

Office Use Only

Application Number: _____ Ward Number: _____ File Lead: _____

Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____

Fee Received:

\$

Municipal Review and Concurrence of An Antenna System



Application Form

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this form is collected for the purposes of City of Ottawa's consultation process under the *Municipal Concurrence and Public Consultation Process for Antenna Systems*, a process that forms part of Industry Canada's approval process for radiocommunication installations under the authority of the Radiocommunication Act, 1985, s. 5, and Industry Canada Client Procedure Circular CPC-2-0-03. The information will be used to facilitate the consultation process. Questions about this collection may be directed by mail to Manager, Business Support Services, Planning, Real Estate and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 24075.

Section 1: Background Information

Site Address or Location:

Have you pre-consulted with City Staff?

Yes No

If **yes**, please indicate the date of the pre-consultation. (dd/mm/yyyy)

Have you pre-consulted with the Ward Councillor?

Yes No

If **yes**, please indicate the date of the pre-consultation. (dd/mm/yyyy)

Antenna system operator information (if different from applicant/agent):

Name:

Mailing Address:

Telephone: Email address:

Applicant / Agent Information

Company name:

Contact name:

Mailing Address:

Telephone: Email address:

Registered Property Owner Information Same as above

Name:

Mailing Address:

Telephone: Email address:

Site Details

Legal Description:

What is the land currently used for?

Lot frontage: m Lot depth: m Lot area: _____ m²

OR Lot area: (irregular lot) m²

Proposal Details

Type of Installation Proposed:

- Antenna System
- Residential Use Antenna System (RUAS)

Details of Installation (new installation, modification of an existing RUAS or Antenna System, height, location on the property, design, any associated buildings or structures, expected lighting, etc.)

What is your anticipated date for start of construction? Date (dd/mm/yyyy):

Will the roadway be modified as a result of this proposal? Yes No

Location and Extent of Leased Area for an Antenna System:

Leased Area m²

Public Consultation

RUAS - Will public consultation be required under Part 8.1 Yes No

Antenna System - Will public consultation be required under Part 8.2 Yes No

Note: Please refer to Part 8 of the [Municipal Concurrence and Public Consultation Process for Antenna Systems](#) to determine if this application will be subject to public consultation

Will a notice be required to be placed in a local community newspaper? Yes No

Section 2: Application Type and Fees

Fees must be paid in full at the time of the application submission

Please select and fill in only one of the two options for fee payment below.

Application Type:

- | | |
|---|------------|
| <input type="radio"/> Antenna System | \$5,244.00 |
| <input type="radio"/> Residential Use Antenna System (RUAS) | \$586.00 |

Note: Please refer to Part 3 of the *Municipal Concurrence and Public Consultation Process for Antenna Systems* for the definition of each of the above Application Types

Section 3: Submission Requirements

Applicants must refer to Part 7 of the *Municipal Concurrence and Public Consultation Process for Antenna Systems* for detailed submission requirements associated with each application type.

Study and plan requirements are outlined for the applicant following pre-consultation. Applicants should refer to the *Applicant's Study and Plan Identification List* provided to them by the City of Ottawa.

Technical Requirements

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate metric scale (1:200, 1:250, 1:300, 1:400 or 1:500).
- A scale of 1:200 is recommended for the Concept Plan Showing Proposed Land Uses and Landscaping.
- Many of the plans and studies collected with this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and plans must be supplied in Adobe .PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.

Section 4: Declarations

Authorization by the Owner allowing the Applicant to submit the Application

The Registered Property Owner must complete this section to authorize an Applicant to apply for municipal review of an antenna system proposed on their property.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I, am the owner of the land that is subject of this application and I authorize to make this application on my behalf.

Date (dd/mm/yyyy):

Signature of Owner

Affidavit or Sworn Declaration that the Information is Accurate

The person carrying out the application (Registered Property Owner, Antenna System Operator, or Applicant) must complete the sworn declarations in this section

I, , of the City of solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

Sworn (or declared) before me

At ,

This day of ,

Commissioner of Oaths

Signature of Applicant or Owner

Section 5: Environmental Site Assessment

Part 1: Statement of the Site Owner Concerning Environmental Site Assessment (ESA)

The Owner / Applicant must complete Section A, regardless of whether a Phase 1 ESA has been completed for the site.

Where an ESA is required, the Owner or Applicant and the Consultant responsible for preparing the study, must complete both Sections A and B below.

Section A:

I acknowledge that the City of Ottawa is not responsible for the identification and / or remediation of contaminated sites. I also agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise related to the site or any other lands impacted by the site, that I will not make any claim whatsoever against the City of Ottawa, its respective directors, officers, employees, or agents, or any of the foregoing, for or in respect of any loss, damage, injury or costs.

Section B:

This is to certify that as the Owner / Applicant of the site, I have hired:
as the principal consultant to undertake a Phase 1 Environmental Assessment. I have undertaken reasonable inquiry into the previous ownership and uses of the property and to the best of my knowledge I have provided to the principal consultant, information relevant to the principal consultant's investigation of the environmental condition of the site. I agree to provide copies of the said Phase 1 Environmental Site Assessment on request.

Name:

Address:

Signature of Applicant or Owner Date (dd/mm/yyyy):

Section 5: Environmental Site Assessment (continued)

Part 2: Affidavit of Principal Consultant Concerning Environmental Site Assessment

I, , of the City of

Make oath and say as follows:

I am the , of

and have personal knowledge of the matters set out below.

I, , was retained or employed as the principal environmental consultant to undertake or supervise the Phase 1 Environmental Site Assessment of the site located at

The assessment activities at the site have been completed in accordance with the Canadian Standards Association's Phase 1 Environmental Site Assessment, CAN/CSA Z768-01, as amended. (Or alternatively, the "Standard practice for Environmental Assessments: Phase 1 Environmental Site Assessment Process", ASTM E1527-00, ASTM International and "Standard Practice for Environmental Site Assessments: Transaction Screen Process", ASTM E1528-00, ASTM International).

- I am employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.
- I am not employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

Findings of the said Phase 1 Environmental Site Assessment are that:

- There are no issues of actual or potential environmental concern with respect to soil and / or groundwater quality and a Phase 2 Environmental Site Assessment will not be required; or
- There are issues of actual or potential environmental concern with respect to soil and / or groundwater quality and a Phase 2 Environmental Site Assessment is required to investigate the identified issues.

Sworn (or declared) before me

At the , of ,

In the ,

This day of ,

Commissioner of Oaths

Signature of Consultant

Address of consultant:

Telephone # of consultant: