

# Telecommunication Tower / Antenna Facility Request Form



City of Mississauga  
Planning and Building Department  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
TEL 905-615-3200 ext. 5516  
FAX 905-896-5553  
[www.mississauga.ca](http://www.mississauga.ca)

## A. Formal Submission Requirements

All telecommunication tower/antenna facility proposals that do not meet the exclusion criteria identified in Section 4.1 of the City of Mississauga Telecommunication Tower/Antenna Facilities Protocol will require a formal submission to the Development and Design Division of the Planning and Building Department.

A formal request submission is by appointment only. To schedule an appointment, contact Sanja Blagojevic at 905-615-3200 ext. 4199 or by e-mail at: [sanja.blagojevic@mississauga.ca](mailto:sanja.blagojevic@mississauga.ca).

The following materials must be provided to the Development and Design Division of the Planning and Building Department:

- Completed Telecommunication Tower / Antenna Facility Request Form (including a completed Agent Appointment and Authorization form, if applicable) and fees in accordance with the City's current General Fees and Charges By-law, as amended;
- Site Selection/Justification Report prepared by a qualified professional, such as a land use planner or engineer. The report should identify all tower facilities within the vicinity of the proposed location. It should also include details with respect to the coverage and capacity of the existing tower facilities in the surrounding area and provide detailed documentary evidence as to why co-location on an existing tower facility is not a viable alternative to the construction of a new tower facility;
- Public Notification Package in accordance with the City's protocol;
- Site Plan or Survey Plan which shall include a compound layout, an elevation plan and parking/loading statistics if the proposal is located on parking/loading areas;
- Draft wording of the newspaper notice in accordance with the City's protocol, if applicable;
- Draft wording of the notice sign in accordance with the City's protocol; and
- Electronic copy (on disc) of the Site Selection/Justification Report, Public Notification Package and Site Plan or Survey Plan in a PDF file format;

If the required materials listed above are not complete or provided to the satisfaction of the Director (or designate), the request will be considered incomplete and will not mark the official commencement of the 120 day consultation process.

To view the City of Mississauga Telecommunication Tower/Antenna Facilities Protocol, please visit:

<http://www6.mississauga.ca/onlinemaps/planbldg/Miscell-P&B/TelecomProtocol-2012Dec12.pdf>

The personal information on this form is collected under the authority of the *Municipal Act*, 2001, s. 227 and the *Radiocommunication Act*, 1985, s. 5, as amended. The information is used to facilitate the land-use and public consultation process stipulated by Industry Canada in connection with Mississauga's City Council adopted Telecommunication Tower / Antenna Facilities Protocol, as amended. Questions about the collection of personal information should be directed to the Manager, Development Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone 905-615-3200 ext. 5517.

<b>B. Site and Planning Information</b>			
Address		Zoning	
General Location of Site		Official Plan Designation	
Type of Lands			
<input type="checkbox"/> Private Lands	<input type="checkbox"/> City Owned Lands	<input type="checkbox"/> Within road allowance	<input type="checkbox"/> Other

<b>C. Applicant</b>		Applicant is : <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent of Owner	
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Fax No.	

<b>D. Property Owner of the Subject Site</b>			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Fax No.	

<b>E. Proposed Telecommunication Tower / Antenna Facility Information</b>			
<input type="checkbox"/>	New Tower / Antenna Facility		
<input type="checkbox"/>	Modification or addition to an existing Tower / Antenna Facility		
<input type="checkbox"/>	Other – Specify :		
Height of Tower :		Type of Tower :	

<b>F. Notification and Consultation Information</b>			
1.0	Is the tower height 30 m or greater in height? If YES, a newspaper notice is required in accordance with Section 9.6 of the City's protocol. A copy of a draft newspaper notice is required as part of the required materials for the formal submission.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.1	Indicate the proposed date on which it will be published (no sooner than 14 days from the date of the formal submission):	Date:	
2.0	Is the facility located within a residential area; OR within the greater of either, three times the tower height or 120 m from a residential area? If YES, a public information session is required in accordance with Section 9.7 of the City's protocol.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.1	Who will be convening the public information session?	<input type="checkbox"/> Applicable MP	<input type="checkbox"/> Agent/Applicant
2.2	If the Agent/Applicant is convening the public information session, provide correspondence showing that an effort has been made to notify the applicable Member of Parliament (MP) of the proposal and requesting the applicable MP to convene the public information session.	<input type="checkbox"/> Correspondence Attached	
2.3	Indicate the proposed date of the public information session:	Date:	

### G. Declaration of Agent / Applicant

I, the undersigned, hereby declare that:

- the statements and attached documentation made by me in this request are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this request; and
- I have authority to make this request.

\_\_\_\_\_  
Signature of Agent / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

### H. Acknowledgement of Public Information by Agent / Applicant

I, the undersigned, hereby agree and acknowledge that the information contained in this telecommunication tower / antenna request and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

\_\_\_\_\_  
Signature of Agent / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

### Office Use Only

Pre-Consultation Date :		File No. :	
Formal Submission Date :		Ward No. :	
Complete Request - Official Commencement of 120 Day Consultation Process Date:			
Public Notification Area :	metres	Planner :	
Request Fee :	\$	<input type="checkbox"/> PAID	Date:
Peer Review Fee :	\$	<input type="checkbox"/> PAID, if applicable	Date:
Mailing List Fee :	\$	<input type="checkbox"/> PAID, if applicable	Date:
Circulation :			
<input type="checkbox"/> Urban Designer		<input type="checkbox"/> Community Services – Park Planning	
<input type="checkbox"/> Landscape Architect		<input type="checkbox"/> T&W – Transportation Asset Management	
<input type="checkbox"/> Zoning		<input type="checkbox"/> Other :	
<input type="checkbox"/> Development Assistant		<input type="checkbox"/> Other :	
<input type="checkbox"/> Development Services		Circulation Date :	
Notification :			
<input type="checkbox"/> Mayor		<input type="checkbox"/> Agent / Applicant	
<input type="checkbox"/> Ward Councillor		<input type="checkbox"/> Other :	
<input type="checkbox"/> Area Planning Manager		Notification Date :	

## Agent Appointment and Authorization

### Agent Appointment and Authorization

I / We, the undersigned, being the registered property owner(s) of

\_\_\_\_\_  
(Legal description or municipal address)

hereby authorize \_\_\_\_\_  
(Authorized agent's name)

as my / our agent for the purpose of submitting a telecommunication tower / antenna facility request to the City of Mississauga Planning and Building Department and acting on my / our behalf in relation to the request. The authority granted by this Agent Appointment and Authorization shall continue until I/we shall have revoked such authority in writing and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by me/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation. I / We have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
Signature of property owner or signing officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of property owner, corporation or partnership

\_\_\_\_\_  
Signature of property owner or signing officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of property owner, corporation or partnership