

OAKVILLE

Application for Municipal Letter of Comment

Pre-consultation Package

Radiocommunications Facilities



Town of Oakville
Planning Services Department
1225 Trafalgar Road, 2nd Floor
Oakville, ON, L6H 0H3
PHONE: 905.845.6601
www.oakville.ca

Guide for Applicants

Applications for a Municipal Letter of Comment on radiocommunications facilities are expected to follow the pre-consultation process established for all planning applications. The meeting is intended to identify key issues relating to the installation of new radiocommunications facilities in Oakville, and confirm the supporting materials that must be submitted with the application.

Applicants should review the design guidelines contained in Section 6.0 of the Town's Interim Radiocommunications Facilities Protocol. Urban Design Staff can advise proponents on preparing their design analysis for the required Justification Report.

Timing & Required Information: Pre-consultation meetings are held on regularly scheduled dates (see Town's website), as availability permits. Requests to attend must be made at least 7 working days prior to the pre-consultation meeting by submitting the following information electronically:

- a) a completed Pre-consultation Request (Form 1); and,
- b) the required supporting material in the Request form.

The Town's Interim Radiocommunications Facilities Protocol establishes standards for complete applications. The application for Municipal Letter of Comment will only be considered complete under Industry Canada's CPC-2-0-03 protocol when the following items have been provided to the Town:

- a letter of endorsement from the Member of Parliament for the riding in which the proposed installation is to be locations;
- a completed application form;
- all supporting information and materials required to be provided with the initial submission pursuant to the Pre-consultation agreement (if attended) or Section 4 of the Interim Radiocommunications Facility Protocol, including in electronic form; and,
- the prescribed application fee(s).

Note: Additional financial payments and costs may be required through the processing of an application, including, but not limited to, peer review of materials and/or information, agreements and associated fees. Fees and payments such as payment of outstanding taxes, securities, archive retrieval, execution of agreements, or working through the Industry Canada impasse process may also be required.

Additional applications to other public agencies and governments, including, Provincial, Regional, Conservation Authority, and/or other Town Departments, may be necessary depending on the nature of the application.

Pre-consultation Request

THE FOLLOWING IS TO BE COMPLETED BY THE APPLICANT

1. Site address / legal description: _____
2. Existing Official Plan designation: _____
3. Current use of property: _____
4. Are there any encumbrances affecting the proposed lease area? (i.e. easements) Yes No
If yes, list encumbrances: _____
5. Setback (in metres) to the nearest sensitive land use
(i.e. residences, daycare centres, and educational and health facilities): _____
6. Summary of proposal (including if applicable, how it meets one of the Section 3 exclusion criteria): _____

-
7. Has a pre-meeting been held with Urban Design staff? Yes No

-
8. List any other pre-meetings held with Town, Halton Region and/or Conservation Halton staff:
-

Supporting Material:

One paper copy and one electronic copy of a preliminary set of drawings illustrating the proposal, including a conceptual site plan, elevation drawings, and context plan showing the development within the existing neighbourhood (which can be supplied using an aerial photograph base).

One paper copies of Form 1 and signatures below.

Property owner: _____	Phone: _____
	Email: _____
Lease area holder: _____	Phone: _____
	Email: _____
Agent: _____	Phone: _____
	Email: _____
Property owner's signature or signature of authorised agent:	
Date: _____	

Pre-consultation Form

**THE FOLLOWING WILL BE COMPLETED BY TOWN STAFF AT THE
PRE-CONSULTATION MEETING**

Applicant: _____

Site Location: _____

Proposal: _____

Terms of Reference for Listed Studies / Reports can be found online at www.oakville.ca/devappguide.htm or in Section 4 of the Interim Radiocommunications Facilities Protocol. **Seven paper copies**, plus one electronic copy, of each indicated item are required.

Submission Requirements		
Materials to be Provided in Electronic and Paper Form	Required	Notes
Plans & Drawings	Letter of endorsement from applicable MP	<input type="checkbox"/> Riding:
	Justification Report	<input checked="" type="checkbox"/>
	Legal Survey	<input type="checkbox"/>
	Site Plan	<input checked="" type="checkbox"/>
	Site Plan Details	<input checked="" type="checkbox"/>
	Neighbourhood/Area Mapping	<input checked="" type="checkbox"/>
	Two sets of colour photographs	<input checked="" type="checkbox"/>
	Elevation Drawings	<input checked="" type="checkbox"/>
	Building Floor Plans (including roof plans)	<input type="checkbox"/>
	Landscape Plan (plus 1 rendered copy)	<input type="checkbox"/>
	Landscape Details	<input type="checkbox"/>
	Tree Inventory and Preservation Plan	<input type="checkbox"/>
	Lighting Plan (Transport Canada/NAV/CAN)	<input checked="" type="checkbox"/>
	Streetscape Plan	<input type="checkbox"/>
	Grading and Draining Plan	<input type="checkbox"/>
	Truck Turning Plan	<input type="checkbox"/>
	Vehicle Maneuvering Plan	<input type="checkbox"/>
	Pavement Marking and Signage Plan	<input type="checkbox"/>
	Construction Storage and Staging Plan	<input type="checkbox"/>
	Arborist Report	<input type="checkbox"/>
	Declaration Letter (Urban Forestry)	<input type="checkbox"/>
	Stormwater Management Report/Brief	<input type="checkbox"/>
	Environmental Impact Report	<input type="checkbox"/>
	Environmental Site Screening Checklist	<input type="checkbox"/>
	Consultation of Other Agencies	<input checked="" type="checkbox"/>
	Electronic Interference Mitigation	<input checked="" type="checkbox"/>
Power Density Calculation	<input checked="" type="checkbox"/>	
Other:	<input type="checkbox"/>	



- 1. Existing Official Plan designation: _____
- 2. Related File No. (if applicable): _____
- 3. Public Open House: To be held on: _____ Has been held on: _____
- 4. Additional Agencies / Departments to be contacted:

- 5. Is a site walk required as a second part of the pre-consultation meeting? Yes No

If "Yes", the site walk is scheduled for (date & time): _____

Important Notes:

- a) The purpose of this agreement is to identify the information required to commence processing a complete application as set out in the Interim Radiocommunications Facilities Protocol. Pre-consultation does not imply or suggest any decision whatsoever on the part of Town staff or the Corporation of the Town of Oakville to either support or refuse the application for Municipal Letter of Comment. Comments provided at a pre-consultation meeting are preliminary and based on the information submitted for review at that time.
- b) When a full application is made, the cheque for the application fee may be processed immediately; however, this does not constitute the application being deemed complete for the purposes of the Interim Radiocommunications Facilities Protocol.
- c) The applicant acknowledges that the Town is not responsible for the construction or installation of the sign and the applicant agrees to submit a photo of the sign on the property. This shall be submitted within one week of receiving confirmation of a complete application.
- d) This agreement expires 4 months from the date of signing or at the discretion of the Director of Planning or his/her designate. In the event that this Pre-consultation Agreement expires prior to the application being accepted, and/or new policy and/or by-laws apply, another agreement may be required.
- e) An application submitted without the requisite information and number of copies identified in this Pre-consultation Agreement or in the Interim Radiocommunications Facilities Protocol, will not be considered a complete application. If a site walk is required, the application may not be considered complete until it has taken place.
- f) All reports, documents and drawings must be submitted in paper and electronic (i.e. PDF or JPG) form.
- g) Acknowledgement of Public Information:

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Town photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

- h) Additional studies may be required during the processing of an application, depending on the issues identified and information required, as the application proceeds through the planning review process.
- i) Applicants are advised that the removal of trees prior to a final decision being made, or a site alteration permit is issued, is strongly discouraged by the Town.

Staff Signatures:

Town Planning Staff	Planning Staff (Signature)	Date
Regional Planning Staff	Regional Staff (Signature)	Date
Conservation Authority Staff	Conservation Authority Staff (Signature)	Date

Proponent Signatures:

By signing this agreement, I/we acknowledge that, subject to any appeals, the drawings, reports and other requirements indicated above must be submitted along with a completed application form, any information or materials prescribed by statute in both paper and electronic form, the required planning applications' fees and this executed Pre-consultation agreement to be considered complete. In addition, I have read, understood, and agreed to the Notes listed above.

Agent (I have the authority to bind the owner)	Agent (Signature)	Date
Agent (I have the authority to bind the lease holder)	Agent (Signature)	Date
Property owner (I have the authority to bind the owner)	Property owner (Signature)	Date
Lease holder (I have the authority to bind the lease holder)	Lease holder (Signature)	Date