

Development Application Checklist

Telecommunications Facility

Project Address

Access Code

Base Requirements

One digital copy (PDF form) of each of the following:

	Office Use
Site plan	
Elevation drawings of the structure	
Elevation drawings of the Building	
Method of illumination	
Certificate of Title (within the last 20 days)	
Other	
Completed Application Form	
Application Fee	

Base Information

Every Page of the submitted plans and drawings must contain the following information:

- Legal Information
- Municipal Address
- Drawing Date and Number
- Drawing Scale
- Project Name/Description

Specific Information

Site Plan

1. Must be oriented with north at the top of the page and show a north arrow

2. Must indicate in a text block:

	Office Use
identification of all streets and lanes	
vehicular accesses	
location of all buildings on site	

3. Shows dimensions in metric and identifies:

	Office Use
the subject parcel lines dimensioned in accordance with the registered plan	
all easements, utility ROWs, and other applicable encumbrances	
all the existing and proposed buildings on the subject parcel	
the setback distances to all parcel lines	
the existing and/or proposed above ground utility structures	

Elevation Drawings

Shows in colour, dimensions in metric, and identifies

	Office Use
location of the tower on the building or structure	
vertical and horizontal dimensions of the building and bay(s) - rooftop	
vertical and horizontal dimensions of the tower structure	
distance from grade to the top of the tower	
materials from which the tower is to be constructed	
method used to support the tower	