

Telecommunication Towers - Instructions for Consultation and Processing

County Of Brant - Planning Division of the Community and Development Services Department
66 Grand River Street North, Paris, ON, N3L 2M2
Telephone: (519) 442-6324 Fax: (519) 442-3461

1. This process pertains to the telecommunication tower and telecommunication antenna proposals.
2. There are different fees for each type of application (See County Fee Schedule).
3. Other related applications can be processed concurrently and within the process for Telecommunication Tower and telecommunication antenna proposals.
4. See other types of application forms and process if related application forms are not filed concurrently.
5. Detach and retain this page for future reference.

STEPS IN THE CONSULTATION PROCESS	
Step 1	As per Industry Canada Client Procedures Circular 2-0-03, Issue 4, entitled Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03), applicants who are not familiar with the County process or who require input into the process are encouraged to meet with the County's Planning Division member prior to submitting an application.
Step 2	Ten (10) copies of the Application Form, five (5) full size (11x17) copies of the site plan or development concept, and ten (10) copies of any technical studies or engineering reports in support of the proposal, are submitted to the County.
Step 3	A Pre-consultation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits, within two weeks of submission. The purpose of the pre-consultation meeting is to: <ol style="list-style-type: none"> i) Review application and information submitted; ii) Identify key Departmental and Agency issues in processing; iii) Identify any concurrent applications required; iv) Identify matters of Provincial or Municipal Interest (see Pg. 2 & Pg. 3); v) Identify any additional plans, reports and/or studies required to be completed prior to acceptance of an application; and, vi) Identify staff contact assigned to the file.
Step 4	Application is deemed complete (30 Days) and accepted; meeting date is determined.
Step 5	Application circulated to Public, Agencies and Departments.
Step 6	Sixty (60) Day Status letter sent to Applicant/Owner/Agent, as needed.
Step 7	A Post Circulation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits: <ul style="list-style-type: none"> ➤ To discuss agency or public issues raised during circulation ➤ Review conditions of approval ➤ Review municipal requirements for inclusion in an agreement.
Step 8	Finalize Planning Report.
Step 9	Public Meeting of the Planning Advisory Committee.
Step 11	PAC Recommendation forwarded to Council. Council makes final Resolution.
Step 12	Council Resolution will be forwarded within 15 days of Council meeting.

Application complete - 30 Days. (120 Day - Decision Date: _____)

Application incomplete (missing information: _____)

_____) _____
Planner Date Reviewed

Date Applicant/Owner/Agent

Informed in person by phone by letter/email

Matters of Provincial and Municipal Interest

As per Industry Canada Client Procedures Circular 2-0-03, Issue 4, entitled Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03), Council may require other information and materials to assist in its Plan Review Function and the expeditious review of this application. Complete the following to assist the County in performing a complete review of the proposal. If an entry is made, an assessment of the proposal's sensitivity to the identified feature is required.

<i>Land Use or Feature</i>	<u>Subject Lands</u>	<i>Within Specified Distance</i>
1. Active or Former Landfill Site	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
2. Sewage Treatment Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	150 metres <input type="checkbox"/> yes <input type="checkbox"/> no
3. Sewage Lagoon / Pond	<input type="checkbox"/> yes <input type="checkbox"/> no	400 metres <input type="checkbox"/> yes <input type="checkbox"/> no
4. Storm Water Management Facility	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
5. Airport with NEF above 25	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
6. Active Rail Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
7. Rail Marshalling Yard	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
8. Controlled Access Provincial Highway	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
9. County Collector/Arterial Road	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
10. Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
11. Non-Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
12. Mineral Aggregate Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
13. Min. Aggregate Crushing/Asphalt Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
14. Petroleum Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
15. Contaminated & Hazardous Sites	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
16. Class 1 – light, rural & special industries	<input type="checkbox"/> yes <input type="checkbox"/> no	70 metres <input type="checkbox"/> yes <input type="checkbox"/> no
17. Class 2 – medium industries	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
18. Class 3 – heavy industries	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
19. Electric Transformer Station	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
20. High Voltage Electric Transmission Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
21. High Voltage Electric Wind Turbine	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
22. Pipeline and Utility Corridors or Facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	20 metres <input type="checkbox"/> yes <input type="checkbox"/> no
23. Lands designated as Agricultural	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
24. Farms with Livestock	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
25. Farms with on-site processing facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
26. Lands designated as Natural Environment	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
27. Wetlands or Woodlands	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
28. Areas of Natural & Scientific Interest	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
29. Floodplains	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
30. Erosion & Steep Slope Hazards	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
31. Cold Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
32. Warm Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
33. Fish Habitat	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
34. Well Head Protection Area	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
35. Regional Aquifer	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
36. Heritage District, Site or Structure	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
37. Archaeological Resource Site	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

Studies to be completed: _____

Date Applicant/Owner/Agent

Informed in person by phone by letter/email

Technical Information and Studies Required by Brant County

In the course of determining the merits of this application, the County may request that the following actions be taken to address the previously identified *Matters of Provincial and Municipal Interest*.

- ❖ Pre-consultation is required with Agencies, Building, Planning, Public Works staff
- ❖ Preliminary Site Meeting

Required Information	No. of copies	At Submission	During Review	Prior to Public Mtg.	Received
a. <input type="checkbox"/> Planning Impact Analysis Report					
b. <input type="checkbox"/> Storm Water Management Report					
c. <input type="checkbox"/> Functional Engineering & Servicing Report					
d. <input type="checkbox"/> Traffic Impact Analysis					
e. <input type="checkbox"/> Sight line analysis					
f. <input type="checkbox"/> Daylight triangles/road widening					
g. <input type="checkbox"/> Turn lanes					
h. <input type="checkbox"/> Hydrogeological Report (3 or more lots/units)					
i. <input type="checkbox"/> Well Driller's Log					
j. <input type="checkbox"/> Well Decommissioning Records					
k. <input type="checkbox"/> Floodplain Analysis					
l. <input type="checkbox"/> Geotechnical/Soils Report					
m. <input type="checkbox"/> Opportunity and Constraints Mapping					
n. <input type="checkbox"/> Top of Bank Demarcation Plan					
o. <input type="checkbox"/> Tree Inventory					
p. <input type="checkbox"/> Protection/Planting Plan					
q. <input type="checkbox"/> Environmental Impact Study					
r. <input type="checkbox"/> Phase 1 Environmental Audit					
s. <input type="checkbox"/> Land Use Impact Assessment (MoE D1 - D6 Guidelines)					
t. <input type="checkbox"/> Noise and Vibration Report					
u. <input type="checkbox"/> Shadow Analysis Report					
v. <input type="checkbox"/> Record of Site Condition					
w. <input type="checkbox"/> MDS calculations					
x. <input type="checkbox"/> Agricultural Impact Assessment Report					
y. <input type="checkbox"/> Archaeological Assessment					
z. <input type="checkbox"/> Heritage Impact Assessment					
aa. <input type="checkbox"/> Financial Impact Analysis					
bb. <input type="checkbox"/> Market Impact Study					
cc. <input type="checkbox"/> Homeowner Survey					
dd. <input type="checkbox"/> Draft Zoning By-law and Map Schedule					
ee. <input type="checkbox"/> Property Title Abstract					
ff. <input type="checkbox"/> Other information:					

Studies to be completed: _____

Date Applicant/Owner/Agent

Informed in person by phone by letter/email



Application for
Telecommunication Towers
And Telecommunication Antennas
(S2017)

Application No. _____

To: Clerk or Chief Planning Official, County of Brant

Pursuant to the requirements of Industry Canada Client Procedures Circular 2-0-03, Issue 4, entitled Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03), a Telecommunications Tower Application, is hereby submitted, and enclosed is the Submission Requirements Information (in metric) and the Application Processing Fee of **\$4,000.00**.

1) Application Date Receipt _____ Planning Clerk Initials _____

2) a. Name of Applicant _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

b. Name of Authorized Agent _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

c. Name of Owner _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

3) Legal description of subject lands:

Civic Address (No., Unit & Street Name) _____

Township Lot _____ Subdivision Lot _____

Concession/Range/Tract _____ Former Municipality _____

Registered Plan No. _____ Lot No. _____ Block No. _____

Reference Plan No. _____ Part No. _____

Roll Number(s) _ 2920 - _____

4) If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject lands: _____

5) Identify the Official Plan designation(s): _____

6) Identify the current Zoning: _____

7) Identify the nature and extent of the proposed telecommunication tower request: _____

8) Identify the reasons for requesting proposed request: _____

_____.

9) Dimensions of subject lands:

Frontage (m) _____ Depth (m) _____

Area (ha) _____ Street Width (m) _____.

10) Access to subject lands:

Provincial Highway _____ Municipal Road _____

Right-of-Way _____ Private Lane _____

Water Access _____.

11) If access is via a water access, describe the nature and location of:

on-shore parking _____, docking facilities _____

and distance to the public roadway _____.

12) Existing uses of the subject lands: _____

_____.

13) Are there existing buildings or structures on the subject lands: yes or no

14) If there are existing buildings or structures on the subject lands, describe and illustrate the number and type of buildings or structures:

a) Principal Building/Structure: _____

ground floor area (sq.m) _____, gross floor area (sq.m) _____, no. of storeys _____,

width (m) _____, length (m) _____, height (m) _____.

b) Accessory Building/Structure: _____

ground floor area (sq.m) _____, gross floor area (sq.m) _____, no. of storeys _____,

width (m) _____, length (m) _____, height (m) _____.

15) Describe the proposed land uses: _____

_____.

_____.

16) Are there any new additions, buildings or structures proposed for the site? yes or no

17) If there are new additions, buildings and structures proposed on the subject lands, describe and illustrate the number and type of new additions, buildings and structures:

a) New Addition to a Building/Structure: _____

Proposed ground floor area (sq.m) _____, proposed gross floor area (sq.m) _____,

proposed no. of storeys _____, width (m) _____, length (m) _____, height (m) _____

b) New Building/Structure: _____
 ground floor area (sq.m)_____, gross floor area (sq.m)_____, no. of storeys_____,
 width (m)_____, length (m)_____, height (m)_____.

18) Date of acquisition/ownership of subject lands: _____.

19) Date of construction of all the buildings and structures on the subject lands (if known):

a) Principal Building/Structure: _____

b) Accessory Building/Structure: _____.

20) Date of establishment/length of time the existing uses have continued on the lands, if known:

_____.

21) Type of Water Supply:

- a. a publicly owned and operated piped water system yes or no ;
 b. a privately owned and operated individual or communal well yes or no ;
 c. a lake or other water body yes or no ;
 d. an other means, please explain _____ yes or no .

22) Type of Sewage Disposal System:

- a. a publicly owned and operated piped sanitary sewage system yes or no;
 b. a privately owned or operated individual or communal septic system yes or no;
 c. a privy yes or no;
 d. an other means, please explain _____ yes or no.

23) Type of Storm Water Drainage System:

- municipal sewer municipal ditch overland swale infiltration gallery
 dry well or by other _____.

24) Are these lands the subject of a current application under the Planning Act (e.g. Consent, Plan of Subdivision, Official Plan Amendment)?

yes or no

25) If yes to Entry No. 25 and known, list File No. _____ and

Status (e.g. in process, approved) _____

26) Have the lands been the subject of other Telecommunication Tower applications?

yes (list File No. _____, if known) or no

27) In association with Entry No. 13 and Entry No. 16 of this application, please also include a detailed plan accurately illustrating the following:

- ❖ boundaries and dimensions of subject lands
- ❖ location, size and type of all **existing** buildings and structures and their setbacks from front lot lines rear lot lines side lot lines existing accesses, driveways, parking and loading spaces, existing wells, septic systems, and utilities.
- ❖ location, size and type of all **proposed** buildings and structures and their setbacks from front lot lines rear lot lines side lot lines proposed accesses, driveways, parking and loading spaces, proposed wells, septic systems, and utilities.

- ❖ location of natural & artificial features on subject lot & abutting lands (e.g. buildings, roads, wells, septic systems, signage, utilities, watercourses, trees and shrubs, valleys, wetlands, woodlands, landscaping, buffering, fences, etc.)
- ❖ existing uses on adjacent lands (e.g. residential, agricultural, commercial, industrial, aggregate, institutional, etc.)
- ❖ location, width and name of roads whether private, open, unopened
- ❖ water access (dock and parking area)
- ❖ location and description of easements

28) All proposals for telecommunication towers that are not exempt from this protocol will be supported by the following information:

- (i) Site Selection / Justification Report, as outlined in Section 4B(c) of the County Of Brant Telecommunication Tower And Antenna Protocol – 2011 (Industry Canada Local Land-use Authority Consultation);
- (ii) colour photograph(s) with proposed telecommunication tower superimposed;
- (iii) Site Plan showing the proposed leased area;
- (iv) map showing the horizontal distance between the proposed leased area boundary and the nearest property zoned for low density residential uses; and
- (v) for telecommunication towers requiring public consultation, a map showing all properties within a 120-metre radius of the leased area boundaries and a mailing list of all affected property owners and tenants.

29) An affidavit or sworn declaration, that the above described Prescribed Information has been provided and is complete and true. yes or no

30) I/we hereby authorize representatives of the County of Brant and those persons identified under the Planning act R.S.O., 1990 c. P13 to enter upon or above the subject lands to this application for the purpose of conducting any site inspections and take pictures/video as may be necessary for the evaluation of this application.

	_____ Signature of Owner (s)
_____ Signature of Applicant	_____ Signature of Owner (s)
_____ Signature of Agent	_____ Signature of Owner (s)

Dated this _____ day of _____, 20_____.

Sworn Declaration as per Entry No. 36 of the Telecommunication Tower application

I, _____ of the _____
of _____ in the Province of Ontario, solemnly declare that all 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.

Sworn before me at the
_____ of _____) in the Province of Ontario
this _____ day of _____ 20____)

Signature of Owner or Authorized Agent

a Commissioner, etc.

Stamp

NOTE:

All correspondence, notices, etc. in regard to this application will be directed to the Applicant, Owner and Agent as noted.

Grand River Conservation Authority (GRCA) Planning Fees County of Brant Fact Sheet

Information Contact

Any questions regarding GRCA fees should be directed to the **GRCA, Resource Planning Section** at **(519) 621-2761**. The GRCA will respond to inquiries regarding the fee, and can provide advice on proposals being considered.

Background Information

The Province of Ontario has encouraged conservation authorities to make programs and services more self-sufficient by applying the user-pay principle. The Grand River Conservation Authority is one of the last Conservation Authorities in Ontario to charge plan review fees.

Service fees will allow the Conservation Authority to improve the efficiency and effectiveness of the delivery of our service. A user fee principle will ensure that the individual using the service is the person paying for the service. This will ensure that the broader tax base does not incur an increase in their taxes to cover these costs. The GRCA will continue to provide Plan Input services to our municipal partners to implement the objectives of watershed planning.

The major & minor fees have been established in order to provide fair cost for the review time for complex applications vs. applications with minimal impact on the environment.

Authority to charge fees

The Province has amended the Conservation Authorities Act to give a conservation authority power to “charge fees for services approved by the Minister” (Section 21.m.1) The Ministry of Natural Resources Policies and Procedures for the Charging of Conservation Authority Fees identifies “Plan Review” as an approved service for charging fees.

Process

When a landowner discusses or submits a Planning Act application, municipal staff will screen the application to determine whether it is within an area of interest to the conservation authority. If the site or land holdings are within an area of concern to the conservation authority it is suggested that the GRCA participate in a pre-consultation discussion and/or meeting with the applicant and the municipality before the application is formally submitted.

Implementation Date

The Grand River Conservation Authority Planning Fees have been implemented for the County of Brant. Payment of fees should accompany the application when submitted to the County if the application falls within an area of interest of the Conservation Authority.