

# Application for Telecommunication Tower Municipal Support Resolution

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: CT- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	\$1,500 Fee Received:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**ROLL # 4903- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you consult with the Township Planning Department?  Yes     No

**Pre-consultation Date:** \_\_\_\_\_

**Attending Planner:** \_\_\_\_\_

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact. Copies of correspondence will be sent to all parties and filed according to Township procedure.*

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. DESCRIPTION OF APPLICANT'S SUBJECT LANDS

- a)** Concession(s): \_\_\_\_\_  
**b)** Lot(s): \_\_\_\_\_  
**c)** Registered Plan No. : \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_  
**d)** Reference Plan No. : \_\_\_\_\_ Part(s): \_\_\_\_\_  
**e)** Geographic Township (former municipality) : \_\_\_\_\_  
**f)** Civic Address: \_\_\_\_\_  
**g)** Dimensions of the Subject lands:

Frontage (m)	Depth (m)	Area (ha)

- h)** Existing uses of the Applicant's Subject Lands:  
\_\_\_\_\_  
**i)** Proposed uses of the Applicant's Subject Lands:  
\_\_\_\_\_  
**j)** Dimensions of the Municipal Lands (if Tower is located on said lands):

Frontage (m)	Depth (m)	Area (ha)

- k)** Existing uses of the Municipal Lands:  
\_\_\_\_\_  
**l)** Proposed uses of the Municipal Lands:  
\_\_\_\_\_  
**m)** Justification for erecting the Tower as per Section F. of the  
Telecommunication Tower/Antenna System Siting and Consultation  
Protocol  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. DIRECTIONS: HOW TO GET THERE**

Civic Address: \_\_\_\_\_  
Directions from the Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. AUTHORIZATION BY OWNER**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ (*Registered Owner(s)*) the undersigned, being the Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_ (*Agent*) to act as my Agent with respect to the preparation and submission of this Application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## 5. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form is collected and maintained pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material 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. Questions regarding the collection of information should be directed to the Director of Planning at the Township of Seguin at (705) 732-4300.

---

Signature of Owner

---

Date

---

Signature of Owner

---

Date

---

Signature of Witness

---

Date

**6. DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent)of the \_\_\_\_\_  
of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_  
do solemnly declare that all of the statements contained in this Application  
are true and I 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 \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

**7. ADDITIONAL FEES**

If Planning, Surveying and/or legal fees are incurred by the Township  
pertaining to this Application, the Applicant, by endorsing below, hereby  
agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

**Please submit this application to the Township of Seguin Planning  
Department at:**

**Township of Seguin, 5 Humphrey Dr., Seguin, ON, P2A 2W8  
Bus: 705-732-4300, Fax: 705-732-6347, Toll Free: 1-877-473-4846**

## Checklist - Application for Telecommunication Tower

Please ensure you have completed the following prior to submitting your completed application and application fee of \$1,500.00:

Pre-consultation as per Section F.3 a), b), c) and d) the Protocol.

If you do not meet the exemption criteria for the proposal review and public consultation requirement, please provide the following when submitting your application:

Site Rationale as per Section F.4 a) of the Protocol: a letter or report from the proponent indicating the need for the proposed site, the rationale for site selection, and a summary of opportunities for co-location potentials on existing or proposed Telecommunication tower/antenna system within Seguin;

Co-location as per Sections F.3 b), d), F.4 a) and G. a) and e) of the protocol: (a) a summary of effort proponent has made to encourage others to co-locate on the proposed new infrastructure, as well as a list of parties who have expressed an interest in co-locating, and (b) a written and signed attestation that there are no co-location opportunities within Seguin;

Site Design as per Sections F.3 b), c) and F.4 a) iii. of the protocol: Preliminary engineering plans of the proposed structure which includes information outlining the number of antennas proposed on the structure, and the structure's ability to accommodate future antennas (including co-location). Proponents are encouraged to provide site design options;

Visual Renderings as per Section F.4 a) iv. and Section G of the protocol: visual rendering(s) of the proposed Telecommunication tower/antenna system with best effort to superimpose to scale;

Site Plan as per Section F.4 a) v., F.5 b) ii. And F.5 c) of the protocol: a site plan showing the proposed development situated on the site;

Site Distance to Surrounding Areas as per Section F.4 a) vi. of the protocol: a map showing the horizontal distance between the proposed Telecommunication tower/antenna system and the nearest residential, commercial and institutional uses within 400 metres of the proposed Telecommunication tower/antenna system;

Letter of Authorization as per Section 4 of the Application for Telecommunication Tower: confirmation of legal ownership of the lands

subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent or other person(s) having legal or equitable interest in the land;

Title Search as per Section F.4 a) viii. of the protocol: a copy of a title search (dated within the past 30 days of proposal submission) and any restrictions, restrictive covenants, easements or rights-of-way registered against the lands the Telecommunication tower/antenna system is proposed on;

Safety Code 6 as per Section F.4 a) ix. and Section F.5 b) v., xvii. and Section G. d) and e) of the protocol: a written and signed attestation that the Telecommunication tower/antenna system will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices including the cumulative effects of multiple Telecommunication tower/antenna system at the location and in the immediate area;

Supplemental Documentation as per Section F.4 a) x. of the protocol: any other documentation as reasonably identified by Seguin following the site investigation meeting; and

Draft Notification as per Section F.4 a) xi. of the protocol: Based on required consultation process as directed by Seguin, the proponent is to provide, (a) a draft of all public notices to be delivered by mail to the public, School Districts, Community/Lake associations and neighbouring land-use jurisdictions, which is to be approved by Seguin staff prior to mail out; (b) an address list and map indicating all properties and residents which are to be notified by mail of the proposal, (c) a draft of newspaper/web site advertisements indicating the time and date of any public information meeting, which is to be reviewed by Seguin staff prior to publication (if a public information meeting is required); and

Comments from Emergency service providers as per Section F.4 a) xii. of the protocol: a copy of written correspondence indicating that the proponent has referred the proposal to local fire, police and ambulance services, and if given, any comments received emergency services should be submitted to Seguin staff prior to mail out; and

Information on the following items as per Section F.4 a) xiii. of the protocol:

- a. A description (or map) of the area of coverage or point or points to which transmissions will be directed.

- b. A description of the benefits of the Telecommunication tower/antenna system to Seguin residents, businesses, and visitors.
- c. A description of the backup power system including energy source, duration of operation and level of automation.
- d. Graphic portrayals including plan and elevation drawings showing tower, guy wires, buildings, fencing, etc. as applicable, and location of the development on the property.
- e. Transport Canada marking requirements including painting and lighting details.
- f. A review of visibility from residences and public transportation corridors within 400 metres of the installation (photos with proposed structures superimposed may be appropriate).
- g. Details of access for construction and ongoing operation, and the location of utility corridors, and assessment of environmental impacts and planned mitigation measures.
- h. Details of planned security including fencing, gates, and alarms