



## TELECOMMUNICATION DEVICE SUBMITTAL FORM

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [planning@okotoks.ca](mailto:planning@okotoks.ca) ■ Phone: 403.995.2760

I/We hereby make submission for a Telecommunication Device under the provisions of the Telecommunication Antenna Structures Siting Protocols and amendments thereto, in accordance with the plans and supporting information submitted herewith which form a part of this submittal. I/We understand that the Town of Okotoks is not the approving authority for a Telecommunication Device within Okotoks. Thus, final approval must be received from Industry Canada which is the approving authority. It is understood that incomplete applications will not be accepted by the Town.

Registered Owner Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Registered Owner  
Mailing Address: \_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if different from above) (if applicable)

Applicant  
Mailing Address: \_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

If a response has not been received within five (5)  
business days, please check your Junk (Spam) folder

### Telecommunication Device to be located at:

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
Lot(s) Block Plan Quarter Section

Land Use District: \_\_\_\_\_

Description of Development: \_\_\_\_\_

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### **Obligation of Registered Owner to Pay Additional Fees**

The registered owner of the land authorizes this application and consents to paying any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to, consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days from the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.

### **Right of Entry Authorization by Registered Owner**

The registered owner of the land authorizes the Town of Okotoks and their Agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for a development permit.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at foip@okotoks.ca or 403.995.2774.

#### **For Office Use Only**

File #: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt # \_\_\_\_\_

## TELECOMMUNICATION DEVICE SUBMITTAL REQUIREMENT CHECKLIST

The following information is necessary to facilitate a thorough evaluation and timely decision on your submittal. Please ensure all materials submitted are clear, legible, and precise. Please include this information when submitting your application.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant <b>and</b> the Registered Owner of the property on the Application Form - or - signature of the Applicant and a <b>Letter of Authorization</b> from the registered owner of the property, including the statements from the Application form under <b>Obligation of Registered Owner to Pay Additional Fees</b> and <b>Right of Entry Authorization by Registered Owner</b> .
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent or Land Titles Office not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	Colour photographs showing the proposed location of the telecommunication device / antenna structure, as well as the immediate surroundings.
<input type="checkbox"/>	<input type="checkbox"/>	Where applicable (please see Telecommunication Antenna Structures Siting Protocols), a brief or report documenting the public consultation meeting required for the telecommunication device / antenna structure.
<input type="checkbox"/>	<input type="checkbox"/>	Where applicable (please see Telecommunication Antenna Structures Siting Protocols), a brief or report documenting the public consultation meeting required for the telecommunication device / antenna structure.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of correspondence documenting co-location pursuant to subsection 8.3 of the Telecommunication Antenna Structures Siting Protocols (this is a must have and the 30 day submission processing period will not commence unless and until this information is provided to the Town).
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) full-size copies of a site plan (a Real Property Report may be used), drawing to a readable and measureable scale (preferably 1:200); one reduced copy (11x17); and an electronic copy (.pdf format) which can be emailed; showing: a) North arrow; b) Municipal address; c) Legal description; d) Property lines with adjacent streets and lanes;

		e) Location of the device / antenna structure and any supporting buildings, including their dimensions; f) Location of existing buildings on the site and access to the site; g) Existing and proposed landscaping, parking, fencing, and screening (if there is an existing approved site plan, proposed changes must be highlighted on this site plan); h) Distance to the nearest residential property (or residential district if no dwellings are existing yet); i) Elevation drawings showing all sides of the device / antenna structure and all other structures; and j) Proposed colour, material, diameter, and height of the device / antenna structure.
<input type="checkbox"/>	<input type="checkbox"/>	Any other additional information or material Administration determines to be necessary and appropriate to properly evaluate the proposed submission.

**Please Note:**

- This form must be submitted in conjunction with a Telecommunication Device Submittal Form.
- All dimensions must be provided in metric and all required drawings must be scaled (1:200 is preferred).
- Additional information may be required from the applicant after Planning Services has reviewed the submission.
- An submittal is considered complete when all required materials are received and the fee is processed.