

# Application for Municipal Letter of Comment for Radiocommunications Facility Installations – Form A

<b>Applicant:</b>	
<b>Site Location:</b>	
<b>Quick Summary of Proposal:</b>	

**Mandatory Pre-consultation:** Consultation is required with Urban Design and other Town and Agency staff prior to submitting an application package. Pre-consultation meeting blocks have been set on a regularly scheduled basis – contact Planning Services to discuss availability.

All Sections and Schedules (where applicable) within this application form must be completed and signed. If sections are incomplete, the application will not be accepted and will be returned.

## **Section 1. Submission Requirements:**

1. **Letter of endorsement** from the Member of Parliament for the Riding in which the proposed installation is to be located.
2. **Application Form** with all applicable sections and schedules completed and the form signed.
3. **Pre-consultation Checklist** completed/signed by staff during the pre-consultation meeting.
4. **Application Fee(s)** Refer to Section 2 of this form for the calculation criteria for the Town of Oakville, Halton Region (if applicable), and Conservation Authority (if applicable) application fees.
5. **Justification Report** as outlined in Section 4.2 of the Town’s Interim Radiocommunications Facilities Protocol the project background and the scope and details of the proposed development.
6. **List of Materials Submitted** Refer to Section 3 of this form, with the titles and information presented in the following listed format: “drawing title, drawing number, revision number and date, name of consultant”  
(for example: *Site Plan and Details, A01, R2 01JA2011, Telecom Associates Inc.*)
7. **Materials (drawings/reports/documents)** Refer to Section 3 of this form for the number of supporting documents required. The type of documents required has been identified through a pre-consultation meeting with staff. All reports, documents and drawings submitted must:
  - a. be in both paper and digital (PDF) format
  - b. be presented in metric measure that can be accurately scaled
  - c. be folded to ‘letter’ or ‘legal’ size format (8.5”x11’ or 8.5”x14’)
  - d. be prepared, stamped and signed by qualified professionals (i.e. planner, engineer, landscape architect)
8. **Electronic Documentation (in pdf format)** of all required documents, images and drawings, in addition to the hardcopy sets required (submit 1 disc containing all materials).  
File names must have the following format: “drawing name drawing number.pdf”  
(for example: *site plan\_A01.pdf* or *visual plan analysis\_v1.pdf*)



**Section 2. Application Fee Calculations:**

**Town of Oakville Processing Fees:**

**Base Fee of \$6,311.00.** The cheque must be made payable to “Town of Oakville” and submitted to the Town with the application package.

**Region of Halton Review Processing Fees (if applicable):**

**Contact Halton Region’s Planning Services department for the determination of the application fee based on the scope of the proposed works.** Any cheque must be made payable to “Region of Halton” and submitted to the Town with the application package for distribution. Of note, a resubmission fee of \$634.13 is required at time of submission of owner-initiated modifications to an application mid-process.

**Conservation Authority Review Processing Fees (if applicable):**

**Contact Conservation Halton or Credit Valley Conservation for the determination of the application fee based on the scope of the proposed works.** Where a new radiocommunications facility is proposed for a property within an area where the Conservation Authority has a review responsibility, an additional fee may be required. The areas of Conservation Authority responsibility are: watercourses, floodplains, wetlands and the Lake Ontario shoreline. The cheque must be made payable to “Conservation Halton” or “Credit Valley Conservation” and submitted to the Town with the application package for distribution.

**Section 3. Site Plan Application Materials Required:**

**Copies of Required Drawings, Reports, and Documentation (‘BASE SET’):**

7 Copies	
Specific requirements are detailed in Section 4.2 of the Protocol	Letter of endorsement from the Member of Parliament (Oakville or Oakville North-Burlington)
	Justification report
	Colour photographs of the subject lot, oriented toward the proposed radiocommunications facility from at least three landmarks or important locations in the vicinity of the proposed site
	Site plan, elevations, and survey drawings prepared to appropriate metric scale
	Mapping
	Confirmation that Transport Canada, NAV Canada, municipalities and all other public authorities having an interest in the lands located within 500 metres of the proposed radiocommunications facility
	A description of Transport Canada’s and NAV Canada’s aeronautical obstruction marking requirements
	A statement on the potential effects the proposal may have on nearby electronic equipment (existing and proposed), and measured proposed to mitigate those effects
	A calculation of power density (W/m <sup>2</sup> ) measured at the nearest point of the nearest building associated with a sensitive land use, or nearest point of a designated heritage feature
	* Other drawings ( <i>identified during pre-consultation</i> )



**Additional Sets of Materials** required based on site context and specific requirements (these are to be provided in addition to ‘BASE SET’ outlined above)

If any of the following criteria apply ...	then these additional materials must be submitted
If the subject site abuts Region of Halton owned lands, roads, and/or protected natural areas	3 additional copies of all items listed in table above <u>plus</u> 4 copies of all drawings/reports specifically identified during the pre-consultation process
If the subject site is regulated by a Conservation Authority or if the Authority staff have requested to review the application materials (identified at pre-consultation)	2 additional copies of all items listed in table above <u>plus</u> 2 copies of specific drawings/reports identified during the pre-consultation process
If the subject site is a heritage property or is within or abuts a heritage district	1 additional copy of all items listed in table above
If the subject site abuts any form of public open space (parks, trails, valleys, woodlots, SWM pond), or is adjacent to the waterfront	1 additional copy of all items listed above
If the subject site abuts or is within 30m of a utility corridor (Hydro One, Enbridge Pipeline, TCPL Pipeline, Union Gas)	1 additional copy of all items listed in table above for <u>EACH</u> utility corridor the site abuts/within 30m
If the subject site abuts CNR lands	1 additional copy of all items listed in table above
If the subject site abuts MTO corridor (including on-off ramps)	4 additional copies of all items listed in table above
If the subject site has a proposed building/structure of 5 stories or greater	1 additional copy of the site plan and elevations
If the subject site is located within 500m of an adjacent municipality	1 additional copy of the site plan and elevations

\* **Other drawings and/reports** may include, but are not limited to the following materials (depending on the nature and scope of the proposal): Vehicle Maneuvering Plan, Pedestrian Network Plan, Lighting Plan, Photometric Plan, Construction Storage and Parking Plan, Pavement Marking and Signage Plan, Functional Servicing Report, Environmental Impact Report, Noise Report, Shadow Study, Urban Design Brief, etc.

**For development application guidelines please visit:** <http://www.oakville.ca/devappguide.htm>



**Section 3. Continued**

Based on the information above, complete the following table with the type and number of drawings, plans and reports that have been requested and that are contained within this application package.

**APPLICATION FOR MUNICIPAL LETTER OF COMMENT SUBMISSION**

Check those required	Drawings / Reports	# of Copies Provided	Comments (as needed)
1. <input type="checkbox"/>	Letter of Endorsement from MP		
2. <input checked="" type="checkbox"/>	Justification Report		
3. <input type="checkbox"/>	Legal Survey		
4. <input checked="" type="checkbox"/>	Site Plan		
5. <input checked="" type="checkbox"/>	Site Plan Details		
6. <input checked="" type="checkbox"/>	Neighbourhood/Area Mapping		
7. <input checked="" type="checkbox"/>	Two sets of colour photographs		
8. <input checked="" type="checkbox"/>	Elevation Drawings		
9. <input type="checkbox"/>	Building Floor Plans (including roof plans)		
10. <input type="checkbox"/>	Landscape Plan (plus 1 rendered copy)		
11. <input type="checkbox"/>	Landscape Details		
12. <input type="checkbox"/>	Tree Inventory and Preservation Plan		
13. <input checked="" type="checkbox"/>	Lighting Plan (Transport Canada/NAVCAN)		
14. <input type="checkbox"/>	Streetscape Plan		
15. <input type="checkbox"/>	Grading and Draining Plan		
16. <input type="checkbox"/>	Truck Turning Plan		
17. <input type="checkbox"/>	Vehicle Maneuvering Plan		
18. <input type="checkbox"/>	Pavement Marking and Signage Plan		
19. <input type="checkbox"/>	Construction Storage and Staging Plan		
20. <input type="checkbox"/>	Arborist Report		
21. <input type="checkbox"/>	Declaration Letter (Urban Forestry)		
22. <input type="checkbox"/>	Stormwater Management Report/Brief		
23. <input type="checkbox"/>	Environmental Impact Report		
24. <input type="checkbox"/>	Environmental Site Screening Checklist		
25. <input checked="" type="checkbox"/>	Consultation of Other Agencies		
26. <input checked="" type="checkbox"/>	Electronic Interference Mitigation		
27. <input checked="" type="checkbox"/>	Power Density Calculation		
28. <input type="checkbox"/>	Other:		
29. <input type="checkbox"/>	Other:		
30. <input type="checkbox"/>	Other:		

For development application guidelines please visit: <http://www.oakville.ca/devappguide.htm>



**Section 4. Contact Information:**

All fields below must be completed. Unless otherwise indicated, the file coordinator will contact and correspond with the AGENT as listed below.

To process this application the APPLICANT and the PROPERTY OWNER must sign this form at the bottom.

<b>APPLICANT</b> <i>(Full name and address of applicant)</i>	
COMPANY NAME:	
CONTACT NAME(S):	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE NO:	FAX NO:
E-mail Address:	

<b>AGENT (Solicitor, Architect, Engineer, etc.)</b> <i>(Full name and address of primary agent)</i>	
COMPANY NAME:	
CONTACT NAME(S):	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE NO:	FAX NO:
E-mail Address:	

<b>OWNER OF THE SUBJECT SITE</b> <i>(NOTE: REQUIRED ONLY IF DIFFERENT FROM APPLICANT)</i>	
COMPANY NAME:	
CONTACT NAME(S):	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE NO:	FAX NO:
E-mail Address:	

**SIGNATURE OF APPLICANT/AGENT**

**DATE**

**OWNER'S (SIGNATURE) OR CONSENT LETTER ON LETTERHEAD**

**DATE**



**Section 5. Property Information and Site Statistics:**

<b>LOCATION OF PROPOSED RADIOCOMMUNICATIONS FACILITY</b>	
<b>MUNICIPAL ADDRESS:</b>  (contact Oakville Public Works if no address has yet been assigned)	<b>ROLL NUMBER:</b>  <b>PROPERTY RSN #:</b>

<b>SITE DESIGNATIONS AND PREVIOUS DEVELOPMENT APPLICATIONS (if applicable)</b>		
Current Official Plan Designation		
Current Use of Property		
Recent/Current Zoning Amendment and/or Official Plan Amendment	File #	Approval Date:
	File #	Approval Date:
Recent/Current Site Plan Application	SP #	Approval Date:
	SP #	Approval Date:
Recent/Current Committee of Adjustm	CAV #	Approval Date:

<b>BRIEF DESCRIPTION OF PROPOSED RADIOCOMMUNICATIONS FACILITY (or note "Refer to justification report")</b>

<b>SITE INFORMATION AND STATISTICS</b>		
<b>Total Lot Area</b>	m <sup>2</sup>	hectares
<b>Lot Frontage</b>		m
<b>Total Proposed Lease Area</b>		m <sup>2</sup>



**SCHEDULE A: Authorization to File Application and Permission to Enter**

**Authorization to File Application:**

I (We) \_\_\_\_\_  
(owners of the subject lands)

of \_\_\_\_\_, hereby authorize and instruct  
(municipality where you reside)

\_\_\_\_\_ to submit an application to the  
(agent(s))

Planning Department in respect to \_\_\_\_\_  
(municipal address or legal description)

which I (we) am (are) the registered owner(s), and this shall be my (our) good and sufficient authority to act on my (our) behalf.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Permission to Enter Property:**

**TO:** Planning Department for the Corporation of the Town of Oakville.

I hereby authorize the members of Council and staff members of the Corporation of the Town of Oakville to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as condition of approval. This is their authority for doing so.

Subject Lands: \_\_\_\_\_  
(municipal address or legal description)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Notice With Respect to the Collection of Personal Information:**

I/We also acknowledge that the information requested on this form is collected under the authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is required in order to process this application for Municipal Letter of Comment and forms part of the public record which will be published on the Town of Oakville’s website. The name and business address of the applicant and/or authorized agent is public information. Any personal information collected will only be used for the internal processing of this application. Questions about this collection can be made to the Planning Department (905-845-6601).

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



## **SCHEDULE B: For Information – Financial Obligations**

The following outlines both the required and potential fees, payments and securities associated with typical site plan application processing and other associated development requirements. Any other obligations will be identified and communicated through the pre-consultation and/or review process.

<b>Application Processing Fees</b>	<b>Amounts / Notes</b>	<b>When to Submit</b>
Town of Oakville Application Fee	Based on calculations in Section 2 Cheque payable to “Town of Oakville”	<b>Required</b> at time of submitting the MLC application
Town of Oakville Resubmission Fee	Based on <i>Planning Rates and Fees By-law</i> Cheque payable to “Town of Oakville”	At 3 <sup>rd</sup> re-submission of MLC materials (Director’s discretion)
Town of Oakville Revision Fee	Based on <i>Planning Rates and Fees By-law</i> Cheque payable to “Town of Oakville”	At submission of owner-initiated modifications to proposal
Region of Halton Application Fee	Based on fee amount in Section 2 Cheque payable to “Region of Halton”	If identified at Pre-consultation, <b>required</b> at time of submitting MLC application
Region of Halton Resubmission Fee	Based on fee amount in Section 2 Cheque payable to “Region of Halton”	At submission of owner-initiated modifications to proposal
Conservation Authority Fee	Fee amount determined by Authority Cheque payable to “Conservation Halton” or “Credit Valley Conservation” (jurisdiction)	If identified at Pre-consultation, <b>required</b> at time of submitting MLC application