



# TELECOMMUNICATION FACILITY APPLICATION



**Planning and Development Services**  
65 Harwood Avenue South  
Ajax ON L1S 2H9

Tel. 905-683-4550  
Fax. 905-686-0360  
[www.ajax.ca](http://www.ajax.ca)

FOR TOWN USE ONLY	
File Number	Date of Receipt

### 1. Pre-Consultation

Pre-consultation is an essential part of the planning process. Telecommunication service providers and/or their representatives are required to pre-consult with Town's Pre-consultation and Site Plan Review Team prior to or during the site selection process. The purpose of a pre-consultation meeting is to discuss the process, potential issues and submission requirements, and to obtain the Town's **Policy for Establishing Telecommunication Tower and Antenna Facilities** (also available at the Town of Ajax website at [www.ajax.ca](http://www.ajax.ca)).

### 2. Submission of a Complete Application

Telecommunication service providers must pre-consult with the with Town's Pre-consultation and Site Plan Review Team prior to submitting a complete application.

### 3. Application Type and Fee

Applicable fees are set out in the Town's Planning Act Fees and Charges By-law.

Application Type	Definition
<input style="width: 20px; height: 20px;" type="checkbox"/> Telecommunication Facility	Submission Requirements are outlined in Section 4.

File Number:

**Notes:** Proposed telecommunication facilities that require Conservation Authority review may also have to submit an additional fee, subject to Conservation Authority requirements.

Refund Policy, in accordance with the Planning Act Fees and Charges By-law, as amended.

**4. Submission Requirements** (refer to Section 6.0 of the Town of Ajax Policy for Establishing Telecommunication Tower and Antenna Facilities for detailed submission requirements)

- One (1) completed and signed copy of this application** is to be submitted to the Town of Ajax Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9. **All drawings are to be folded to 8 ½ x 11. Rolled Plans will not be accepted.**
- One (1) statement justifying how the proposed telecommunication facility meets the exemptions outlined in Section 5.0 of the Town of Ajax Policy for Establishing Telecommunication Tower and Antenna Facilities** (if the application is for a telecommunication facility that is exempt from Notice via Mail Out and Community Information Meeting.)
- Appropriate application review fee(s)** as per the Town's Planning Act Fees and Charges By-law and, where applicable, Conservation Authority fees
- One (1) Information Report** (in accordance with Section 6.0 of the Town of Ajax Policy for Establishing Telecommunication Tower and Antenna Facilities)
- Six (6) copies of a Site Plan** (in accordance with Section 6.0 of the Town of Ajax Policy for Establishing Telecommunication Tower and Antenna Facilities)
- One (1) Map** showing the horizontal distance between the tower base (monopole), outer most guy wire, or closest supporting pole (tri-pole, trellis structure) and the nearest residential designation/zone, or the nearest residential dwelling in a mixed use zone
- One (1) Map** showing the radius for circulation of a Notice Package
- One (1) set of Elevations** of the proposed telecommunication tower identifying tower and antenna height, type, and colour
- Appropriate documentation that may be requested by the applicable Conservation Authority** for their review of proposals involving construction in a flood plain, filling within regulated areas, alteration to a watercourse, or crossing of a watercourse
- One (1) set of Colour photo simulations** (in accordance with Section 6.0 of the Town of Ajax Policy for Establishing Telecommunication Tower and Antenna Facilities)
- One (1) Tree Inventory and Preservation Plan and/or Landscape Plan**, if applicable
- Minutes from the Pre-consultation meeting with the Town**

All above noted material is to be submitted on compact disk in pdf format.

The Town of Ajax may require additional material considered necessary to properly evaluate the proposed telecommunication facility.

**5. Owner/Applicant/Agent**

	Mailing Address	Telephone	E-mail
Owner		( )	
Applicant or Primary Consultant		( )	
Agent or Solicitor		( )	
Matters relating to this application should be sent to (select one only): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant or Primary Consultant <input type="checkbox"/> Agent		The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee of Land or Tenant <input type="checkbox"/> Prospective Owner	
If the applicant is not the Owner, the Owner <b>must consent</b> to the Telecommunication Facilities Application. <input type="checkbox"/> Separate Letter of Authorization attached		Owner's Signature:  Date:	

**6. Site Statistics**

<b>Location and Description of Subject Property</b>				
Municipal Address:	Lot/Part #:	Plan/Concession #:	Present use of property:	
<b>Size of Subject Property</b>				
Frontage (m):	Area (m <sup>2</sup> ):	Average Depth (m):	Average Width (m):	
<b>Proposed Tower and Antenna Information</b>				
Tower and antenna height in metres :	Tower type (e.g.; monopole):	Location of building mounted antenna:	Area and type of equipment shelter/ cabinet, or location of equipment room within an existing building:	Type and height of fencing (e.g. decorative, black vinyl chain link, barbed wire):
Distance to the nearest Residential designation/zone in metres:	Distance to the nearest residential dwelling in a mixed use zone in metres:	Distance to the nearest institutional building in metres (please identify the type of institutional use):	Is the proposed installation located within 3 times the tower height of an adjacent municipality? If yes, which municipality has been contacted?	Is the proposed installation located within 3 times the tower height to any other governing body (e.g. MTO, Go Transit, CP Rail, CN Rail)? If yes, which governing body has been contacted?

**7. Current Planning Status**

Land Use Designation in the Town of Ajax Official Plan	
Existing Zoning	
Is the proposed Telecommunication Facility on or adjacent to land deemed to be a Cultural Heritage Resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**8. Affidavit and Sworn Declaration of Owner or Applicant**

I agree that all material submitted in support of this application may be made available or public review, pursuant to the Municipal Freedom of Information and Protection of Privacy Act. I agree to reimburse the Town of Ajax for any costs associated with the preparation of studies required to evaluate the application by qualified consultants. I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Commissioner of Oaths

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Signature of Owner or Applicant

Date

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, Section 11(1). Personal information is collected for the purposes of providing concurrence or non-concurrence on an application. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343.

If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.