

Procedures for Processing Cell Tower Minor Revised Exhibits and “File Stuffers” Updated January 2019

A. Project Types

1. CUP “File Stuffer” (administrative review):

I. Criteria

- a. 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. new equipment in the fenced lease area or swapping out like-for like antennas that are not increasing the width of the antenna array). **Please note:** Swapping out antennas within existing radome does not require review.

2. CUP Minor Revised Exhibit (administrative review):

I. Criteria

- a. Any change to a telecommunications tower or facility/lease area that proposes a minor change to the appearance of the tower or the lease area but is allowed pursuant to FCC Rules on Wireless Facility Siting Report and Order (October 2014).

i. Facility modifications

Notwithstanding section 704 of the Telecommunications Act of 1996 (Public Law 104–104) or any other provision of law, a State or local government may not deny, and shall approve, any eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station.

ii. Eligible facilities request

For purposes of this subsection, the term “eligible facilities request” means any request for modification of an existing wireless tower or base station that involves:

1. Collocation of new transmission equipment;
2. Removal of transmission equipment; or
3. Replacement of transmission equipment.

iii. Definition of Substantial Change

1. Proposal increases the height of the tower by more than 10%, or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet,

whichever is greater; for all base stations, it increases the height of the tower or base station by more than 10% or 10 feet, whichever is greater;

2. Proposal protrudes from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for those towers in the rights-of-way and for all base stations, it protrudes from the edge of the structure more than six feet;
 3. Proposal involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets;
 4. Proposal entails any excavation or deployment outside the current site of the tower or base station;
 5. **Proposal would defeat the existing concealment elements of the tower or base station;** or
 6. Proposal does not comply with conditions associated with the prior approval of construction or modification of the tower or base station unless the non-compliance is due to an increase in height, increase in width, addition of cabinets, or new excavation that does not exceed the corresponding “substantial change” threshold identified above.
- b. 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.
 - c. Increase in the width of an existing slimline monopole to a size that equals or is less than the maximums allowed under the policy.
 - d. 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 or file stuffer. 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.

B. 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.

C. 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 B above. 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 or lease agreement.

D. Processing

1. Applications shall be processed in accordance with the Fresno Municipal Code and in accordance with any other standard policy or procedure for processing special permits with the following exceptions:
 - a. Minor revised exhibits shall not be routed. (If applicant is 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. [For File Stuffers](#), once you have the above documents and verified the project meets the criteria; log the application into Naviline, stamp and sign exhibits, and put all documents in the basket for scanning. **The project is complete.**

3. For Minor Revised Exhibits: Once the application 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 k:common for an example.
4. Next, review the [Telecommunications policy \(2006\)](#) and make sure the proposed modification complies with the policy.
5. Check planned land use, zoning, etc. (as indicated on the letter) and review old applications through [GIS ToolBox](#). You can search by address or you can check the APN books up front which list applications tied to a site.
6. 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.
7. 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)
8. When the letter is complete, sign letter, scan all documents, and e-mail approval packet to applicant. Make sure all documents are in K:common and that approval letters and exhibits are scanned and attached to the paperclip in K:common. A hard copy file is not needed.