



## Telecommunication/Cell Tower Review Application

### PART 1

#### PREAMBLE:

As per the Federal Radiocommunications Act, The Corporation of the City of Cornwall presently utilizes the 'Default Protocol' of Industry Canada's CPC-2-0-03-Radiocommunication and Broadcasting Antenna Systems Guideline doc., for example, for Telecommunication/Cel Tower Installation Proposals.

In their review, Commenting and Liaison role to the Service Provider (i.e., proponent), the City of Cornwall as the **Land-Use Authority (LUA)**, maintains and implements this comprehensive function amongst numerous interested City Departments. In addition, the LUA acts as a secondary contact to the Public and other Government/Private Agencies or companies who may have a direct or indirect interest in such new Tower installation projects/proposals.

A potential outcome(s) of such LUA Municipal Review is to determine the appropriateness (i.e., Land Use Compatibility/Impact issues) of recommending to City Council the Provision of a **Resolution of Support** to the Service Provider for a specified installation project proposal. The Proponent after seeks such a Resolution to fulfill the Municipal involvement, leading to a final Federal Approval.

**Note:** In the absence of an LUA Specific Protocol, a primary assumption, which must be confirmed by the Service Provider (as Proponent), is that they have, and continue to duly follow, all applicable Protocol principles and functions, including, but not necessarily limited to: Preliminary Consultation with the LUA, the participation process for Public Consultation with surrounding residents/businesses/landowners, Impasse Negotiations and acceptable Dispute Resolution, maintaining a timely process and so on.

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### PART 2

**THE APPLICATION FORM:**

**i) Owner / Applicant Details**

Address of subject land (Street Number/Name)		
Describe location (closest major intersection, what side of street land is located):		
Legal description:		
Present use of subject land:		
Proposed use of subject land:		
Registered Owner of subject land (as it appears on Deed/Transfer)		
E-mail		
Mailing Address	City	Postal Code
Telephone (area code + number):	Fax (area code + number):	
Applicant name (in full) and representing which Service Provider, if as Agent.		
Business E-mail		
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Telecom Company:		
Mailing Address	City	Postal Code
Telephone (area code + number):	Fax (area code + number):	
Is the subject land designated under the Ontario Heritage Act? If yes, what is designating B/L Number (Consult with Planning Division):		
		Yes <input type="checkbox"/> No <input type="checkbox"/>

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### Project Data

Note: More detailed statistics may be requested during review of the application

<b>ii) Site Data / Statistics</b>		
Existing total lot area:	Existing lot frontage:	Existing lot depth:
_____ <input type="text" value="2"/> m	_____ <input type="text" value=""/> m	_____ <input type="text" value=""/>

<b>iii) On-Site Building Data (if applicable)</b>	
Date of construction of the existing building(s) (if known):	
No. of buildings to be retained: Existing: _____ + Proposed: _____ = Total _____	
➤ Ground Floor area	Existing: _____ m <sup>2</sup> Proposed: _____ m <sup>2</sup>
➤ Height of building(s)	Existing: _____ storeys _____ m

Minimum Setbacks	Front Lot Line	Side Lot Line	Side Lot Line	Rear Lot Line
Existing building to be retained	_____ m	_____ m	_____ m	_____ m
Proposed building	_____ m	_____ m	_____ m	_____ m

Other information on setbacks (if appropriate):

\_\_\_\_\_

<b>Parking and Loading (if applicable)</b>
Number of parking spaces provided in project: _____

<b>Access and Services</b>
Road access <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal street <input type="checkbox"/> public lane <input type="checkbox"/> Private right-of-way <input type="checkbox"/>



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### iv) Tower Project Summary

Brief Description of Tower Type and Height (i.e., measured from Ground Elevation to top of structure for Monopole Style or from ground level to roof, plus height to top of structure for installations (as described) which are to be attached to structure(s):

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Estimated Radio Frequency Emissions and statement of adherence to Safety Code Six \_\_\_\_\_

Existing Official Plan Designation On-Site: \_\_\_\_\_

Existing Zoning On-Site: \_\_\_\_\_

Existing Surrounding Land Use (General type) \_\_\_\_\_

To North: \_\_\_\_\_

To South: \_\_\_\_\_

To East: \_\_\_\_\_

To West: \_\_\_\_\_

Approximate distance of any Residential Land Use (existing or proposed through a Development Approval) when within three times the total height of the Installation, as previously described herein: \_\_\_\_\_metres

General Description (i.e., Low, Med., High Density Subdivision, Plan of Condominium, etc.) of Residential Land Use identified in Item above:

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Required Notification Distance: \_\_\_\_\_m, as per the Industry Canada 'Default Protocol'. For example, three times the height of the Tower. In the case of a 45 m Monopole, the Notification Radius would represent 135m from the property line.

### PART 3

#### Authorization of agent:

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
(Please print) (Please print)

to function as agent and sign the application form to the City of Cornwall on my/our behalf for the lands known as

\_\_\_\_\_

Name of landowner \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Name of landowner \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Corporate seal(s), if applicable

Signature of Signing Officer(s) of Corporation \_\_\_\_\_

Signature of Signing Officer(s) of Corporation \_\_\_\_\_



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## PART 4

### Affidavit/sworn declaration:

The applicant(s) or Authorized Agent for a Telecommunications/Cell Tower Review must complete this.

\_\_\_\_\_  
Signature of applicant(s) or authorized agent(s)

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**I/We**, (print) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

***Solemnly declare that all the statements contained in this application are true and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.***

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of applicant(s) or authorized agent(s)

\_\_\_\_\_  
(Commissioner of Oaths, etc.)

The information collected on this form is used to facilitate the land-use consultation process stipulated by Industry Canada in connection with the telecommunications tower application. Questions about this collection can be directed to the Supervisor of Planning, at the address indicated on Page 1 of this application.

## Telecommunication/Cell Tower Review Application Checklist

### PART 5

**Please check off all applicable submitted material (one hard copy and a digital version) in support of this application, including but not limited to the following:**

#### **Submission Requirements:**

- Full Fees (\$2,740.00)
- Completed Telecommunications Tower Application Form (this document)
- Boundary Plan of Survey
- Context Plan (i.e., Site Plan) for information only
- Building Elevations (in the case of Rooftop Installations)
- Roof Plan (in the case of Rooftop Installations)
- Perspective Drawing
- Site Selection Analysis and Related Justification Report
- Colour photograph(s) with proposed telecommunications tower superimposed
- Map showing the horizontal distance between the proposed Installation area boundary and the nearest properties with existing residential uses of any density
- Public Consultation Information Package (note: This document may sufficiently be equivalent to several of the above listed items and, therefore, function as a replacement to such individual listed items.
- Sample of Actual Public Consultation Notice(s) and related Circulation List



## Telecommunication/Cell Tower Review Application Checklist

Related Information/Studies (if deemed to be applicable under the 'Default Protocol')

**Information/Studies required: (One hard copy and a digital version)**

**N/A City Planning:**

- Natural Heritage Impact Study (particularly in non-urban developed areas)
- Archaeological Assessment
- Heritage Impact Statement (Conservation Strategy)
- Other:

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**N/A Engineering and Technical Services:**

- Soil Bearing Capacity Issue
- Stormwater Management Report
- Environmental Impact Study
- Contaminated Site Assessment
- Other:

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**N/A City Permits:**

- Structural Engineering Drawings

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Consideration to contact various external Agencies is recommended to determine if there are any conflicting issues with the proposed installation.

**N/A External Contacts to the LUA:**

- Cornwall Electric
- Cedar Rapids Transmission
- RRCA
- MTO
- CN or CP Railways
- Other(s) \_\_\_\_\_

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**Note:** Not all the above requirements will apply to a proposal. Recommended pre-application consultation with the LUA Representative(s) will determine which of these must be provided with the initial submission to consider the application complete. Requested information/studies can also be better defined by representatives of the various City Divisions. All assessments offered by staff are preliminary and based on the information available. Requirements indicated above may be subject to change pending further review of the application(s).