TELECOMMUNICATION TOWER APPLICATION PACKAGE

The following telecommunication tower application package outlines all the information necessary to evaluate and provide a timely decision on your application. Please refer to the Town of Cochrane Telecommunications Antenna Structure Siting Protocols for more information on the Town's process and requirements.

Applications and materials submitted must be clear, legible and precise. All plans must be clear of any previous approval stamps and/or notations. Drawings must be contained on each page and must be to a professional drafting standard.

Only complete applications will be accepted.

1. PROPOSED DEVELOPMENT	
Property Address:	
Legal Address:	
Existing Use of Lands and Buildings:	
Proposed Tower Type:	Type A
Proposed Structure Height:	
Total Structure Area:	
2. CONSULTATION INFORMATION:	
Pre-submission Consultation Date:	
Public Notification Date(s):	
Date of Public Meeting:	
Other Information:	
3. PROPONENT INFORMATION:	
Name of Proponent:	
Contact Person:	
Mailing Address:	
City/Prov/Postal Code:	
Phone Number:	
Email:	

4. Applicant Information

Applicant Name(s):

Mailing Address:

City/Prov/Postal Code:

Phone Number:

Email:

5. Owner Information (if not the applicant) – All individuals on Title need to listed

Applicant Name(s):

Mailing Address:

City/Prov/Postal Code:

Phone Number:

Email:

6. Required Documents and Drawings

☐ **1. Certificate of Title**
- ☐ Must have been pulled within 30 days of submission

*Certificate(s) of Title and any Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats registered on the Title can be obtained through SPIN2 https://alta.registries.gov.ab.ca/spinii/logon.aspx or by visiting an Alberta Registry Office.

☐ **2. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats**
- ☐ We do not require any financial documents registered on Title (e.g. mortgages, rent or lease interest, and builder's liens, etc.)

3. Application Fee (Fee Schedule)
- An invoice will be sent to the Applicant once Planning Services reviews the submission

☐ **4. Colour Photographs** (Label and identify each photograph)
- ☐ The proposed location of the telecommunication structure and immediate surroundings
- ☐ Any unique features or aspects of significance to the development

☐ **5. Site Plan(s)**
- ☐ Include a north arrow
- ☐ Include the municipal address (e.g. Street address) and legal address (e.g. plan/block/lot)
- ☐ All measurements shall be in metric
- ☐ Where applicable, include information describing any noxious, toxic, radioactive, flammable, or explosive material proposed for use or storage.

☐ Plot and dimension all property lines
- ☐ Provide setbacks from the property lines to the proposed structure and support buildings.

☐ Label and include when adjacent to parcel
- ☐ Town streets

- ☐ Sidewalks and public pathways
- ☐ Curb cuts, medians, and breaks in medians
- ☐ Existing and proposed pedestrian crosswalks
- ☐ Light standards, utility poles, street signage, and street furniture
- ☐ Hydrants, utility boxes or fixtures

☐ Easements, Utility Rights-of-Way, etc.
- ☐ Identify all easement and right-of-way areas
- ☐ Label easement width, type, and plan registration number

☐ Plot and dimension corner visibility triangle *(Section 11.1 in LUB 01/2022)*
- ☐ Only applicable to corner lots

☐ Gas well or abandoned well
- ☐ Indicate the necessary setback of each well, if applicable

☐ Floodway, flood fringe, and overland flow (as identified by AB Environment and Protected Areas)
- ☐ Identify location and setback to buildings and structures

☐ Plot and dimension all buildings, structures and setbacks
- ☐ Identify the location of the proposed telecommunication structure and any support buildings, all existing structures and buildings and their uses
- ☐ Dimension the proposed telecommunication structure and any support buildings as well as all existing structures and buildings.
- ☐ Provide setback to the nearest residential property or residential district if no dwellings exist yet.

☐ Parcel and lease area size
- ☐ Include parcel size of the site in metric as well as proposed lease area

☐ Access and parking
- ☐ Provide location and dimensions of all access roads (streets, lanes, etc.) and planned access locations to and from the site

☐ Fencing
- ☐ Identify location of proposed or existing fencing
- ☐ Label height and fence type (e.g. chain link, wood)
- ☐ Cross reference to an elevation drawing for each type of proposed fence

☐ Retaining walls (if proposed)
- ☐ Identify location and height of any existing or proposed retaining wall(s)
- ☐ Provide height of fencing on top of wall, if proposed
- ☐ Cross reference to an elevation drawing for each retaining wall over 1.2m in height

☐ Servicing and grading information – Type A & B applications only
- ☐ Existing and proposed utilities
- ☐ Existing and proposed site drainage
- ☐ Existing and proposed grades for the site
- ☐ Existing and proposed grades of the streets and sewer servicing the property
- ☐ Existing and proposed elevations of top of curb or sidewalks and lot corners

☐ **6. Landscaping Plan**
- ☐ Include a north arrow
- ☐ Include the municipal address (e.g. Street address) and legal address (e.g. plan/block/lot)
- ☐ All measurements shall be in metric

☐ Landscaping Details
- ☐ Include existing vegetation including the number, type and size of trees and shrubs
- ☐ Include proposed vegetation including the number, type and size of trees and shrubs

☐ Fencing
- ☐ Identify location of proposed or existing fencing
- ☐ Label height and fence type (e.g. chain link, wood)
- ☐ Cross reference to an elevation drawing for each type of proposed fence

☐ **7. Elevation Drawings**
- ☐ Submission must include coloured elevation drawings
- ☐ Include municipal address (e.g. street address)
- ☐ Cross reference with other plans, where applicable

☐ Include elevations drawings and dimensions for
- ☐ All building facades
- ☐ All sides of the proposed telecommunication structure

☐ Include the following on elevation drawings for buildings
- ☐ Location of doors and windows
- ☐ Exterior colours and materials
- ☐ Roof materials
- ☐ Height of building from grade to roof peak

☐ Include the following on elevation drawings for the telecommunication structure
- ☐ The proposed colour
- ☐ The proposed material
- ☐ The proposed diameter and height
- ☐ Any disguised or camouflaged measures or characteristics

☐ **8. Floor Plans**
- ☐ Only required for proposed buildings
- ☐ North Arrow
- ☐ Include the municipal address (i.e. street address)

Plot and dimension walls and openings
- ☐ Dimension interior and exterior walls
- ☐ Label the purpose of each space

☐ **9. Pre-submission Consultation Documentation**

- ☐ A brief or report must be submitted documenting any pre-submission consultation or meeting(s) between the proponent and the Town of Cochrane or any other stakeholder group.

☐ **10. Public Consultation Report**

- ☐ To include information documenting the public consultation meeting or process required by the Town of Cochrane Telecommunication Antenna Structure Siting Protocols
- ☐ Include all of the documentation prepared for the public meeting as required in Section 5.7 of the Protocols.
- ☐ Include copies of correspondence documenting notification to affected residential properties, if applicable and stakeholder groups.
- ☐ Include copies of all comments/concerns/responses received from the public during consultation and the applicant's response.

☐ **11. Evidence of Public Notification**

- ☐ Provide copies of the public notification in all local newspapers for two consecutive weeks, where required by the Protocols.

☐ **12. Co-location Correspondence**

- ☐ Provide written evidence demonstrating that co-location on an existing telecommunication structure, a replacement, or a modification has been reviewed with other proponents operating within Town limits.
- ☐ Provide information regarding the feasibility of co-location versus the construction of an additional tower.
- ☐ If co-location is not possible for technical reasons, a statement signed by a technical expert must be submitted
- ☐ If co-location is not possible due to lack of interested participants, a statement signed by the appropriate authority for the proponent must be submitted.

☐ **13. Supporting Information:**

Administration or Council may require additional material considered necessary to properly evaluate the proposed telecommunication tower. Please note every application is unique and may require different supporting information. Supporting information may include:

- ☐ Written rationale supporting any deficiencies to Council-approved policies, bylaw regulations, or technical guidelines
- ☐ 3D Colour Rendering of the proposed development
- ☐ Fire Access Plan and Swept Path Analysis
  - Must follow the Town of Cochrane Fire Access Plan and Swept Path Analysis Guide
- ☐ Tree Protection Plan
  - Must be submitted when there are existing trees within the road right-of-way and must detail how the existing trees will be protected during construction
- ☐ Lighting Plan
  - Plot locations of proposed and existing light fixtures and light standards

- Provide details of light fixtures including drawings and specifications
- Provide details for site and building lighting
- Photometric lighting plan

7. Applicant's Declaration

In relation to the submission of this application:

☐ If the registered owner(s) of the subject property elects to have someone act on their behalf in the submission of this application the following must be completed:

☐ As owner(s) of the land described in this application, I/we hereby authorize _____ to act as the applicant regarding this land development application. I acknowledge that this means all communication will be directed through the applicant.

☐ I / We (please print), _____ being the registered owner(s) **OR** person(s) authorized to act on behalf of the registered owner(s) of the land that is the subject of this application, hereby authorize a person designated by Cochrane to enter upon the said property for the purpose of inspection during the processing of this application. If any other person is in possession of the subject land, I/we consent to such access by the municipality on behalf of that occupant and have full authority to grant this consent on the occupant's behalf.

☐ I certify that all information submitted with this application, including information shown on plans and documents, to be true and correct. Incomplete or inactive applications may be cancelled or refused at the discretion of the proper authority in accordance with their respective bylaw.

ATIA (Formerly FOIP) Notification: The personal information collected through this form and the submitted drawings will be used to process your application. It will form part of a file that may be available to the public. The information collected is also used to ensure compliance with planning policies. The information relates directly to and is necessary for the operation of the program or activity applied for and may be input into an automated system to generate content or make decisions, recommendations, or predictions. This information is collected and used under the authority of Section 640 of the Municipal Government Act and Section 4(c) of the Protection of Privacy Act, it is managed in accordance with the *Act*. For questions about the collection of personal information, please contact ATI@cochrane.ca.

Applicant Signature	**Date**
Proponent Signature	**Date**
Owner Signature	**Date**

Forms are updated periodically. Please ensure you have the most recent edition.

Inquiries? **Phone:** 403-851-2570 **Web:** cochrane.ca / **Email:** planning@cochrane.ca	**Submit complete applications to:** **Email:** planning@cochrane.ca