosure to conceal components and cabling from public view. The enclosure shall be coated in material and color matching that of the pole. The permittee shall regularly maintain the enclosure and the equipment.
7. No exposed meter, meter pan or meter pedestal may be used. Metered panels and sockets shall be mounted at 10' or higher from grade.
8. Cabling below radio relay units shall enter the pole with no more than a five-inch gap between bottom of each radio relay unit and the bottom of the corresponding entry hole on the pole. Conduit connection at pole entry points shall utilize the smallest fitting_sizes available. Sealing compounds, if utilized, shall be tidy without excess bubbling and painted to match pole.
9. If drilling and cutting into City poles, holes will be structurally welded and reinforced. Seams and bolts/screws at antenna and shroud assembly area shall be fabricated and installed in a manner so as to reduce their visibility (e.g. flush mounting screws) from sidewalk level.
10. Where equipment already exists either by the City or other entity, coexistence may only occur where it does not exceed safety of the structure/pole (wind rating, weight bearing, interference with City operations or public safety).
11. All wireless carriers shall be required to furnish and install independent power for electricity to the equipment (independent from City power, conduit, etc.).

12. Any cabling shall utilize striped wires and/or be labeled and easily identify by City staff.
13. Pull boxes shall be set for existing poles that do not have one.
14. Any locking lids that will be disturbed shall be updated if concrete layer is broken for installation of equipment.
15. Ensure any legs/handles are removed from RRUs and equipment logos are all removed.
16. Utilize signage (e.g. road, guide, informational signage), or other appropriate elements, in front of RRUs to reduce visibility.
17. Remove all manufacturer decals and logos. Retain one Radio-Frequency (RF) warning sticker near antenna with smallest size and lowest visibility color allowed.
18. City representatives shall have access to disconnect radio electrical service for maintenance to street lights or RF interference to public safety radio systems.
19. All wireless carriers shall provide radio maintenance contact who can be notified prior to radio power being disconnected and the contact information shall be available in any enclosures mounted on City own poles. The contact information is used in cases of knockdowns, maintenances, etc.

Examples of acceptable designs

