

# APPLICATION FOR ANTENNA SYSTEM SITING

This application must be typed or printed in black or blue ink, completed entirely and signed.

Have you formerly consulted with the City of Brantford prior to submitting this application?

Yes  No

Name of Planner: \_\_\_\_\_ Date: \_\_\_\_\_

If yes, please attach the record or notes of Formal Pre-Consultation to the application. Refer to Part IV of this application form for additional submission requirements and the Antenna System Siting Protocol available on the city website.

Have the required studies, plans, or reports been submitted?  Yes  No

Incomplete applications will be returned to you or may result in processing delays. Withdrawal of applications are required in writing and fees are returned pending the stage application is in. Once notices are circulated, no fees are refunded.

File No.: \_\_\_\_\_  
 Date Accepted: \_\_\_\_\_  
 Roll No.: \_\_\_\_\_  
 Related Files: \_\_\_\_\_  
 Date Deemed Complete: \_\_\_\_\_

## PART I – CONTACT INFORMATION

**1. Name of Applicant<sup>1</sup>** \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

<sup>1</sup> If the applicant is a numbered company, also provide the name of a principal of the company.

**2. Name of Agent** \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

**3. Name of Property Owner<sup>2</sup>** \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

When was the property acquired by the owner? \_\_\_\_\_

<sup>2</sup> It is the responsibility of the owner or applicant to notify the Planning Department of any changes in ownership within 30 days of such a change.

All correspondence, notices etc. in respect of this development application will be forwarded to the Applicant, Agent and Owner provided that their contact information is included on this form.

### Collection of Personal Information:

Personal information collected and recorded through written submissions on this subject, is collected under the authority of the *Municipal Act*, 2001, as amended, and the *Planning Act*, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council or Committee and City of Brantford staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the all Public Meetings may also be posted to the City of Brantford's website. Questions about this collection should be referred to the City Clerk or the Manager of Development Planning, Planning Department, City of Brantford, 58 Dalhousie Street, Brantford, Ontario, N3T 2J2, 519-759-4150 ext. 5715 or ext. 5295.



**PART II – GENERAL PROPERTY DESCRIPTION**

1. **Municipal Address:** \_\_\_\_\_

2. **Legal Description (fill in the parts that are applicable):**

Registered Plan No. \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_

Former Township \_\_\_\_\_ Concession \_\_\_\_\_ Lot(s) \_\_\_\_\_

3. **Application Type**

- Creation of a new antenna system     Addition of new antenna on an existing tower
- Addition of a new antenna on an existing building     Other

4. **Resubmission of an earlier Application?**

- Yes     No     Unknown

If yes, please identify the file number: \_\_\_\_\_

5. **Proposed Telecommunication/Antenna Facility**

Type, height and size of Tower or Antenna \_\_\_\_\_

Distance from Closest Residential Designation in the City of Brantford Official Plan \_\_\_\_\_

Distance from Closest Residential Dwelling \_\_\_\_\_

Distance from Closest Institutional Building \_\_\_\_\_

Distance from Closest Existing Antenna Systems \_\_\_\_\_

6. **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     Unknown

Estimated Radio Frequency \_\_\_\_\_

7. **Frontage, Depth and Area of the subject lands in metric units.**

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_



**8. Encumbrances**

Are there any mortgages, easements or restrictive covenants affecting the subject land?  Yes  No

If yes, provide names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject lands.

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**9. Existing Use of Property**

Agricultural  Commercial  Industrial  Institutional  Residential  Vacant  Other(s)

How long have the lands been used/employed for these uses(s)?

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**10. Previous Use of Property**

Agricultural  Commercial  Industrial  Institutional  Residential  Vacant  Other(s)

If Industrial or Commercial, specify use: \_\_\_\_\_

If **previous use of property** is industrial or commercial or if **YES** to any of Section 10, a previous use inventory showing all former uses of the subject land, or if appropriate, the land adjacent to the subject land is required.

Is the previous use inventory attached?  Yes  No

**11. List any Existing Buildings or Structures on the Property (if applicable)**

Type of Building or Structure	All Yard Setbacks (m)				Building Dimensions (m)	Ground Floor Area (m <sup>2</sup> )	Height (m)	Year Built	To Be Retained	To Be Removed/ Demolished
	Front	Rear	Side	Side						
1.										
2.										
3.										

If existing dwelling units are proposed to be removed, a separate application and fee are required under the Demolition Control Bylaw.

**12. Heritage Features**

Are the subject lands within or adjacent to an area considered a Heritage Landscape?  Yes  No

Are there any buildings or structures on the subject lands that are subject to a Heritage Easement or have been designated under Part IV or Part V of the Ontario Heritage Act?  Yes  No

Are there any buildings or structures on *the abutting lands* that are subject to a Heritage Easement or have been designated under Part IV or Part V of the Ontario Heritage Act?  Yes  No

If yes to either of the above, a Heritage Impact Assessment may be required. Is a Heritage Impact Assessment attached?  Yes  No

**13. Drainage and Stormwater Management**

Indicate what services are available:

**Storm Drainage**

- Storm sewers
- Open ditches
- Other (describe below)

Indicate what services are proposed:

**Storm Drainage**

- Storm sewers
- Open ditches
- Other (describe below)

**Has the existing drainage on the subject lands been altered?**

- Yes    No

**Does a legal and adequate outlet for storm drainage exist?**

- Yes    No    Unknown

**Are the subject lands within an area that is subject to the regulations of the Grand River Conservation Authority (GRCA)?**

- Yes    No

**Have you pre-consulted with Grand River Conservation Authority?**

- Yes    No

**Existing or proposed access to subject lands:**

- Unopened Road                       Provincial Highway
- Municipal Road                         Other (describe below)

If other, describe: \_\_\_\_\_

Name of road/street: \_\_\_\_\_

**PART III – DETAILS OF THE PROPOSAL**

1. Provide a complete written description of the application with details of the proposed antenna facility including, but not limited to: development details (i.e. height/storeroys, floor area(s), number of parking/loading spaces, lot coverage, landscape area, etc). Indicate type of business proposed including the proposed number of employees. If additional space is needed, attach a separate page why you are unable to co-locate.

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2. List any Proposed Buildings or Structures on the Property

Proposed Buildings or Structures	All yard Setbacks (m)				Building Dimensions	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	Building Height (m) and No. of Storeys
	Front	Rear	Side	Side				
1.								
2.								
3.								

3. Does your proposal involve:

		Yes	No	N/A
(a)	*Demolition of existing building(s)			
(b)	Renovation of existing buildings(s)			
(c)	Addition to existing building(s)			
(d)	Construction of a new building			

\* Refer to the Demolition Control Bylaw 26-91

4. (a) If a building(s) exists, is it occupied?  Yes  No

(b) If yes, what type of occupancy?

- Commercial  Institutional  
 Industrial  Residential  
 Other (please specify) \_\_\_\_\_

5. Significant Features

All applications are subject to review for regard to the Provincial Policy Statement issued by the Province of Ontario. Complete the following table and be advised of the potential information requirements in the noted section. If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.

TABLE – SIGNIFICANT FEATURE CHECKLIST

Use or Feature	Is it on site or within 500 m?		Specify Distance in Metres	Potential Information Needs
	Yes	No		
Significant wetlands or potentially significant wetlands				Development is not permitted within Provincially Significant Wetlands. Provide Environmental Impact Study
Significant portions of habitat of endangered species & threatened species				Provide Environmental Impact Study
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat				Provide Environmental Impact Study. Tree Inventory? Tree Preservation Plan?
Significant groundwater recharge areas, headwaters and aquifers				Demonstrate that these features will be protected
Significant landscapes, vistas, significant cultural heritage landscapes, designated heritage resources and easements				Development should conserve significant landscapes, vistas, significant built heritage resources and cultural heritage landscapes
Significant archaeological resources (web link to be provided for map of areas of archaeological potential)				Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or, where appropriate, removed, catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains, Floodway Policy Area Special Policy Area (SPA1), (SPA2)				Must meet the Official Plan policies
Hazardous sites <sup>4</sup>				Demonstrate that hazards can be addressed (slope study, flood line study)

## 6. Endangered Species Act Requirements

The Ministry of Natural Resources recommends that municipalities advise proponents to undertake a preliminary ecological site assessment for Species at Risk and their habitat. It is important that you, as the applicant, be aware of the Endangered Species Act and how it may affect your development application. It will be at your discretion to undertake an informal assessment of your property to get a better understanding of the type of species that inhabit your property and if any of these species are classified as species at risk. This will help you to determine if there is a need for a formal assessment to accompany your development application. Further information is attached in Appendix A of this form, and you can also consult Planning Staff, the MNR district office at 519-826-4255 or the MNR SAR website at [www.Ontario.ca/SpeciesAtRisk](http://www.Ontario.ca/SpeciesAtRisk).

Are you aware of any species at risk in your property?  Yes  No

If so, have you undertaken an informal assessment?  Yes  No

Is a formal assessment necessary?  Yes  No

## PART IV – SUBMISSION REQUIREMENTS

All information must also be submitted electronically via USB in a pdf format or through an appropriate and secure web-based file share program.

1. **Check the following list to ensure each requirement is met, submissions not meeting these requirements will be returned to the applicant, and processing of the application will not begin until these requirements are satisfied:**
  - A.
    1.  A complete application form;
    2.  A letter of report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of at minimum three opportunities for co-location potentials on existing or proposed Antenna Systems closest to the subject proposal;
    3.  Visual rendering(s) of the proposed Antenna System superimposed to scale;
    4.  A site plan showing the proposed antenna system situated on the site; (see Section 3 for further details).
    5.  A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use, natural heritage system and cultural heritage feature;
    6.  A map showing all properties located within the Prescribed Distance from the proposed Antenna System;
    7.  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;
    8.  An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
    9.  Any other documentation as identified by the City of Brantford following the pre-consultation meeting. This may include:
      - Archaeological Assessment
      - Environmental Impact Assessment
      - Erosion Hazard/Sediment Control Plan
      - Existing Services and Infrastructure Plan
      - Geotechnical Report
      - Grading Plan
      - Heritage Impact Assessment
      - Heritage Permit
      - Lighting Plan
      - Tree Inventory and/or tree preservation study
  - B.
    1.  All drawings must be individually folded to sizes not greater than 8.5" x 14" with title blocks shown on the outside.
    2.  Drawings must not be folded inside each other.
    3.  All materials must be assembled into sets; grouping copies of the same drawing into a set is not acceptable.
    4.  Each set of materials must be individually bound (by rubber bands or paper clips etc.).
    5.  Provide one (1) set of materials according to the requirements provided in the Pre-consultation Comments.
    6.  All information submitted for the application (i.e. forms, reports, studies, drawings, etc.) must also be provided at time of application in electronic form (e.g. PDF format), on a digital media or via email to the City Staff in charge of the application.
    7.  Each drawing must include a title block showing the address of the site, title of the drawing, the name of the professional or company preparing the drawing, scale, north arrow, the original date of preparation and a list of revisions and their dates.
    8.  All drawings must be in metric and to scale.
    9.  A printed drawing must match the scale of the drawing and be of a size in which details of the drawing are legible.
    10.  The stamps of qualified professionals such as an engineer, architect or landscape architect preparing the drawings must be affixed to the drawings.

**2. Required Information / Materials Checklist (also reference the formal Pre-Consultation Notes provided by Planning Staff)**

**1. Application form – 1 copy**

**2. Survey Plan (1 copy) of the site including the following information:**

- a.  Total lot area
- b.  Property bearings, dimensions and stakes
- c.  Location and size of existing water mains, hydro poles, vaults, etc.
- d.  Location and type of closest existing fire hydrants
- e.  Location, species and size of existing trees
- f.  Encroachments and easements
- g.  Topographic information, e.g. contours, spot elevation.

**3. Site Plan (1 copy) including the following information:**

Key map showing location of the site

Site Statistics

- a.  Total lot area
- b.  Building coverage
- c.  Gross floor area
- d.  Building height proposed and permitted
- e.  Number of units (for antenna systems on existing building)
- f.  Number of parking spaces proposed and required
- g.  Number of loading spaces proposed and required
- h.  Area of landscaped areas proposed and required
- i.  Amenity space proposed and required
- j.  A Building Code Matrix, or notations on whether the building will be sprinklered or have a standpipe and how many streets it is required to face under the Ontario Building Code

Site Elements

- a.  Property boundaries including front, side and rear lot lines, minimum yard requirements
- b.  Footprints of existing and proposed buildings and structures including locations and dimensions
- c.  Outline of existing buildings on adjacent properties
- d.  Location of existing and proposed hydro poles, vaults, transformers and fire hydrants
- e.  Traffic circulation and Fire Route signs, pavement markings
- f.  Fire Access Routes as required by the Fire Department and Ontario Building Code
- g.  Building setbacks
- h.  Parking area layout and dimensions of drive aisle and parking spaces
- i.  Driveway width and radius
- j.  Locations of building entrances
- k.  Landscape areas, curbs, fences and their types and heights, retaining walls
- l.  Existing vegetation with drip lines
- m.  Road widening (if applicable)
- n.  Adjacent street names, road ways and traffic islands where applicable
- o.  Garbage enclosure
- p.  Easement and right of way
- q.  Outlines of development areas and phases
- r.  Locations of signs and exterior light stands
- s.  Visibility triangles at driveway entrances
- t.  Sidewalks with barrier free curb ramps from the barrier free parking area to the barrier free entrance(s)
- u.  Designation of entrances that are required to be barrier free as per the Ontario Building Code
- v.  Water courses, wet lands, flood plains

Minimum Grading Information

- a.  Description of the geodetic bench mark used to establish all elevations
- b.  Existing and proposed elevations on the subject and adjacent lands to show the existing and proposed drainage patterns
- c.  Locations of all existing and proposed catch basins, swales, retaining walls, berms, drainage courses, etc.
- d.  Ground floor elevation of buildings
- e.  Indication of how the roof leaders of the existing and proposed buildings drain, either overland or directly into the storm sewer system
- f.  Preliminary storm water management details, e.g. location and types of storage facilities, etc.

Mandatory Notes to be put on the Site Plan (where applicable)

- a.  All works involved in the construction, relocation and repair of municipal services for the proposed development shall be to the satisfaction of the General Manager of Public Works.
- b.  Street Excavation Permits are required for any work in City right of way by any contractor.
- c.  Private owner/developer is responsible for all servicing, utilities and costs.
- d.  Remove curb and pour new curb for any new driveways or driveways to be abandoned.
- e.  Storm water drainage must not have a negative impact on adjacent properties.
- f.  Driveway slopes must be 8% maximum, and sidewalk cross fall 2% to 4% maximum.
- g.  A 5.0 m driveway visibility triangle on either side of the driveways projected from where the property lines meets the driveway is required where no plant material/structure greater than 0.6m is to be planted within this area.
- h.  No person shall cause or permit alteration of a site in the municipality, without having first obtained a Site Alteration Permit in accordance with By-law Number 28-2011.
- i.  Rooftop equipment shall be screened from street view.
- j.  No person shall construct or demolish a building or cause a building to be constructed or demolished (including site servicing) unless a building permit has been issued therefore by the Chief Building Official.

**4. Building Elevations (1 copy) showing the following information:**

- a.  4 sides of the building and structure
- b.  Notation of building materials and colours
- c.  Hatch patterns to represent different building materials, e.g. brick, siding, shingle, etc.

**5. Studies determined to be necessary as provided in the pre-consultation notes.**

**3. Application Fees**

The fees are determined in the pre-consultation comments to the applicant. The Fee Schedule is available on the City of Brantford's Planning Fees webpage at [www.brantford.ca](http://www.brantford.ca). The required fee made payable to the City of Brantford by cash or cheque. Fees are subject to change.



## PART V – ACKNOWLEDGEMENT

I/we hereby submit an application for a Telecommunication Tower or Antenna and enclose the required fee of \$ \_\_\_\_\_.

### 1. Permission to Enter Subject Lands

Permission is hereby granted to City of Brantford Staff and their consultants to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

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Date

Signature of Owner

### 2. Freedom of Information

It is the policy of the City of Brantford to provide public access to all Planning applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge  
(Print name of Owner)

That the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of Brantford making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

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Date

Signature of Owner

### 3. Acknowledgement Clauses

- a. I hereby apply for letter of commitment.
- b. I acknowledge that the City of Brantford is not responsible for identification and remediation of contamination on the property, which is the subject of this Application – by reason of its approval to this Application.

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Applicant Signature

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Date

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Applicant Signature

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Date

**4. Authorization**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.

**Authorization of Owner for Agent  
to Make the Application**

I, \_\_\_\_\_ am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to act as my agent in this matter and to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_  
Date

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

**5. Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

\_\_\_\_\_  
Signature of a Commissioner, etc.

## ENDANGERED SPECIES ACT REQUIREMENTS

**What is the Endangered Species Act?** The Endangered Species Act, Bill 108 (ESA) is a new Act that replaces the old ESA. The new ESA protects three times as many species as the old Act; uses science-based decision-making for status assessment of species at risk, protects both species and habitat; recognizes the importance of private land stewardship activities; recognizes Aboriginal interests and includes “flexibility tools” – permits, agreements, for a range of activities otherwise prohibited under the act. These tools enable activities that would not otherwise be permitted, as long as the intent is stewardship, protection, or rehabilitation of the species.

**There are a range of municipal activities which potentially affect the Endangered Species Act and Species at Risk (SAR) and their habitats.**

**These are:**

- Planning and development application review;
- Infrastructure projects such as roads and buildings;
- Maintenance activities such as rights of way and drains.

The Endangered Species Act and the Provincial Policy Statement (PPS) each provide for the protection of Species at Risk and their habitats, but there are some key differences. The intent is for the definition of significant habitat (PPS 2005) and general habitat (ESA 2007) to protect the same habitat. The Ministry of Natural Resources (MNR) has authority to update significant habitat under the PPS as new information becomes available. The Ministry of Natural Resources will work closely with the planning authority and the Ministry of Municipal Affairs and Housing (MMAH) to help achieve coordination of Endangered Species Act 2007 and Planning Act (PA) processes. The Ministry of Natural Resources will advise municipalities and proponents on matters related to the Endangered Species Act.

The Ministry of Natural Resources recommends that municipalities advise proponents to undertake a preliminary ecological site assessment for Species at Risk and their habitat. Proponents seeking approvals under the Planning Act are responsible for ensuring they follow all relevant laws in Ontario, including the Endangered Species Act. Proponents should continue to follow early consultation and application procedures in place for the One Window Planning Service and Municipal Plan Review. Proponents should consult with the municipality/Conservation Authority and MNR as appropriate, to determine what Endangered and Threatened species information is available. The Species at Risk (SARO) list is the primary source of information about the status of species at risk in Ontario. MNR's Natural Heritage Information Centre is the central provincial database for species at risk occurrence information.

**There are four ways in which endangered species can be classified:**

- Special Concern
- Threatened
- Endangered
- Extirpated

Once species are classified “at risk”, they are added to the Species at Risk in Ontario (SARO) List.

**What does this mean to you, the applicant?**

It is important that you be aware of the foregoing information and educate yourself on the Endangered Species Act and how it may affect your development application. As the applicant, it will be at your discretion to undertake an informal assessment of your property to get a better understanding of the type of species that inhabit your property and if any of these species are classified as species at risk, as noted above. This will then help you to determine if there is a need for a formal assessment to accompany your development application. For further clarification you can speak to one of the Planners in the Planning Department or contact the MNR District Office Species at Risk Biologist or District Planner or visit the MNR SAR website: [www.Ontario.ca/SpeciesAtRisk](http://www.Ontario.ca/SpeciesAtRisk)