

TELECOMMUNICATION SITING  
 PROTOCOL APPLICATION & CHECKLIST

Date of Application: \_\_\_\_\_

**APPLICANT INFORMATION**

Name of Applicant (please print): \_\_\_\_\_ Phone (primary): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone (alternate): \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ Email: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  Check this box if you would like to receive documents through email.

Is the applicant the owner of the property?  Yes  No  
 IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
City: _____	
Postal Code: _____	

**PROPERTY INFORMATION**

Municipal Address: \_\_\_\_\_  
 Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
 Land Use District: \_\_\_\_\_  
 What is the existing use? \_\_\_\_\_

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**DETAILS OF THE PROPOSED DEVELOPMENT**

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What currently exists on the parcel?

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What will the tower be used for?

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**TOWER SIZE**

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Overall tower height \_\_\_\_\_  m  ft.      Commencement Date: \_\_\_\_\_

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**DECLARATION OF APPLICANT/AGENT**

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The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

*IMPORTANT: This personal information is being collected under the authority of the Village of Arrowwood development. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act*

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APPLICANT

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Registered Owner (if not the same as applicant)

**VILLAGE OF ARROWOOD  
TELECOMMUNICATION SITING  
PROTOCOL APPLICATION & CHECKLIST**

**TELECOMMUNICATION SITING PROTOCOL CHECKLIST**

**A COMPLETED APPLICATION REQUIRES:**

1. A completed checklist
2. Non-refundable application fee
3. Signature of ALL landowners
4. Any additional information requested by the Development Authority

**CHECKLIST INFORMATION:**

- Failure to complete the Application or supply the required information, plans or fees may cause delays in application processing.
- The Development Authority may refuse to accept your application if the required information has not been supplied or if the quality of the information is inadequate to properly evaluate the application.
- Once the information has been reviewed, the Village of Barons will either:
  - Issue a municipal concurrence letter to the applicant, or
  - Issue a letter which outlines the municipality's concerns and/or conditions to the applicant and Industry Canada
- Construction permits may be required for buildings/tower foundations, plumbing, private sewage systems, and gas or electrical installations.

<b>FEES</b>		
Copying and distribution of required notification letters	\$1.50/letter	Payment required for distribution of letters will be the application fee
Distribution of required notification letters	\$1.00/letter	
<i>If the applicant can prove that notification to all required adjacent landowners has been done, then no fee is required.</i>		
For fees not listed here, please see the full Fee Schedule		

# CHECKLIST

Please attach a description of the project summarizing the information required in the following table.

REQUIREMENT	IS THIS REQUIRED? YES OR NO	SUBMITTED? YES, NO OR N/A
<p><b>Co-utilization:</b> Are there any other such structures within a radius of 500 m (1640 ft.) of the proposed location?</p>		
<p>If YES, please provide a site plan showing the locations of these and provide documentary evidence that co-utilization of the existing structure(s) is not a viable alternative to a second structure</p>		
<p><b>Stealth Structure Options/Screening:</b> If this structure will be visible from residential areas stealth structure options must be used and a description of the stealth structure options must be submitted to the satisfaction of the Village.</p>		
<p><b>Lighting and Signage:</b> Is there additional lighting planned in addition to what is required by federal agencies? Please provide a description of all lighting, required or not required.</p>		
<p>What signage will be used? Please describe. No advertising signage shall be permitted.</p>		
<p><b>Notification &amp; Public Consultation Process:</b> All landowners within a distance of 3.2 km (2 miles) from the proposed structure must be notified. Please provide a letter that the Village can circulate on your behalf.</p>		
<p>The fee for copying and distributing these letters is \$1.50/letter. _____ x \$1.50/letter = _____ total</p> <p>The fee for only distributing these letters is \$1.00/letter _____ x \$1.00/letter = _____ total</p>		