



**Town of The Blue Mountains**  
**Application for Municipal Concurrence for Telecommunication Facilities**

Planning Services

Town of The Blue Mountains  
P.O. Box 310, 32 Mill Street  
Thornbury, Ontario N0H 2P0

Phone: (519) 599-3131 ext. 263  
Fax: (519) 599-7723  
Email: [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca)

**The following is required to be completed for the Municipal review of and recommendations for Applications for Municipal Concurrence for Telecommunication Facilities:**

- Please complete Parts A, B, C, and E for all applications.
- Applicants *shall* consult with Planning Services prior to preparing and submitting an application for municipal concurrence. Pre-consultation is mandatory and provides an opportunity to discuss the proposal with Planning Staff and to determine specific application requirements, including any additional reports/studies that may be required. Pre-consultation application forms can be found on the Town of The Blue Mountains website. Please return the complete form and associated fee to [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca). Please review the current Planning Fees By-law for all related fees.
- Submission requirements, in accordance with the Protocol for Establishing Telecommunication Facilities are as follows:
  1. Evidence of completion of Pre-Consultation in the form of a completed Comments-Response Matrix.
  2. A completed Application for Municipal Concurrence for Telecommunication Facilities.
  3. A cheque payable to the Corporation of the Town of The Blue Mountains for the associated application fee for the amount listed in the current Planning Fees By-law.
  4. A Site Selection Report (including documentation outlining the steps taken by the Proponent to investigate all non-support structure and co-location options and a rationale explaining why a new support structure in a particular location is the only viable alternative).
  5. A letter of intent by the owner of the subject lands to enter into a lease agreement to permit establishment of a telecommunication facility, as well as a copy of the deed and survey of the property. Note: The Proponent is required to provide the Town with a copy of the lease agreement for the site location once it has been finalized.
  6. A colour photograph of the subject property with a superimposed scaled image of the proposed antennae, support structure and facilities.
  7. A site plan drawn to a 1:250 metric scale showing the entire property upon which the telecommunication facility will be located, site grading, property lines, existing or proposed buildings, fences, buffering, lighting, existing and proposed landscaping, access, parking, driveways, utilities and services, easements, significant vegetation or wetlands, and the type and height of the proposed support structure. Should the subject lands consist of a significant land area, then two (2) drawings of different scales may be permissible; 1) 1:250 Facility Site Plan and 2) 1:1000 Entire Property.
  8. Scaled engineered drawings, stamped, and certified by a professional engineer of the proposed support structure required. These drawings must indicate the construction specifications of the proposed support structure. In the case of antennas and assorted support structures proposed to be mounted on other structures, an engineer's report is also required to address the predicted effects and the safe installation of the facilities on the existing building or structure and confirmation the result of the proposed installation will not jeopardize the structural integrity of the structure or building and will incorporate safety measures to protect the public from harm.
  9. A map showing the location of the proposed support structure installation and all adjacent properties within 300 metres or six times the proposed tower height, whichever is greater, of the subject property.
  10. Appropriate documentation from the road authority having jurisdiction concerning new entrances.
  11. Appropriate documentation as requested by the applicable conservation authority or the NEC for their review of proposals involving construction in a flood plain, filling within regulated areas, alterations to a watercourse, or crossing of a watercourse.
  12. Assurance shall be given, in a form that is to the satisfaction of the Town, that appropriate arrangements have been made to completely dismantle and remove the telecommunication facility from the property, by the Proponent or owner of the lands upon the termination of its use.

**PART A**

**APPLICANT INFORMATION**

1. Registered Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Acquired by Current Owner(s): \_\_\_\_\_

2. Authorized Applicant/Agent Name: \_\_\_\_\_

Profession:

- Planner
- Lawyer
- Engineer
- Architect
- Surveyor
- Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Send all correspondence to:

- Owner
- Applicant/Agent

Note:

In all cases, the registered owner(s) of the subject lands is considered the Applicant(s), however, an Authorized Applicant may be designated to submit this application on behalf of the owner(s). A single registered owner is assumed to be the Authorized Applicant, unless otherwise designated under this form. Where there are two or more registered owners, only one Authorized Applicant must be designated to represent all other registered owners for the purposes of correspondence under Part A and the Affidavit under Part C of the Application. An Authorized Applicant may also be a proponent who is not a registered owner, such as a holder of an option to purchase the subject lands, provided this form is completed.

If the application involves two or more separate properties under separate ownership, separate authorization must be provided from each registered owner and be attached.

An Agent is not the Applicant and cannot be designated as an Authorized Applicant. An Agent may only be Authorized to represent the registered owner(s) and/or Authorized Applicant. Where an Authorized Agent is designated by the registered owner(s) for the purposes of correspondence under Part A and the Affidavit under Part C of the Application, it is not necessary to designate an Authorized Applicant.

Applicant Authorization is not required for a signing officer duly authorized by a corporation.

**PART B**

**PROPERTY AND PROPOSAL INFORMATION**

**4. Location of the Lands Subject to This Application (Subject Lands)**

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**5. Description of Entire Property**

Lot Frontage (m): \_\_\_\_\_

Lot Depth (m): \_\_\_\_\_

Lot Area (m<sup>2</sup>): \_\_\_\_\_

**6. Description of the Area Affected (if only a portion of the property)**

Frontage (m): \_\_\_\_\_

Depth (m): \_\_\_\_\_

Area (m<sup>2</sup>): \_\_\_\_\_

**7. Official Plan Designation: \_\_\_\_\_**

**8. Zoning: \_\_\_\_\_**

**9. Proposal Description (including tower height, design, associated buildings/structures, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Abutting and Nearby Land Uses**

Does the owner of the subject lands or the applicant own or have a legal interest in any lands abutting the subject lands? If yes, describe to what extent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the present use on all properties abutting and opposite the subject lands:

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

**11. Environmental Constraints**

Indicate whether any of the following environmental constraints apply to the subject lands:

- Wetlands
- Floodplains
- Groundwater and Watershed Management
- Wooded Areas and Forest Management
- Fisheries, Threatened and Endangered Species and Significant Wildlife
- Cultural Heritage Resources
- Lands Used for Former Orchard Production
- Streams, Ravines, Floodplains, and Lakes
- Area of Natural and Scientific Interest (ANSI)
- Aggregate Resources
- Karst Topography
- Solid Waste Management Buffer
- Sewage Treatment Plan Buffer
- Niagara Escarpment Plan

**12. Storm Water Management**

Describe any alterations proposed for grading, drainage, and storm water management:

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Indicate the type of drainage for the property (sewers, ditches, swales, other):

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

**13. Road Access**

- Provincial Highway
- County Road
- Open and Maintained Municipal Road Allowance
- Non-maintained/Seasonally Maintained Municipal Road Allowance
- Private Right-of-way

**PART C**

**AFFIDAVIT**

THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A COMMISSIONER OF OATHS

I \_\_\_\_\_ of the \_\_\_\_\_ of

\_\_\_\_\_ in the County / Region of \_\_\_\_\_ solemnly declare that all the statements contained in this application and all the information provided is 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**.

It is understood and agreed that the fee submitted with this application covers only routine processing costs (i.e. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (i.e. Planning, Legal or Engineering Fees, O.M.B. Hearing Costs, Agreements, Special Studies, other Approvals or Applications, and any other related matters), will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.

Declared before me in the \_\_\_\_\_ of \_\_\_\_\_ in the

County/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Registered Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner of Oaths

\_\_\_\_\_  
Date

**PART D**

**PERMISSION TO ENTER**

This form can be completed by the registered owner(s), Authorized Applicant, or Authorized Agent.

To: The Mayor and Council  
Town of The Blue Mountains  
32 Mill Street  
P.O. Box 310  
Thornbury, Ontario N0H 2P0

I, \_\_\_\_\_, hereby authorize the members of staff of the Town of The Blue Mountains to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**PART E**

**AUTHORIZATION OF APPLICANT/AGENT**

This Authorization must be completed:

- (a) if the Applicant is other than the registered owner(s) of the subject lands;
- (b) if there are two or more registered owner(s);
- (c) if an Agent is representing the registered owner(s)

This Authorization does NOT need to be completed if there is a single Registered Owner of the subject lands who is also the Applicant and is not represented by an Agent.

To: The Mayor and Council  
Town of The Blue Mountains  
32 Mill Street  
P.O. Box 310  
Thornbury, Ontario N0H 2P0

I/We, \_\_\_\_\_,

being the registered owner(s) of \_\_\_\_\_

hereby authorize \_\_\_\_\_ to act

on my/our behalf as Authorized Applicant/Agent in this Application.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_