



TOWN OF COALDALE TELECOMMUNICATION SITING PROTOCOL APPLICATION & CHECKLIST

Date of Application: _____

APPLICANT INFORMATION

Name of Applicant
(please print): _____

Phone (primary): _____

Mailing Address: _____

Phone (alternate): _____

City/Town: _____

Fax: _____

Postal Code: _____

Email: _____

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/Town: _____	
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DETAILS OF THE PROPOSED DEVELOPMENT

What currently exists on the parcel?

What will the tower be used for?

TOWER SIZE

Overall tower height _____ m ft Commencement Date: _____

DECLARATION OF APPLICANT/AGENT

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.

APPLICANT

Registered Owner (if not the same as applicant)

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.



TOWN OF COALDALE
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 Town of Coaldale 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.

FEES		
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 Town of Coaldale 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>Co-utilization: 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>Stealth Structure Options/Screening: 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 Town.</p>		
<p>Lighting and Signage: 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>Notification & Public Consultation Process: All landowners within a distance of 3.2 km (2 miles) from the proposed structure must be notified. Please provide a letter that the Town 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> <p>Note: Town of Coaldale reserves the right to charge an administrative fee in accordance with standard Town fees for any time associated with copying and distribution of letters.</p>		