



# TELECOMMUNICATIONS APPLICATION

## TOWN OF COCHRANE PLANNING SERVICES

101 RANCHEHOUSE ROAD, COCHRANE, AB T4C 2K8

TEL: 403-851-2570

Email: [planning@cochrane.ca](mailto:planning@cochrane.ca)

### FOR OFFICE USE:

APP No. \_\_\_\_\_

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt No. \_\_\_\_\_

### Proponent Information

Name of Proponent (please print):

Contact Person:

Mailing Address:

Postal code:

Phone:

Email:

### Application Information

Name of Applicant (if not proponent):

Mailing Address:

Postal code:

Phone:

Email:

### Registered Owner Information

Name of Registered Owner (if not proponent or applicant):

Mailing Address:

Postal code:

Phone:

### Legal Description

Lot(s):

Block(s) / Unit(s):

Plan:

Municipal Address:

Land Use Zoning:

Existing Use of Lands and Buildings:

### Proposed Type

**TYPE A**

**TYPE B**

**TYPE C**

Proposed Antenna Structure Information		
Site Area (m <sup>2</sup> ):	Total Antenna Structure Area (m <sup>2</sup> ):	Proposed Structure Height (m):

Support Buildings/Cabinets	
Area (m <sup>2</sup> )	Heights (m)

Pre-submissions Consultation Date:	
Dates for Public Notification (Newspaper):	
Date of Public Meeting:	
Other Information:	

Applicant's Declaration	
<p><b>I/We</b> (please print), _____            Hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my/our knowledge, a true statement of the facts relating to this application.</p>	
Date Signed:	Signature(s):

Right of Entry	
<p><b>I/We</b> (please print), _____            Being the registered owner(s) or person(s) in possession of the herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Cochrane entering upon the said property for the purpose of inspection during the processing of this application.</p>	
Date Signed:	Signature(s):

## FOIP Notification

Compliance with the requirements of Land Use Bylaw 01/2022 does not afford relief from compliance with the *Municipal Government Act* or any other federal, provincial, or municipal legislation, or the conditions of any easement, covenant, building scheme, or agreement affecting the lands or buildings.

FOIP Notification: The personal information requested on this form is collected under the authority of the *Municipal Government Act*, Section 640, and the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act*, Section 33(c) and is protected under Part 2 of that Act. Information collected by public bodies forms part of a file that may be available to the public. Please be advised that the information collected is used for processing this application, ensuring compliance with planning policies, and may be used to conduct ongoing evaluations of services received by the Town of Cochrane. Questions about this collection can be submitted to: FOIP Coordinator, 2nd Floor, 101 Ranchehouse Road, T4C 2K8, 403-932-2674 or FOIP@cochrane.ca

### Questions?

Please do not hesitate to contact planning staff at [planning@cochrane.ca](mailto:planning@cochrane.ca) or 403-851-2570

### Submission Content Requirements to Accompany the Telecommunications Application

1.	<b>Application form:</b> Be as detailed as possible and fill in all relevant "blanks". Use a separate sheet of paper for any additional information that you think is relevant.
2.	<b>Application Fee:</b> Fees vary according to the type of telecommunication antenna structure being proposed. Please contact us or look online for the fee that is applicable to your proposal.
3.	<b>Copy of Title:</b> A current copy of a Certificate of Title, including relevant encumbrances, searched and dated within thirty (30) days of application submission.
4.	<b>Authorization:</b> Signature(s) of all registered owner(s), their agent, or other person having legal equitable interest in the land, shall be on the application form or a letter of authorization from the registered owner(s) authorizing the agent to apply proposed telecommunication antenna structure. Where an agent is authorized, proof verifying the agent's authority must be submitted.
5.	<b>Pre-submission Consultation Documentation:</b> As required by the Protocols ( <b>Council Policy 2004-01</b> )
6.	<b>Public Consultation Report:</b> Include information documenting the public consultation meeting or process required by the Protocols. Include all of the documentation prepared for the public meeting as required in Section 5.7 of the Protocols.
7.	<b>Evidence of Public Notification:</b> Include for all local newspapers for two consecutive weeks as required in the Protocols.
8.	<b>Public Correspondence Responses:</b> Include copies of correspondence documenting the applicant responses to the public.
9.	<b>Co-location Correspondence:</b> Include co-location correspondence and information pursuant to Section 9.3 of the Protocols.
10.	<p><b>Site Plan:</b> Copy of drawings in PDF. To be included on the professionally produced drawing/plan(s) drawn to a readable and measureable scale showing:</p> <ul style="list-style-type: none"> <li>a) "North" arrow</li> <li>b) Legal description and municipal address of the property</li> <li>c) Dimensions, including parcel size, of the site (metric)</li> <li>d) Property boundaries and all registered utility rights-of-way and easements</li> <li>e) Location (sizes and dimensions) of the proposed telecommunication antenna structure and any support buildings, and all existing structures and buildings and their uses, including all setbacks (distances from property lines)</li> <li>f) All access roads (streets, lanes, etc.) and planned access locations to and from the site</li> <li>g) Land uses and buildings on adjacent properties</li> <li>h) Existing and proposed: utilities, site drainage, site grades, the grades of the streets and sewer servicing the property, elevations of top of curb or sidewalk and lot corners (not required for Type C applications)</li> <li>i) Landscaping plan: existing and proposed vegetation, including number, type, and sizes of trees and shrubbery, including fencing and screening of the site</li> <li>j) Location of and distance measured to the nearest residential property (or residential district if no dwellings exist yet).</li> <li>k) Location and approximate dimensions of existing and proposed parks, playgrounds, and other amenities</li> <li>l) Where applicable, information describing any noxious, toxic, radioactive, flammable, or explosive material proposed for use or storage</li> <li>m) A "title block" showing designer's name, applicant's name, preparation date, revision dates, and drawing numbers</li> </ul>
11.	<b>Colour Photographs:</b> Showing the proposed location of the telecommunication antenna structure and immediate surroundings.
12.	<b>Elevation Drawings:</b> Show all sides of the proposed antenna structure, including proposed colour, material, diameter, and height. Include any disguised or camouflaged measure or characteristics as per Section 8.0 of the Protocols.
13.	<b>Additional Information:</b> Any other additional information or material the Administration determines to be necessary and appropriate to properly evaluate the proposed submission may be required. Staff will advise in consultation with you.