

TELECOMMUNICATION ANTENNA APPLICATION FORM

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PART 1: APPLICANT INFORMATION

Registered Property Owner(s):		
Mailing Address:		
E-mail Address:		
Phone:	Cell:	Fax:
Applicant?* <input type="checkbox"/> Yes <input type="checkbox"/> No		

Consultant:		
Mailing Address:		
E-mail Address:		
Phone:	Cell:	Fax:
Applicant?* <input type="checkbox"/> Yes <input type="checkbox"/> No		

*indicates who the applicant of record is and who the contact is for the municipality

I certify that I am submitting this application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). The owner(s) has/have seen the proposal and have authorized me to act as the applicant for this planning application. * My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application.

I understand that all studies or reports submitted in support of this application are public. Once it has been determined that these documents are complete in both the comprehensiveness of the data used and that the analysis methodology is in keeping with HRM standards, they will be available for release to the public for inspection. Upon request by HRM, I agree to provide additional copies of such reports or studies or additional information as may be necessary.

Applicant Signature

Application Date

All applications must include the written consent of all registered owners of the subject lands, contain complete and accurate information, and include the appropriate fees. **Incomplete applications will not be processed - applications cannot be processed unless all required information has been provided.**

PART 2: APPLICATION DETAILS

APPLICATION TYPE

- ☐ Pre-Consultation Application
☐ Formal Submission*

*Note – A pre-consultation application must be completed in advance of a formal submission in the case of all telecommunication antenna applications.

PROPERTY INFORMATION & ENCUMBRANCES

PID	Civic Address	Owner(s) Name

Are there any easements, restrictive covenants or other encumbrances affecting the subject land(s)?
☐ Yes ☐ No

If Yes, attach details (ie deeds, instruments etc)

HERITAGE

Is this a registered Heritage Property? <input type="checkbox"/> Municipal <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/> No	Does this property abut a registered Heritage Property? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware if the site contains any of the following cultural/heritage resources? <input type="checkbox"/> archaeological sites or resources <input type="checkbox"/> buildings, structures, and landscape features of historical significance or value <input type="checkbox"/> cemeteries or known burials	
If yes to any of the above, please provide details of any cultural or heritage resources in the written project description as required under 'Project Information' above	

Part 3: SUPPORTING INFORMATION REQUIREMENTS

Information Required for Pre-Consultation Applications

- ☐ One (1) copy - a cover letter describing the proposed antenna system, including its height and dimensions and whether an antenna will be mounted on the supporting structure
- ☐ One (1) copy - a site selection justification report prepared by a qualified professional which identifies all tower facilities within the vicinity of the proposed location, and all details with respect to the coverage and capacity of the existing tower facilities in the surrounding area;
- ☐ One (1) copy - if the installation of a new antenna system is being proposed, detailed documented evidence explaining why co-location on an existing antenna system is not a viable alternative to the construction of a new antenna system by a qualified professional;
- ☐ One (1) Copy - site plan or survey plan of the subject property showing the location of the proposed antenna system in relation to the site and surrounding properties, including any buildings on the property or adjacent sites;
- ☐ One (1) Copy - an elevation plan or simulated images of the proposed antenna system;
- ☐ One (1) Copy - the reasons for the site selection

Information Required for Formal Submission Applications

- ☐ One (1) electronic copy and ten (10) paper copies of the type of antenna system being proposed and its location including a site plan or survey plans;
- ☐ One (1) electronic copy and ten (10) paper copies of the applicant's name, company name and address, phone and fax numbers;
- ☐ One (1) electronic copy and ten (10) paper copies of colour photographs showing the proposed location of the antenna system as well as its immediate surroundings;
- ☐ One (1) electronic copy and ten (10) paper copies of a site selection or justification report prepared by a qualified professional, and the report shall: (i) identify all tower facilities within the vicinity of the proposed location; (ii) details with respect to the coverage and capacity of the existing tower facilities in the surrounding area; and (iii) provide detailed documentary evidence as to why co-location on an existing antenna system is not a viable alternative to the construction of a new antenna system ;
- ☐ One (1) letter of authorization to use the land at the proposed site from the owner of the land, their agent, or other person(s) having legal or equitable interest in the land, if an agent is authorizing the use on the property proof verifying the agent's authority shall be submitted;
- ☐ One (1) planning application form and fees in accordance with the Administrative Order 15 of the Municipality, as amended from time to time;
- ☐ One (1) public notification package as outlined in Attachment C of HRM's [Administrative Order 2015-005-GOV](#);
- ☐ One (1) public consultation package summarizing the public consultation process, if public consultation occurred, which shall include:
 - o a picture of the on-site signage in place on the property,
 - o a copy of the newspaper advertisement,
 - o a map showing all properties to which a public notification package was sent to as well as a copy of the public notification package that was sent,
 - o details pertaining to the public information session, including: (A) the date, time, and location of the public information session, (B) the record taken of the names, addresses, email addresses and phone numbers of the attendees, subject to applicable privacy laws in respect of personal information,
 - o the total number of attendees at the meeting,
 - o a summary of comments and feedback provided by each individual and any responses provided by the applicant,
 - o copies of all correspondence received from the public through this process in addition to responses provided in return by the applicant,
 - o any comments or concern the applicant considered not reasonable or relevant and the explanation for such consideration,

- a summary of how, if at all, the application has been amended to respond to concerns or feedback received through the public consultation process;
- Any other required information listed in the information package provided to the applicant during or after the pre-consultation meeting.

DRAWING STANDARDS

Plans must be prepared by the appropriate qualified professionals (i.e., engineer, architect, landscape architect, surveyor, etc.) who are members in good standing with their professional associations, and are to be based on the best available and most current mapping or aerial photos. All plans are to be scalable, include a north arrow, scale, legend, and drawing/ revision dates. The type of plan (e.g. "Site Plan") must appear in a title block in the lower right portion of the drawing. Site plans, context plans, and landscape plans should be submitted in metric of a legible scale appropriate to the size of the development while imperial scaled plans shall be accepted only for building drawings, elevations, and floorplans

PART 4: FEES

A processing fee of \$330.00 (non-refundable) is required at the time of application. A single fee is collected which encompasses both the Pre-Consultation Application as well as the Formal Submission Application. Advertising fees are not charged for these applications as advertisement is the exclusive responsibility of the applicant.

All fees are to be made payable to Halifax Regional Municipality.

Please submit your application to the following location

By Mail:	Planning Applications Planning & Development Alderney Gate Office PO Box 1749 Halifax, NS B3J 3A5
By Courier / In Person:	HRM Customer Service Centre 40 Alderney Drive, 1st Floor Dartmouth tel: (902) 490-4472