



TOWN OF AURORA

RADIOCOMMUNICATION & BROADCASTING ANTENNA SYSTEMS APPLICATION GUIDE

PLANNING AND DEVELOPMENT SERVICES

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Town of Aurora

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1. INTRODUCTION

This Guide is prepared to assist Applicants in preparing and submitting a Radiocommunication & Broadcasting Antenna System Site Plan Application. The Application Form is provided separately; the required Checklist of Information to be submitted is attached as Appendix A.

The Town of Aurora has an approved Radiocommunication & Broadcasting Antenna System Protocol which outlines the process Applicants shall follow to establish or expand communications facilities. The Protocol provides the submission requirements for any proposals. The Protocol provides the municipality the opportunity to review the proposal and contribute to optimum siting of facilities. Generally, the following types of proposals are subject to an application:

- i. All new ground mounted antenna systems of any height operated by telecommunications carriers, broadcasting undertakings, or third party owners;
- ii. All new ground mounted antenna systems with a height of 15 metres or more above ground level; and
- iii. All additions or modifications of existing antenna systems if the addition or modification results in a height increase above the existing structure of 25% of the original structure's height.

2. PRE-CONSULTATION MEETING

Prior to the submission of an Antenna System Site Plan Application, Applicants are required to meet with Planning and Development Services to discuss the Application or a pre-consultation meeting with the Planning Review Committee can be arranged upon request. The information requirements are itemized on the Checklist attached as Appendix A to the Protocol and to Appendix A of this Guide. Applicants should refer to this list in drafting their submission to ensure all requirements are met. The Applicant must complete this checklist as part of the application.

Applications submitted which do not have the Checklist completed will not be accepted and will delay the review and approval process. Any questions regarding the clarification/additional details should be addressed to the appropriate department/agency. To assist Applicants, contact information is listed directly within the Checklists.

Note: Applicants are required to make submissions and obtain all related approvals from outside agencies as may be required. (i.e. Conservation Authority, Regional Municipality of York, Powerstream, Ministry of the Environment, Ministry of Natural Resources, etc.) Planning staff will assist in determining which agency sign offs are required.



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Prior to the Pre-Consultation meeting, the following information must be provided to the Planner:

- i. A conceptual site plan of the proposal;
- ii. Legal description of the site; and
- iii. A brief description of the proposal.

Note: The Radiocommunication & Broadcasting Antenna System Protocol is available on the Town's website or at Planning and Development Services at Aurora Town Hall, 100 John West Way.

3. ANTENNA SYSTEM SITE PLAN REVIEW PROCESS

a. Submission Requirements

Applications for a Radiocommunication & Broadcasting Antenna System are to be submitted to Planning and Development Services and shall include all information and material as noted below. Please note that processing of the Application will not take place until all the required material and fees have been submitted to the Town.

Applications for an Antenna System shall include the following:

- Application Fees;
- Application Form;
- Checklist of Information to be Submitted with the Antenna System Site Plan Application for Radiocommunication & Broadcasting Antenna Systems Proposals;
- All plans and reports as determined on the Preconsultation Checklist; and
- A covering letter including a brief description of the proposal.

Drawing Requirements:

Number of Copies	Drawings
8	Site layout plan showing all structures and distances to lot lines and adjacent structures, landscaping (removal/proposed) and proposed vehicular access points.
	Elevation drawings showing structure(s) from all four sides, height and size of facilities, and grading plans.
2	Map/inventory of all antenna systems within the area as defined at the preliminary consultation meeting.
2	PIN printout/survey.

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Note: All Plans must be folded

b. Application Fees

Please refer to the Fee By-law for Antenna System Site Plan Application Fees, located on the Town's website under Planning. The Application Fee in the amount specified on the Fee Calculation Worksheet shall be made payable to **The Town of Aurora** and must be submitted with this Application Form. The Town does not collect fees on behalf of external agencies.

c. Receipt of Application / Circulation for Comments

The Application Form will be reviewed to ensure it is a Complete Submission. A letter will be sent to the Applicant acknowledging receipt of the Application Form and Application Fees, assigning a file number and the planner who will be managing the file.

The Application will be circulated for formal departmental and agency review and comments. Comments are requested to be submitted within two to three (2-3) weeks from date of the circulation.

d. Public Consultation

Proponents are required to make arrangements to hold a Public Information Session. If the session is scheduled between Canada Day and Labour Day, two information sessions are recommended to ensure that residents have the opportunity to attend. The two information sessions are to be a minimum of two weeks apart.

It is recommended that the proponent shall give notice by regular mail to all owners of properties and municipalities within a radius of 120 metres of the subject property limits or within a distance of three times the height of the tower, whichever is greater, from the subject property. If a condominium development is located within the required circulation radius, Notice may be given to the condominium corporation, instead of all owners assessed in respect of the condominium development. To prevent confusion on the mailed Public Information Session Notice, Applicants are required to clearly mark in bold type on the envelope and letter to residents **“Notice for Residents of a New Proposed Radiocommunication and Broadcasting Antenna System. Your property is within the 120 m notification radius of the proposal. Information is Enclosed.”** The Public Information Session Notice is to be sent to residents at least 30 days before the Public Information Session(s). The Notice is to include:

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1. Information on the location, height, type, design and colour of the proposed Antenna System, including a 21 cm x 28 cm (8.5" x 11") size copy of the Site Plan submitted with the Application;
2. The rationale, including height and location requirements, of the proposed Antenna System;
3. The name and contact information of a contact person for the Proponent;
4. The name and contact information of the Designated Municipal Officer;
5. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices;
6. The date, time, and location of the Public Information Session(s); and
7. A deadline date for receipt by the Proponent of public responses to the proposal. The deadline date must be no more than 5 days before the date of the session(s).

An on-site Notification Sign shall also be erected on the subject property. One sign is to be erected on each street frontage approximately at mid-point along the frontage, within 6.0 m from the lot line, and should be clearly visible from the street. The sign is to be a minimum of 1.2 m by 1.2 m in size.

The proponent must also provide a copy of the notification package to the Town and the local Industry Canada office at the same time as the package is provided to the public. The Town strongly recommends that the wording for the Notice and Sign follow the suggested wording included in Appendix B and shall be provided a minimum of 30 days before the Public Information Session.

All proponents shall be required to include the Public Notice in both local community newspapers: the Auroran and the Aurora Banner. Notice is to be provided to the Town Clerk and Director of Planning and Development Services.

The proponent shall submit to the Town a record of attendees, minutes, and a formal written response to concerns or issues raised at the Public Information Session, including revised plans or drawings, if necessary. In addition, the proponent shall respond in writing within 14 days acknowledging receipt of correspondence from the public and copy the Town Planning and Development Services. Furthermore, the proponent shall address all public comments in writing within 60 days of receipt of the correspondence and the proponent is to clearly indicate that the public has 21 days from the date of the response to provide a reply.

The Director of Planning and Development Services may waive the requirement for a Public Information Session, at his/her discretion.

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e. Planning Review Committee Meeting / Comments Provided to Applicant

A Planning Review Committee Meeting is held for staff from various departments to review the technical aspects of the Application in detail. The Applicant will be advised of revisions or additional information required, if any, as well as the next steps. The Applicant can request to attend the meeting.

f. Responding to Comments

The Applicant's submission of revised plans shall include a covering letter detailing the changes made to the plans, outlining how all commenting departments and agencies concerns have been addressed. The revised plans must be sent to Planning and Development Services for re-circulation. Unless otherwise noted eight (8) copies of the revised site plan and accompanying drawings are required for recirculation. The plans are re-circulated to the affected commenting departments and agencies with a request for comment within a two (2) week timeframe. If further revisions to any plans or drawings are necessary the Applicant will be advised in the same manner. It should be noted that any delays in the resubmission of revised plans will result in delays in the review process of the Application.

g. Approval of Application by Council

A staff report is required for approval by General Committee and Council for Radiocommunication & Broadcasting Antenna System Applications. The review process must be complete before Council can assess the application. All issues of the Town must be addressed before Staff can recommend approval. A staff report will be prepared for Council to consider for approval and to advise Industry Canada that the Town's Protocol has been complied with.

4. THE REGIONAL MUNICIPALITY OF YORK

Applications for Antenna Systems are subject to review by the Transportation and Community Planning Department for the Regional Municipality of York. Applicants are encouraged to speak with Regional Staff prior to the submission of an Application to the Town as it relates to Regional interests including potential locations for the Antenna System.

For further information please contact:

Regional Municipality of York
17250 Yonge Street
Newmarket, ON L3Y 6Z1
905-830-4444 ext. 75000; or
1-877-464-9675 ext. 75000

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Checklist of Information to be Submitted with the Site Plan Application for Radiocommunication & Broadcasting Antenna Systems Proposals

<input type="checkbox"/>	<p>A site selection/justification report which outlines the location of non-tower and sharing options which have been considered, and why the proponent's proposal is the preferred and/or only option. This report shall include a Needs Assessment which contains details with respect to the coverage and capacity of the existing facilities in the surrounding area in map form, and confirm the need for a new tower at the proposed location within this context.</p>
<input type="checkbox"/>	<p>Map/inventory of all antenna systems within the area as defined at the preliminary consultation meeting.</p>
<input type="checkbox"/>	<p>Letter of authorization from the property owner.</p>
<input type="checkbox"/>	<p>PIN printout/survey.</p>
<input type="checkbox"/>	<p>Visual Assessment study including colour photograph(s) with support structure superimposed from the various directions of adjacent properties and/or public locations.</p>
<input type="checkbox"/>	<p>Site layout plan showing all structures and distances to lot lines and adjacent structures, landscaping (removal/proposed) and proposed vehicular access points.</p>
<input type="checkbox"/>	<p>Elevation drawings showing structure(s) from all four sides, height and size of facilities, and grading plans.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is a Municipal Building Permit required?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is a Conservation Authority Permit or clearance required?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Scoped Environmental Impact Statement, if required by the Town of Aurora</p>

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Sample NOTICE Wording:

NOTICE OF PROPOSED COMMUNICATIONS ANTENNA SYSTEM

An Application has been submitted by **(Name of Applicant)** on behalf of **(Owner)** to erect a **(type, e.g. telecommunication or broadcasting)** antenna system, being **(height in metres)** metres in height on lands municipally known as:

Municipal Address
Legal Description

A **Public Open House** has been scheduled for **(insert Meeting Date)** at **(insert time)** at:
(Insert Meeting Place)
(Insert Full Address)

The purpose of this Open House being held by **(Name of Applicant)** is to allow the public to discuss the proposed location of the antenna system.

For additional information, please contact **(Name of Contact Person)** at **(Name of Applicant)** at **(Telephone Number/Email Address)** quoting File No. **(File Number)**.

ALL DECISIONS RELATING TO THIS APPLICATION WILL BE MADE BY INDUSTRY CANADA.

Insert Location Map of the Proposed Antenna System Location

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Sample SIGN Wording:

NOTICE OF PROPOSED COMMUNICATIONS ANTENNA SYSTEM

AN APPLICATION HAS BEEN SUBMITTED BY (NAME OF APPLICANT) ON BEHALF OF (OWNER) TO ERECT A (TYPE, E.G. TELECOMMUNICATION OR BROADCASTING) ANTENNA SYSTEM, BEING (HEIGHT IN METRES) METRES IN HEIGHT ON LANDS MUNICIPALLY KNOWN AS:

**Full Municipal Address
Legal Description**

**A PUBLIC OPEN HOUSE HAS BEEN SCHEDULED FOR (MEETING DATE) AT (TIME) AT:
(MEETING PLACE)
(MUNICIPAL ADDRESS)**

THE PURPOSE OF THIS OPEN HOUSE BEING HELD BY (NAME OF APPLICANT) IS TO ALLOW THE PUBLIC TO DISCUSS THE PROPOSED LOCATION OF THE ANTENNA SYSTEM.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT (NAME OF CONTACT PERSON) AT (NAME OF APPLICANT) AT (TELEPHONE NUMBER/EMAIL ADDRESS) - QUOTING FILE No. (FILE NUMBER)

ALL DECISIONS RELATING TO THIS APPLICATION WILL BE MADE BY INDUSTRY CANADA.