



2024 Telecommunications Facilities Application Guide

New Telecommunication Facilities

Telecommunications facilities are regulated and approved by the federal government through Innovation, Science & Economic Development (ISED) Canada. ISED Canada requires applicants for new telecommunication facilities to consult with the local municipality (City of London) on the location of proposed facilities greater than 16.6m prior to the issuance of a licence. Telecommunication facilities less than 16.6m do not require any consultation and are licenced directly through ISED Canada. The approval authority is the Federal Government, not the Local Government.

Does the City have Input?

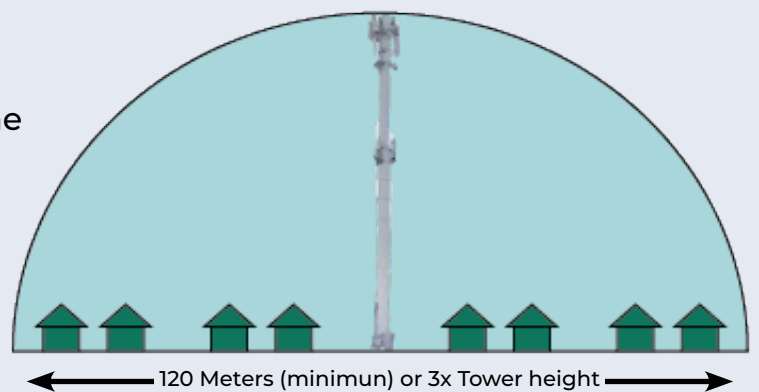
Yes, it does. Planning and Development is the primary contact for establishing new towers. There are criteria for preferred locations as well as process for engaging the public contained within the City's Telecommunication Facilities Consultation Policy. As noted above, the City only provides comments, and does not have approval abilities (e.g. Zoning or Council approval are not required).

Does the Public have Input?

Yes, they do. Public Consultation is required for any towers over 16.6m. ISED Canada and the City of London require notification to property owners within 120m of a subject site, or three times the tower height; whichever is greater. A public meeting and consultation are requirements of new tower applications over 16.6m.

Public Notification

The applicant will provide notice of particulars through an advertisement in the local newspaper and mail-out to property owners within 120m of the subject site or 3x the tower height (whichever is greater). The applicant will host a public meeting for neighbours to learn more about the proposed plans and to provide comments.



Application Process and Procedure

The City of London has a [Telecommunication Facilities Consultation Policy](#) to institute a consultation procedure between telecommunication carriers, residents, and the City. The procedure provides opportunities for public feedback directly to the telecommunication carriers regarding site selection for proposed Telecommunication Facilities. (More info on page 2)

Pre-Application Consultation Procedure

New proposed Telecommunication Facilities over 16.6m in height begin with a pre-application consultation for a preliminary review of the proposed facility and location. Carriers can submit an inquiry through the portal telecommunications@london.ca with the following details:

1. Tower type, user and height
2. Any other associated structure/building
3. Municipal Address of Location (including location map or concept plan if available)

Municipal staff will undertake a preliminary review of the proposal based on the Telecommunications Facilities Consultation Policy and provide feedback within 14 days of submission. An overview will be provided identifying:

- Preliminary concerns or issues with site selection or tower location
- Consistency with the Telecommunication Facilities Policy
- Relevant municipal departments or agencies for further discussion and any studies to be submitted

Application Procedure

Consultation for new Telecommunication Facilities requires a completed application form, payment of fee, and supporting information. - [Telecommunication Application Form](#)

Required Information

1. Complete Application Form & Applicable Fee
2. Written Explanation of the Telecommunication Proposal
3. Physical details of the tower
4. Colour photos of:
 - a. the subject property as existing, and
 - b. with a superimposed image of the proposed tower/antenna
5. A map/inventory of all towers within the search area
6. A site plan for the entire property showing the distance from the base of the tower to any right of ways
7. A location map showing the distance between the tower and the residential uses in the surrounding area
8. Required studies identified during pre-consultation (Environmental Impact Statement, Archaeological Assessment, etc)
9. Confirmation that applicable municipal departments/agencies have been consulted

Completed Applications for new Telecommunication Facilities can be submitted to: telecommunications@london.ca



Completion of Review

Following the completion of the public consultation process, the applicant will submit a package summarizing the results of the public meeting and any comments and responses that were received and provided. The City will review the materials and provide a Letter of Concurrence or a Letter of Non-Concurrence.

Letter of Non-Concurrence

If the proposal has not met the consultation procedure identified within the Council policy, a letter of non-concurrence will be issued.

Extensions

If construction has not occurred within the three (3) year date set out in the Letter of Concurrence, a request for an extension can be considered. An extension may be granted for an additional three (3) years if the project proposal has not changed and the surrounding land uses and zoning are the same.

Letter of Concurrence

If the proposal conforms with the requirements of the public consultation process, a Letter of Concurrence will be issued to the applicant for submission to ISED, for a period of three (3) years. Any issues raised by the public, or inconsistencies with the location criteria identified in the City's Policy will be identified.

Approval

ISED Canada is the ultimate decision-maker and approval authority. They will consider the application for new telecommunication infrastructure and review the comments received from the City and public when approving new telecommunication infrastructure.

Contact Information

Planning and Development for input on new towers
519-661-4980 or planning@london.ca

Applications to be submitted here
telecommunications@london.ca

Learn more
at London.ca

