NOTES TO CUSTOMER:

1. This form is to be used for the following applications processed by City Planning:
   - Telecommunication Tower Letters

2. Prior to filing your application with City Planning, you should consult with a City Planner.

3. Submit completed application form, attachments and fee to the above address.

4. Application forms containing insufficient of inaccurate information may be returned, with the application fee, to the applicant. An application is considered to be received by City Planning on the date it is received with required information and the correct fee.

5. A copy of the application form will be mailed to the applicant and agent (if any) when the application has been received, reviewed, and accepted by staff as complete. An incomplete application cannot be processed. Copies of other correspondence will be mailed to the applicant and agent as listed on the General Application form.

6. The application fee will not be refunded once substantial work has been undertaken. Contact a City Planner to determine the refund policy that applies to your application type.

7. 

CUSTOMER INFORMATION:

1. The customer (applicant) section of the form must be completed for all application types. If the applicant is a numbered company, provide the name of a principal of the company.

2. If an agent is listed to represent the applicant, written authorization with dated, original signature from the applicant for the agent to represent his/her interests must accompany the application for all application types.

3. Complete the information for the owner if different from the applicant.

4. It is the responsibility of the owner or applicant to notify the Planning Division of any change in ownership, applicant or authorized agent within 30 days of such a change.
### CITY OF LONDON – GENERAL APPLICATION FORM

#### 1. APPLICATION

Telecommunication Towers Letters

#### 2. PRECONSULTATION

Have you consulted a City of London Planner regarding this application?

Yes □  No □

Name ___________________________  Date ____________

#### 3. APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>APPLICANT’S NAME</th>
<th>PRINCIPAL OF APPLICANT’S COMPANY</th>
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#### 4. LOCATION AND DESCRIPTION OF LANDS WHICH ARE THE SUBJECT OF THIS APPLICATION

<table>
<thead>
<tr>
<th>STREET ADDRESS (if individual property or group of properties or part properties(s))</th>
<th>NEAREST CROSS STREET(S)</th>
<th>REGISTERED PLAN NUMBER</th>
<th>LOT/BLOCK/PART NUMBER</th>
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<tbody>
<tr>
<td>ASSESSMENT ROLL NUMBER</td>
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</table>
NOTE: If subject property is other than a small regular shaped parcel, easily and accurately identified by a municipal number, a recent registered plan, or on a map, a boundary survey may be required.

LOCATION MAP ATTACHED  Yes □  No □  SURVEY MAP ATTACHED Yes □  No □

DIMENSIONS OF PROPERTY

<table>
<thead>
<tr>
<th>FRONTAGE</th>
<th>DEPTH</th>
<th>AREA</th>
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<tr>
<td>Metres</td>
<td>metres</td>
<td>Square metres</td>
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EXISTING USE OF LAND AND BUILDINGS

Application File No.__________________________

CITY OF LONDON

DECLARATION

This must be completed by the Applicant

I, ______________________________________________ in the Region/county/District of ________________________________________________

(Name of Applicant)

of the ____________________________________ solemnly declare that all of the statements contained in the ____________________________________________

(Name of City, Town, Township, etc.)

application _____________________________.

(description)

And all supporting documents are true and complete, 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 County of Middlesex, in the Municipality of London,

day of ____________________, 20__.

Signature of Applicant

Commissioner of Oaths

Please print name of Applicant
All cheques must be made payable to the City Treasurer.

Effective JANUARY 1, 2010

<table>
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<tr>
<th>APPLICATION TYPE</th>
<th>FEE</th>
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<tr>
<td>Telecommunication Tower Letters</td>
<td>$125</td>
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Last updated: January 8, 2019
CITY OF LONDON
TELECOMMUNICATION FACILITIES CONSULTATION POLICY

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SECTION 8 – Application Form & Complete Submission Checklist
CITY OF LONDON – GENERAL APPLICATION FORM

SECTION 1- Introduction

The purpose of this policy is to provide guidelines to be followed by applicants for all facilities to which Industry Canada’s CPC-2-0-03 is applicable within the City of London. Industry Canada is responsible for approving and licensing radiocommunication facilities. As part of the approval process, Industry Canada requires applicants of significant antenna structures to confer with the local land use authority prior to the issuance of a license. The City of London’s Telecommunication Facilities Consultation Policy institutes a consultation procedure between telecommunication carriers and the City which provides an opportunity for public consultation in the site selection process. These procedures are intended to provide opportunities for public feedback regarding the location of telecommunication facilities.

The City will provide applicants of new telecommunication towers, subject to the application review process, with a Letter of Concurrence within 45 days of a complete application if the City is satisfied that its telecommunication consultation process has been followed.

The participation of the City of London or the public in the consultation process does not convey the right to prevent the location of a telecommunications facility. Local By-laws cannot prevent a telecommunication facility from being built since Industry Canada has the final authority provided to them under the Radiocommunication Act. This procedure is intended to identify sensitive locations, promote appropriate design, and promote co-located facilities to be located in areas away from residential neighbourhoods where possible. The decision to grant a license for a telecommunications facility ultimately rests with Industry Canada. Industry Canada only intervenes i.e. makes a decision if the condition requiring concurrence cannot be met. As such, issuance may be delayed for a period of time to or the licenses may not be issued for the wireless facility.

This policy applies to:

• Antenna systems or platforms co-located on existing towers where the overall height of the structure is increased by more than 25%;

• Rooftop structures, such as antennas or related equipment, on buildings where the structure is more than 25% of the height of the building or the greater of 16.6 metres (54.5 feet) in height;

• New antennas systems that are located on a new, purpose-built tower or structure that is greater than 16.6 metres (54.5 feet) above ground level;

• Any modification (e.g. increasing the height) to existing structures greater than 16.6 metres (54.5 feet) above ground level in residential areas or is located less than 120 metres from a residential dwelling, residential zone or lands designated as Residential in the Official Plan;

• New antenna systems that are located on located on a property designated under Part IV or Part V of the Ontario Heritage Act.

The CPC-2-0-03, Section 1.2 states “The requirements of this document apply to anyone regardless of the type of installation or service. This includes, amongst others, Personal Communications Services (PCS) and cellular, fixed wireless, broadcasting, land-mobile, licence-exempt and amateur radio from other radiocommunication antenna structures, and as such the exclusion criteria outlined in Section 6 of the CPC-2-0-03 applies to amateurs as well.

Section 1 – Objectives

1. To facilitate, coordinate and influence the planning and site selection process for telecommunication facilities in the City;

2. To encourage consultation between the City and telecommunication carriers on all applications, and to expedite the review process on applications for new telecommunications sites;

3. To provide a process for public consultation as specified by this policy on all applications; and

4. To inform applicants and the public about the guidelines for the location and design of telecommunication facilities.
Section 2 – Submission Requirements (Applicant/Proponent)

1. A brief written explanation of the telecommunications proposal. The Applicant (carrier) should demonstrate the steps taken to investigate all non-tower and co-location options in the vicinity of the proposed site, and reasons why a tower option is the only feasible alternative in that location. A description of the design elements proposed to minimize the visual impact of the support structure is also required. Pre-consultation with Building Division staff is recommended, particularly where accessory structures are contemplated or for rooftop locations.

2. A survey of the subject property (or leased portion of the property) drawn to a metric scale showing site grading, location of existing property lines, existing or proposed buildings, fences, existing and proposed landscaping, access, and the type and height of the proposed tower structure. While the City of London recognizes that Industry Canada is the final approval authority for telecommunication facilities, it is also recognized that Industry Canada directs telecommunication providers to consult with the local municipality prior to erecting any non-exempt telecommunication towers.

3. A location map showing the horizontal distance between the proposed support structure installation and the nearest residential dwelling, residential zone or area designated for current or future residential uses at an appropriate scale to show the context of the facility location and the surrounding area.

4. A building permit is required for:
   a. Equipment shelters that exceed 10 square metres of gross floor area.
   b. A tower and/or equipment building attached to or constructed on an existing building that is greater than 10 square metres.
   c. Towers that exceed 16.6 metres above ground level where they are not used for federally regulated broadcasting and telecommunications undertakings.

5. Refer to conformity with site location guidelines and any drawings as required by the Building Division for a new telecommunication tower which are not exempt from the requirement for municipal consultation, as specified in Section 6 - Site Location Guidelines.

6. A completed Application form including the application fee as set out in Section 4, a cheque payable to the City Treasurer.

Section 3 – Public Consultation Process

3.1 Exemptions to the City of London Municipal Concurrence and Public Consultation Process

In an attempt to simplify approvals, the following proposals will be exempt from the City's Telecommunications Facilities Consultation Policy:

1. Maintenance of an existing telecommunication facility, including painting or lighting in order to comply with Transport Canada’s requirements;

2. Maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;

3. Proposals for the addition to, reconstruction of, or modification of an antenna systems provided that addition, reconstruction or modification does not result in an overall height increase above the existing antenna of 25% or more of its original height;

4. Proposals of temporary antennas that are portable or mobile and used for public uses, public demonstration or public education purposes, and not exceeding a 3 months duration;

5. Proposals for new ground mounted antenna systems including masts, towers or other antenna-supporting structure, with a height less than 15 metres above ground level;
6. Ground supported towers less than 16.6 metres (54.5) in height above ground level within industrially-designated lands, excluding designated Secondary Plan areas in the City’s Official Plan, and located greater than 300 metres from residentially-designated lands in the Official Plan; and,

7. Antenna systems on the rooftops of non-residentially zoned buildings that do not exceed 25% of the original height of the building or structure, excluding properties designated under the Ontario Heritage Act.

8. Amateur radio antenna support structures in residential areas provided:
   a. They are strictly for personal use;
   b. The antenna boom or other appurtenances attached to the antenna are more than 1 metre from any property line;
   c. No structure is placed in a front yard; and,
   d. The antenna and associated equipment is less than 16.6 metres (54.5 ft.) in height.

A Letter of Concurrence shall be provided by the City Planner within 45 days of receiving a complete application to notify the Applicant whether the City’s requirements have been satisfied. If an application affects a property designated under the Ontario Heritage Act, staff will notify the City’s Heritage Planner and the London Advisory Committee on Heritage (LACH), and will inform the Applicant of LACH’s comments or concerns.

3.2 Submission Requirements for Public Consultation Exemptions

If the proposal meets the requirements for public consultation exemptions, it is requested that the proponents of new telecommunications installations that are exempt still provide the City of London with information on the installation for information purposes only. This will provide staff the ability to provide information to residents and Ward Councillor(s) if any questions or concerns emerge.

1. The proposed location of the telecommunication tower(s) on the subject site,
2. A description of the proposed telecommunication structure including its height, dimension, type, design, and colour.
3. A letter demonstrating compliance with exclusion criteria identified in Industry Canada’s CPC-2-0-03 or in this procedure.
4. Site plan showing the tower.
5. Supporting drawings.

3.3 Procedure of Notification When Public Consultation Is Required

The public consultation process consists of providing public notice and arranging a public information meeting. Public consultation will be required, and Proponents will be required to demonstrate that they have complied with this policy. This will ensure that the public is made aware of the proposal and are given opportunity to provide their opinions and concerns.

1. Public consultation is required for:
   i. Antenna systems or platforms co-located on existing towers where the overall height of the structure is increased by more than 25%;
   ii. New antennas systems that are located on a new, purpose-built tower or structure that is greater than 16.6 metres (54.5 feet) above ground level;
   iii. Any modification (e.g. increasing the height) to existing structures greater than 16.6 metres (54.5 feet) above ground level in residential areas or is located less than 120 metres from a residential dwelling, residential zone or lands designated as Residential in the Official Plan; and,
   iv. New antenna systems that are located on a property designated under Part IV or Part V of the Ontario Heritage Act.
3.4 Requirements for Public Notice

For applications that are not exempt from the requirements identified in Section 3.1 of the City of London Telecommunication Process, the proponent shall provide to the City, concurrently with submission requirements, a complete package containing the following information:

a) The proposed location of the telecommunication tower(s) on the subject site,

b) Physical details of the tower (e.g. height, colour, type, design and lighting),

c) The time and location of the public information meeting, the names and telephone numbers of contact persons employed by the Carrier and the City of London,

d) The purpose of the proposed telecommunication structure, the reasons why an existing telecommunication structure or other infrastructure cannot be used, a list of other telecommunication structures that were considered unsuitable and future co-location possibilities for the proposed telecommunication structure.

e) A survey plan which shows the location of the tower and any associated structures, and a map showing the site within the required circulation area.

f) Transport Canada’s and Navigation Canada’s aeronautical obstruction marking requirement if applicable.

g) Written confirmation that the proposed structure will be in compliance with Health Canada’s Safety Code 6 including combined effects within the local environment at all times.

h) Notice that general information relating to antenna systems is available on Industry Canada’s Spectrum Management and Telecommunications website (http://strategis.ic.gc.ca/antenna).

i) A statement from a communications specialist or an engineer specializing in propagation patterns should provide a statement indicating the need for the height proposed height as well location.

j) Closing date for the submission of written public comments, not less than 20 days from the date of the public information meeting.

k) Fees

l) The applicant will provide notice of both the application and the time and date of the Public Information Meeting, by regular mail to all property owners located within a radius of three times the tower height, measured from the base or the outside perimeter of the supporting structure, or 120 metres from the property boundary, whichever is greater. The applicant shall also provide notice to the Ward Councillor(s), Industry Canada, Ratepayer’s Association (if existing), and the Urban League.

m) The proponent shall provide notice at their expense in the local newspaper where the proposed antenna system is:

i. to be 30 metres or more in height;

ii. after an addition, the facility will measure 30 metres or more in height; or,

iii. is expected to contain medium or high with intensity lighting for the purpose of satisfying Transport Canada requirements,

The notice shall be in accordance with the requirements of Industry Canada’s CPC-2-0-03. The notice shall also provide the time, date, and location of the Public Information Meeting. The notice shall be published a minimum of 10 days before the Public Information Meeting.

3.5 Public Information Meeting and Review

1. The public meeting shall occur no sooner than 10 days or more than 30 days from the date that notices are mailed to area residents. The applicant/proponent will maintain the minutes of the meeting and assemble a record of names, addresses and phone numbers of all participants.

2. The Proponent shall conduct the public meeting.

3. In addition to the application details provided in the notice, the Applicant shall also make available at the public meeting, the drawings and diagrams required in a display sized format.

4. Following the meeting, the Applicant shall provide a follow-up letter to the City to indicate their formal response to the concerns raised during the public meeting. If any modifications to the proposed structure or mitigation measures arise from the consultation, then further details (e.g. revised plans or drawings) shall be provided to the City.
Section 4 – Completion of Review

1. Following the completion of the application review process, the City Planner shall either:
   
i. Provide a Letter of concurrence, conditional concurrence or non-concurrence to the Applicant within 30 days of the public meeting to advise whether adequate public consultation has been conducted by the proponent and to indicate the City’s recommendation based on probable land use impacts.
   
ii. For applications that, in the opinion of the City, are not appropriate based on probable land use impacts, a report will be prepared for the Planning and Environment Committee.
   
iii. Comments and concerns from the Planning and Environment Committee will be added to the City’s response to the Applicant for Industry Canada’s consideration.
   
iv. The whole procedure will not take longer than 120 days to complete, as described in Industry Canada’s publication CPC-2-0-03 (“Telecommunication and Broadcasting Antenna Systems”, June 2007). Applications that do not need public consultation are anticipated to be completed in less than 60 days.

2. Following the completion of public consultation, the City shall provide a copy of the City’s response to interested parties, neighbourhood associations and Ward Councillors.

Section 5 – Application Fees

If the proposal requires public consultation, the proponent shall be responsible for the cost associated with the public consultation process fee for services as invoiced by the City, i.e. maps, labels, list for residents, or any other public information required. The fee shall be $125.00 or the actual costs associated with the mapping, labels and circulation lists prepared by the City, and required for the application, whichever is greater.

Note - Building permit fees are not included in the above application fees.

Section 6 – Site Location Guidelines

1. The location of new commercial and institutional telecommunication towers in lands designated as Residential in the City of London Official Plan will be discouraged.

2. Proponents of towers are encouraged to protect the natural and cultural landscape at all times. Where appropriate, landscaping at the tower site to enhance the character of the surroundings is recommended. Sites within designated Heritage Conservation Districts (e.g. East Woodfield, West Woodfield, Bishop Hellmuth, and Old East Village Heritage Conservation Districts) and properties within the Natural Heritage System or an Environmentally Significant Area as identified on Schedule “A” Land Use of the City of London Official Plan should be avoided.

3. New telecommunication towers or antennas are greatly discouraged within 120 metres of any Residential Zone or elementary or secondary school, unless required for engineering or network purposes. If a new tower or antenna is planned to be located within 120 metres of a Residential Zone or a school, a detailed rationale for the necessity of this location is to be provided in the justification report of the submission requirements in Section 2.

4. Locations should be selected that will reduce the necessity to construct new telecommunication towers in the City. Locating towers on existing structures or buildings or co-location on an existing telecommunications tower are encouraged. Options to integrate an antenna into the design of a new building or structure are to be explored by the applicant. Support for the construction of a new telecommunication tower will be permitted only when other alternatives to accommodate the telecommunication tower are not feasible.

5. The development or redevelopment of telecommunication towers and equipment shelters should be of a colour and design that diminishes the visual impact and avoids disturbance of significant natural features. Towers and accessory structures are to reflect the context of the surrounding area. Tower designs that mimic other characteristics normally found in the area surroundings, such as stealth (camouflage) towers or monopole designs are encouraged where suitable.
6. Lighting on a telecommunication structure is discouraged except when required by Transport Canada, Navigation Canada, or for the health and safety of the proponents’ employees. Where Transport Canada requires a telecommunication antenna structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable. Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada.

7. Towers shall accommodate only communication antennas. Signs or other material not directly related to this equipment or required by Industry Canada shall not be permitted on the site.

8. The preferred location of new towers within the City is in industrial and agricultural designations which are away from existing or future residential developments. Commercial land use designations may also be considered. New telecommunication towers located on agricultural land should use the smallest area of land permitted by the structure type, and must have access to a public road for maintenance.

9. Towers should be located a minimum three times the tower height away from any public road or right-of-way, including pathways, walkways, and bicycle paths. Towers should also be located a minimum distance of three times the tower height away from a residential zone, school, or dwelling.

10. The procedure requires all requests for the installation of telecommunication equipment on City lands to be submitted to the Realty Services Division.

11. The City may consider permitting private telecommunication facilities on City-owned lands that are not designated as parkland or components of the Natural Heritage System.

Section 7 – Definitions

**Amateur Radio Service** – means a radiocommunication service in which radio apparatus are used for the purpose of self-training, intercommunication or technical investigation by individuals who are interested in radio technique solely with a personal aim and without pecuniary interest.

**Antenna** – An exterior supporting structure upon which receiving and transmitting antennas are mounted, and also include towers, supporting cables, guy wires, small buildings containing antenna switching gear and other radio frequency circuitry. These antennas are designed for various uses such as cell phones, radio, and satellite television communications by sending and/or receiving radio signals. Example include whip, omnidirectional, microwave, and panel antennas.

**Antenna System** – means all the components and equipment required on a site, including an antenna and, if required, its supporting tower and an equipment shelter, for the operation of a wireless communication network, but does not include a residential use antenna system.

**Broadcasting** - means any radiocommunication in which the transmissions are intended for direct reception by the general public.

**Carrier** - A company, organization or person which offers, provides or operates wireless communication services to the general public and includes, but is not limited to companies which have a radio authorization from Industry Canada. Examples include Bell Mobility, Aliant, Rogers Telecom, and TELUS.

**Co-location** - The placement of multiple telecommunications antenna systems or other platforms on a building, structure or tower by two or more proponents.

**Equipment Shelters** - A shelter containing electronic equipment such as radios, electronic and other equipment necessary to support the operation of the communications site to receive or transmit signals and which is not staffed on a permanent basis and only requires periodic maintenance.

**Height** – means the vertical distance between the grade at the base of the tower, or if the installation is located on a building or structure, the average grade abutting the building or structure, to the installations highest point including any antenna, lighting, lightning rod or other attached device.
**Industry Canada** - Is the Federal Department, which is responsible for radio frequency spectrum management. Information outlining the federal process relating to the location of telecommunication and broadcasting antenna systems is available at: [www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna)

**London Advisory Committee on Heritage** - Is an advisory committee to London City Council, responsible for recommending the designation of individual heritage features such as structures, spaces, archaeological sites, and natural elements, which together form a significant type of heritage form, distinctive from that of its basic elements or parts. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, mainstreets and neighbourhoods and neighbourhood, cemeteries, trailways, and industrial complexes of cultural heritage value. (PPS, 2005).

**Stealth Design** – the blending in or hiding of an antenna system within surrounding buildings, structures or landscaping such as camouflaging antenna systems within church steeples, clock towers, flagpoles or lighting standards.

**Radiocommunication or Radio** - means any transmission, emission or reception of signs, signals, writing, images, sounds or intelligence of any nature by means of electromagnetic waves of frequencies lower than 3000 GHz propagated in space without artificial guide.

**Telecommunication Tower** - A structure used to support one or more antenna systems or other platform for the purpose of radio telecommunications and which may include, but is not limited to guyed towers, self-support towers, monopole towers, poles, masts or other structures which are used to support telecommunication facilities and which may be located at ground level or on the roof of a building.
CITY OF LONDON – GENERAL APPLICATION FORM

THIS PORTION TO BE COMPLETED AND SUBMITTED BY THE PROPONENT
PLEASE PRINT OR TYPE AND SUBMIT WITH FEE

LOCATION OF SUBJECT LANDS:

Street Address

Legal Description:

REGISTERED OWNER OF PROPOSED SITE:

Name of Registered Owner(s):

Mailing Address:

City: Postal Code:

Telephone Number: Fax Number:

Email Address: Cell Number:

INQUIRIES REGARDING THIS APPLICATION SHOULD BE DIRECTED TO (PROPONENT):

Company Name: Contact Person:

Mailing Address:

City: Postal Code:

Telephone Number: Fax Number:

Email Address: Cell Number:

PROPOSED TELECOMMUNICATION FACILITY

Type and height of Tower:

Distance from Closest Residential Designation in the City of London Official Plan:

Distance from Closest Residential Dwelling:

Distance from Closest Institutional Building:

Are any of the following to be provided?

An equipment building greater than 10 square metres in area? (A building permit is required)

Yes ☐ No ☐

An equipment room located within an existing building?

Yes ☐ No ☐
Complete Submission Checklist

☐ A complete application form and the applicable fee.

☐ A brief written explanation of the telecommunications proposal. The Applicant (carrier) should demonstrate the steps taken to investigate all non-tower and co-location options in the vicinity of the proposed site, and reasons why a tower option is the only feasible alternative in that location. A description of the design elements proposed to minimize the visual impact of the support structure is also required. Pre-consultation with Building Division staff is recommended, particularly where accessory structures are contemplated or for rooftop locations.

☐ Physical details of the tower (e.g. height, colour, type, design and lighting)

☐ Colour photographs of the subject property with a superimposed image of the proposed location of the tower or antenna.

☐ A map/inventory of all towers within the Proponent’s search area.

☐ A site plan for the entire property (not just the leased portion), showing the relationship between the proposed facility and existing features on the property such as existing and proposed buildings, parking, pedestrian and vehicular movement (including access and driveways), natural features, site grading for the leased portion, the location of existing property lines, fences, buffering, existing and proposed landscaping, access, and the type and height of the proposed tower structure. Any significant vegetation on site that may be affected by the proposal should be inventoried on the plan.

☐ A location map showing the horizontal distance between the proposed support structure installation and the nearest residential dwelling, residential zone or area designated for current or future residential uses at an appropriate scale to show the context of the facility location and the surrounding area

☐ If required under the existing land use designation, an environmental impact statement.

☐ Confirmation that any other applicable municipality/agency(s) have been consulted.

________________________________      _________________________
Applicant Signature         Date