



Town of Milton  
150 Mary Street  
Milton, Ontario  
L9T 6Z5

Tel: 905-878-7252  
www.milton.ca

# Application for Telecommunications Facilities Application

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The Town of Milton is dedicated to meeting the needs of our customers. To obtain documents in an alternate format such as Braille, large print, electronic or plain language, contact the Town's Accessibility Coordinator.

Rev. 03.22

## Pre-consultation Requirements

A telecommunication pre-consultation meeting is required. Please consult the Development Services Department prior to submitting an application to Angela Janzen, Senior Planner, Development Review at [angela.janzen@milton.ca](mailto:angela.janzen@milton.ca)

## Submission Requirements

Please refer to the *Town of Milton "Telecommunications Facility Policy (Protocol)"* for detailed submittal requirements and process guidelines. The Telecommunications Facilities Application will not be considered complete and consequently not be processed without the following minimum requirements:

All submissions are to be submitted electronically, including application form, applicable drawings and reports.

1. **Application Form** Complete application form (with signatures). Please ensure the PDF copy is clear and generated from the PDF copy provided. No scanned copies.

### 2. Application Fees

Payment is required at time of submission. A cheque, *payable to the "Town of Milton"* for the applicable fees as set out in the Town's Fee By-law. **Note:** In some cases, additional fees from external agencies may be required and will be payable to the appropriate agency.

### 3. Drawings

All drawings in PDF format are to be generated directly from the software used to create them (eg. AutoCAD, SoftPlan, etc.) using a PDF printer (no scanned copies will be accepted). The PDF document properties/restrictions/security settings set to allow "printing" and "adding markups"

- Site Plan (*with dimensions and site statistics including property lines, setbacks, limits of natural hazards, buffering, fences, landscaping, type and height of proposed facility, areas of access, parking, etc.*)
- Elevation Plan - *showing tower design*
- Map showing the horizontal distance between the tower installation and nearest residential zone or the closest residential dwelling in a non-residential zone and/or institutional building
- A colour photograph of the subject property (letter or legal sized paper) with a super-imposed image of the proposed facility.

### 4. Documents

- Cover Letter and Justification Report are to be submitted in electronic format only outlining details of the proposal, the required statements, attestations, and whether co-location is possible, etc.

## PROCESS OVERVIEW

- Upon acceptance of a complete submission based upon the requirements noted above, and in the Telecommunications Protocol, the application is circulated to all applicable Town departments and external agencies for review and comment.
- Comments received from the circulation will be coordinated by the Designated Municipal Official and sent to the proponent for review and formal response.
- Where public consultation is required, it is the responsibility of the proponent to host an open house in relation to the proposal. Notification and required signage associated with the open house is the responsibility of the proponent and a copy of this information must be sent to the Designated Municipal Official for their files.
- Upon completion of Town, agency and public consultation, the Designated Municipal Official shall prepare comments on the application for the proponent and Industry Canada.



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PLEASE TYPE CLEARLY ALL INFORMATION

<b>OFFICE USE ONLY:</b>			
<b>Date Received:</b>		<input type="checkbox"/> <b>Fees Received</b>	<b>File Number:</b>
<b>APPLICANT INFORMATION</b> Applicant is: <input type="checkbox"/> Land Owner <input type="checkbox"/> Authorized Agent of Land Owner			
Last Name		First Name	Company Name
Street Address			Unit Number
Municipality		Province	Postal Code
Telephone Number		Email	
Applicant's Interest (State whether applicant is owner / prospective owner / lessee)			
<b>REGISTERED OWNER INFORMATION</b> <i>Include Name(s) and Title(s) of those authorized to bind if a Corporation</i>			
Last Name		First Name	Company Name
Street Address			Unit Number
Municipality		Province	Postal Code
Telephone Number		Email	
Primary contact for all future correspondence: <input type="checkbox"/> Owner    or <input type="checkbox"/> Applicant			
<b>PROPERTY INFORMATION</b> <i>(To be completed in full or application will be deemed incomplete)</i>			
Lot	Concession		Geographic Township
Registered Plan Number	Lot/Block		Reference Plan
Current Municipal Address		Assessment Roll Number (from Property Tax Bill)	
Lot Area (hectares)	Lot Depth (metres)		Lot Frontage(s) (metres)
Is the subject lands designated under Ontario Heritage Act? <input type="checkbox"/> Yes / <input type="checkbox"/> No		If no, is the subject land on the Town's Heritage List? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
Zoning: Designation:		Official Plan Designation:	
<b>EXISTING CONDITIONS / DEVELOPMENT</b>			
Existing Uses: (Note: Provide a complete description of operations)			
Date of Construction (including addition(s))		Gross Floor Area (GFA) of each building by use:	
Water (Municipal / Private) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	Waste Water (Municipal / Private) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	Storm Water (Urban / Rural) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	



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PROPOSED TOWER, ANTENNA AND/OR FACILITY INFORMATION. Please specify: (metric units only)	
Is the proposed Tower located on Town-Owned Property?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Type of Proposed Tower	
Height of Proposed Tower	
Size of Equipment Shed / Mechanical Compound	
Distance to Nearest Residential Zone:	
Distance to Nearest Residential Use in a Non Residential Zone:	
Distance to an Institutional Use:	
If applicable, please identify the type of institutional use:	
Does this proposal meet any of the exclusion criteria?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
If yes, describe which one?	
Is the proposal within 500 metres of an adjacent municipality or governing body that has jurisdiction in the area?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
If yes, which of municipal/agencies have you contacted?	<input type="checkbox"/> Region of Halton <input type="checkbox"/> Adjacent Municipality: _____ <input type="checkbox"/> Conservation Authority: _____ <input type="checkbox"/> School Board _____ <input type="checkbox"/> Ministry of Transportation <input type="checkbox"/> Railway <input type="checkbox"/> CN <input type="checkbox"/> CP <input type="checkbox"/> Metrolinx <input type="checkbox"/> Other: _____
Additional Information:	



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### Owner's Authorization

With respect to lands owned by:

\_\_\_\_\_  
*(PRINT Owner(s) Name / Corporate signing authority)*

known as:

\_\_\_\_\_  
*(Legal Description /Municipal Address of Lands)*

**DECLARE** that I/We am the registered owner of the lands described in this application, have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize:

\_\_\_\_\_ of \_\_\_\_\_  
*(Name of Agent) (Name of Company)*

to act on my/our behalf in this matter. I/We further consent to Town of Milton staff or a representative thereof, to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands and structures.

I/We also acknowledge that the information requested on this form is collected under the authority of the Municipal Act and in the accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*\* (ORIGINAL Signature of Registered Land Owner)*

\_\_\_\_\_  
*PRINT NAME*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*\* (ORIGINAL Signature of Registered Land Owner)*

\_\_\_\_\_  
*PRINT NAME*

**\*NOTE: THIS DOCUMENT WILL NOT BE ACCEPTED AND THE APPLICATION WILL BE DEEMED INCOMPLETE UNLESS THIS PAGE INCLUDES AN ORIGINAL SIGNATURE OF THE REGISTERED LAND OWNER.**



Planning & Public Works  
 Tel: 905-825-6000 Fax: 905-825-8822  
 Toll Free: 1-866-4HALTON (1-866-442-5866)  
[www.halton.ca](http://www.halton.ca)

## Environmental Site-Screening Questionnaire

Legal/Municipal Address \_\_\_\_\_ Applicant: \_\_\_\_\_

1. Was the subject property ever used for industrial purposes?  yes  no  uncertain
2. Was the subject property ever used for commercial purposes that may have caused contamination (e.g. gasoline station, dry cleaners, etc.)  yes  no  uncertain
3. Has fill ever been placed on the property?  yes  no  uncertain
4. Is there any reason to believe that the subject property is potentially contaminated based on historic use of the property or a neighbouring lot located within 100m of the property?  yes  no  uncertain
5. Are there or were there ever any above-ground or underground storage tanks or waste disposal activities on the property?  yes  no  uncertain
6. For existing or previous buildings on the property, are there building materials that may be potentially hazardous to human health (i.e. asbestos, lead-based paints, etc.)?  yes  no  uncertain
7. For agricultural properties, were pesticides or herbicides ever applied to the property?  yes  no  uncertain
8. Have any of the buildings on the property been heated by fuel oil?  yes  no  uncertain
9. Is the land use changing to a more sensitive land use (e.g. industrial/commercial to residential/institutional)?  yes  no  uncertain  
 Note: Daycare uses are defined in O.Reg.153/04 as institutional.

### General Information:

1. Have any environmental documents (e.g. Phase I and II Environmental Site Assessments, Records of Site Condition, etc) ever been prepared for the property? If yes, please submit these documents in digital and hardcopy format with your application together with a letter of reliance granting third party reliance on the documents to the Region of Halton.  yes  no

### Certification

I, \_\_\_\_\_ am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information provided in this questionnaire is true.

Sworn (or declared) and stamped before me \_\_\_\_\_  
 Commissioner of Oaths (Print Name)

in the \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 City/Town/Municipality Day Month Year

\_\_\_\_\_  
 Commissioner of Oaths (Signature)

\_\_\_\_\_  
 Registered Owner (Signature)