

TELECOMMUNICATIONS TOWER

APPLICATION COMPLETION CHECKLIST

We will be happy to begin processing your application once we have received the following documents by email to planning@cochrane.ca. Please refer to the Town of Cochrane Telecommunications Antenna Structures Siting Protocols for more details.

☐ **APPLICATION FORM**

The form is to be completed in full by the proponent and signed by the registered owner(s) of the land and/or the person authorized to act on their behalf. If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below.

☐ **AUTHORIZATION**

Signature(s) of all registered landowner(s) on the application form, or a letter of authorization from registered landowner(s), if different from applicant/proponent, authorizing the proposed development/use. The landowner(s) can also fill out the Town of Cochrane's Landowner Authorization Form.

☐ **APPLICATION FEE**

Telecommunication Tower Type A - \$2,500.00; Type B - \$500.00; Type C - \$75.00

☐ **COPY OF CURRENT CERTIFICATE OF TITLE**

A copy of title can be obtained from any provincial registry office or for a fee of \$15 at the Town office. The Certificate of Title must be current within 30 days of the application date.

Relevant registered instruments, such as caveats, restrictive covenants and/or utility right-of-ways/easements will need to be provided. The Development Officer will determine which instruments are required as part of the application.

☐ **SITE PLAN**

The Site Plan must be provided in PDF format, be legible and include dimensions in metric and directional arrows. It should also include:

- ☐ Municipal and legal address
- ☐ Property lines with adjacent streets and lanes
- ☐ Location of the antenna structure and any support buildings, including their dimensions
- ☐ Location of existing buildings on site and access to the site
- ☐ Distance to the nearest residential property (or residential district if no dwellings are existing yet)

☐ **ELEVATION DRAWINGS**

Elevation drawings must be provided in PDF format, be legible and include dimensions in metric. They should show all sides of the antenna structure as well as proposed colour, material, diameter, and height.

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☐ **COLOUR PHOTOS**

Colour photos must show the proposed location of the telecommunication antenna structure as well as immediate surroundings.

☐ **PUBLIC CONSULTATION/ADVERTISEMENT**

The submission shall include documentation of all public notification or consultation as required by the Town of Cochrane Telecommunications Tower Siting Protocols.

☐ **SUPPORTING INFORMATION**

The Development Officer may request additional information to support the application if required, including but not limited to Floor Plan(s), a brief/report documenting any pre-submission consultation or meetings between the proponent and the Town or any stakeholder groups, and correspondence documenting co-location information as applicable.