

Telecommunication Facility

APPLICATION FORM INCLUDING THE COMPLETE SUBMISSION CHECKLIST

www.waterloo.ca
Planning Approvals
100 Regina Street South, PO Box 337
Waterloo, ON N2J 4A8
P. 519.747.8752 | F. 519.747.8523

Municipal Date Stamp Here:

Fee Submitted: _____

Date Submitted: _____

PROPONENT TO COMPLETE - 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:

TELECOMMUNICATION FACILITY POLICY

Planning Approvals



PROPOSED TELECOMMUNICATION FACILITY

Type and height of Tower or Antenna _____

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

Distance from Closest Residential Dwelling: _____

Distance from Closest Institutional Building: _____

WILL THE FOLLOWING BE PROVIDED ON SITE?

An equipment building greater than 10 square metres in area? Yes No

An equipment room located within an existing building? Yes No

COMPLETE SUBMISSION CHECKLIST

- A complete application form and the applicable fee.
- Written documentation from the Proponent outlining the purpose of the facility, why sharing of an existing facility is not possible, a list of structures that were considered unsuitable, why a monopole tower option is the preferred alternative, if applicable, and future sharing possibilities, if applicable.
- Colour photographs of the subject property with an image of the proposed location of the facility superimposed, including any equipment buildings or structures.
- A map/inventory of all facilities 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, and appropriate buffer distance around the leased portion
 - the location of existing property lines, fences, and buffering,
 - existing and proposed landscaping,
 - access, and,
 - the type and height of the proposed facility.
- Any significant vegetation on site that may be affected by the proposal should be inventoried on the plan.
- A map showing the horizontal distance between the tower installation and the closest residentially designated property as determined by the City of Waterloo Official Plan, and the distance to the closest residential dwelling.
- Roof mounted antenna systems must include a structural engineer’s report to address the structural effects on the building.
- A statement on the potential effects that the proposal may have on nearby electronic equipment.
- If required under the existing land use designation, an environmental impact statement.
- Confirmation that any other applicable municipality/agency(s) have been consulted.

Applicant/Proponent Signature

Date

I / WE _____ authorize _____ to act on my/our
[name of property owner(s)] (name of applicant / proponent)
behalf and present this application form to the City of Waterloo.

SIGNATURE OF OWNER(S): _____ **DATE:** _____