



# Telecommunication Facility Application Form

To: Development Services Department  
 City of Barrie  
 70 Collier Street  
 P.O. Box 400  
 Barrie, Ontario  
 L4M 4T5

OFFICE USE ONLY
Applicant:
File No.:
Pending No.:
Reviewed By: (Development Services Department)
Date:
Circulated to:
Assessment Roll No.:
Date Received by Development Services:

***Payment of application fees can be made by Cash, Cheque or Debit only.***

Personal information contained on this form is collected under the authority of the Corporation of the City of Barrie's Resolution 93-P-75 and will be used in processing this application. Information regarding the estimated/anticipated selling/rental price will be treated as confidential. Questions regarding this collection should be directed to: Development Services Department, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, Ontario, L4M 4T5, (705) 726-4242.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT**



# Telecommunication Facility Application Form

## FEES

- a. **Telecommunication Facility Application Fees = \$3,718.80 (per By-law 2024-024).**
- b. The City retains the full amount in the event of an approval, denial or withdrawal.

**NOTE: TO AVOID DELAYS, PLEASE MAKE SURE A COMPLETE APPLICATION IS SUBMITTED. IF AN APPLICATION IS INCOMPLETE, IT WILL BE RETURNED TO THE APPLICANT.**

**IF A PUBLIC OPEN HOUSE IS REQUIRED, A SIGN IS TO BE ERECTED AND REMOVED 20 DAYS AFTER THE PUBLIC OPEN HOUSE AT OWNER'S EXPENSE.**

**THE DEEMING OF A COMPLETE APPLICATION DOES NOT CONSTITUTE SUPPORT OF THE APPLICATION BY THE DEVELOPMENT SERVICES DEPARTMENT.**

I/We hereby submit an application for:

- 1) Telecommunication Facility Request and enclose the required fee of \$\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF REGISTERED OWNER  
(or Authorized Signing Officer)

\_\_\_\_\_  
AUTHORIZED SIGNING OFFICER  
(Please Print Name)

## Please read carefully

This form is to be used to make an application to the Corporation of the City of Barrie for a request to construct or erect a Telecommunication Facility. The application consists of a form that must be filled out by all applicants. To ensure the quickest and most complete review, all information should be submitted at the time of making an application to the City. In the absence of this information, it may not be possible to do a complete review and provide comments to Industry Canada within the time period provided to the City.

## Pre-Consultation Meeting Prior to Submitting Application Form

A Pre-Consultation Meeting shall be conducted prior to the submission of an application. Prior to the Pre-Consultation meeting, the following information must be submitted:

- Location of the proposed facility;
- Proposed setbacks from existing buildings and from property lines;
- Description of proposed facility, accessory structures, anchoring;
- Site changes, fencing, landscaping, access, and parking;
- Summary how applicable facility meets exclusion criteria of Industry Canada;
- Description of site development and location of facilities, elevation drawing and surrounding land uses; and
- One paper copy and one electronic copy of preliminary set of drawings illustrating the above information and additional copies if required.

As a component of the Pre-Consultation process, City Planning Services staff shall review with the proponent the following matters:

- Site options including co-location on existing facilities or placement on existing buildings or structures;
- The provisions in this Protocol and other City policy and regulatory documents related to antenna system location;
- Application submission requirements; and
- Relevant concerns of the land-use authority and community regarding the land use impacts of the proposed telecommunication facility.

The Pre-Consultation shall not mark the commencement of the 120 day consultation process.

## Submission of an Application

Upon completion of the pre-consultation meeting, if the applicant wishes to pursue the Telecommunication Facility, a full application must be submitted. The following information must be submitted in order to initiate a Telecommunication Facility Application request with the Corporation of the City of Barrie:

- One (1) copy of a completed Application form signed by the registered owner or an authorized signing officer. If the applicant (agent or solicitor) is not the registered owner of the land, an **Owner Authorization Form** must accompany the Application which authorizes the applicant to act on behalf of the owner.
- One (1) copy of a justification report prepared by a certified engineer or land use planner as described in Section 4.3 a) of the City Council Approved Protocol.
- One (1) set of colour photographs showing existing site conditions and surrounding land uses.
- One (1) set of colour photographs from road in front of site including superimposed image of proposed facility.
- One (1) set of Site Drawings, Elevations and Boundary Survey as described in Section 4.3 c) of City Council Approved Protocol.
- One set of network coverage mapping showing the applicant's current coverage and anticipated coverage with the installation of the proposed facility.
- Confirmation that Transport Canada, NAV Canada, adjoining Municipalities within 500 metres and all other public authorities having an interest in the lands have received Notice of the Application.
- Description of Transport Canada's and NAC Canada's aeronautical obstruction marking requirements as applicable.
- Summary how applicable facility meets exclusion criteria of Industry Canada; and
- The appropriate application fee based on the Schedule of Fees listed below.



# Telecommunication Facility Application Form

## Schedule of Fees

The following is a Schedule of the fees required to process an application for a Telecommunication Facility by the Corporation of the City of Barrie: **Payment of application fees can be made by Cash, Cheque or Debit only.**

- Telecommunication Facility Application Fee (per By-law 2023-023) \$ 3,718.80

## Drawing and Other Information

All applications for a Telecommunication Facility to the Corporation of the City of Barrie must include an accurate to scale drawing or drawings, preferably prepared by a qualified professional, showing the following:

- Location of the proposed facility;
- Proposed setbacks from existing buildings and from property lines;
- Description of proposed facility, accessory structures;
- Site changes, fencing, landscaping, access, and parking;
- Description of site development and location of facilities, elevation drawing and surrounding land uses;
- One copy and one electronic copy of preliminary set of drawings illustrating the above information;
- Location of any existing buildings.

## Justification for the Amendment

### Required if Applicable

- If the proposed telecommunication facility is adjacent to an Environmental Protection Area an Environmental Impact Study (EIS) shall be required.

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

## Applications to be submitted to:

Development Services Department  
 Corporation of the City of Barrie  
 70 Collier Street, P.O. Box 400  
 Barrie, Ontario, L4M 4T5



**To be Completed by Applicant (Please Print)**

1. Name of Applicant and Full Postal Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

2. Name of Applicant's Agent and full Postal Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

3. Name of Registered Owner(s) of Subject Land(s) and Full Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

A completed Owner Authorization is included with this application

4. Resubmission of an earlier Application? Yes  No  Do Not Know

If **yes**, please identify file number \_\_\_\_\_ - \_\_\_\_\_



City of Barrie  
 Development Services Department - Planning  
 70 Collier Street, P.O. Box 400,  
 1st Floor, City Hall,  
 Barrie, Ontario, L4M 4T5  
 (705) 726-4242

## Owner Authorization - Planning Applications (Property Owner Consent Form)

I,	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Delegated Official with Signing Authority
First Name / Last Name	(Select one)	
Company Name (if applicable)		
of,		
Street Address	Unit #	City or Town
		Province
		Postal Code
Telephone No.		
Email		

**hereby give permission to:**

Applicant - First Name / Last Name
Company Name (if applicable)

Authorized Agent - First Name / Last Name
Company Name (if applicable)

**to act as my authorized agent to apply for an application(s) for:**

Street Address	Unit #	City or Town	Province	Postal Code
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If there are any changes in the above information and/or I wish to withdraw this authorization, I must notify the City of Barrie in writing.

Owner Signature (I have the authority to bind the corporation, where applicable)	Date
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**PURPOSE OF THE APPLICATION**

1. Please provide the location of the proposed telecommunication facility (closest major intersection, what side of street land is located, and municipal address [if applicable]).

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2. Identify the nature and extent of the proposed telecommunication facility request (type, height, size of equipment shed/mechanical compound, fencing).

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3. What is the distance to the nearest residential properties?

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4. Is the proposal within 500 metres of an adjacent Municipality that has jurisdiction in the area? If yes, which Municipalities or agencies have you contacted?

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a) What is the legal description of the subject property?

Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Name and Number of Street/Road	Property Identification Number

b) Area of the property?

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c) What is the Official Plan land use designation of the subject property?

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d) What is the Zoning of the subject land?

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e) Are there any existing buildings or structures on the subject lands? If there are existing buildings or structures on the subject lands, describe and illustrate the number and type of buildings or structures.

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**EXISTING AND PREVIOUS LAND USES**

1. Are there any accessory buildings or structures proposed to be constructed on the subject property? If yes, please describe:

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2. Have the lands been the subject of other Telecommunication Facility Applications?

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**Office Use Only**

<b>Contact Information:</b>		
Name of Municipal Staff Contact	Telephone No.	Fax No.
Name(s) of Other Agency Contact(s)	Telephone No.	Fax No.
Name	Telephone No.	Fax No.
<b>Internal Information:</b>		
File No.	Project Name	
	Date Received by Development Services Department	





**Authorization**

I/We hereby submit an application to request approval for building and / or erection of a telecommunication facility to The City of Barrie Development Services Department. Enclosed with this application is the required fee as prescribed on page 2 of this application form.

I, \_\_\_\_\_ of \_\_\_\_\_ of the County of \_\_\_\_\_, do solemnly declare that all above statements contained in all of the exhibits submitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the "CANADA EVIDENCE ACT".

Declared before me at \_\_\_\_\_

of \_\_\_\_\_ in the County of

\_\_\_\_\_ this \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE OF OWNER OR AGENT

COMMISSIONER OF OATHS

APPLICATION ACCEPTED AS COMPLETE:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

## Template of Notice of Public Open House to be sent by Applicant

### NOTICE OF PROPOSED COMMUNICATIONS TOWER

An application has been submitted by **(Name of Applicant)** on behalf of **(Owner)** to erect a telecommunications monopole/facility, being (height in metres) metres in height on lands municipally known as:

#### **Municipal Address**

#### **Legal Description**

A **Public Open House** has been scheduled for **(meeting date)** at **(time)** at:  
(Meeting Place)  
(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 tower.

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

The Municipal contact on this application is **(Name of Planner)** at **(Telephone Number/Email Address)** quoting File No. **(City File Number)**.

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

Location Map

# Public Notice

## A Communication Tower is proposed for this site



Insert

KEY MAP

**ADDRESS:**  
**APPLICANT:**

**TO SHARE YOUR VIEWS:**  
**CONTACT:**



### Public Open House

A Public Open House will be held to discuss this application:  
date/time:  
location:

All decisions relating to this application will be made by Industry Canada



[barrie.ca/ProposedDevelopments](http://barrie.ca/ProposedDevelopments)