

# Telecommunication Facilities Inquiry Meeting Request Form

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Town of Caledon, Planning and Development staff requires all proponents of Antenna Systems to meet with staff to discuss their proposal prior to attending a mandatory Preliminary (PARC) Meeting or submitting an application. The purpose of such meetings is to:

- Discuss the proposal including the rationale for the selected site and the content of the proposal submission;
- Identify preliminary issues and concerns;
- Identify the possibility of working with the Town to install or enhance the Town's IT (fibre) network;
- Review the local policies and procedures;
- Outline requirements for municipal, agency and public consultation; and
- Determine the stream applicable to the application

To request an Inquiry Meeting, the applicant must submit this request form and submit it along with the following information to Planning staff:

- Cover Letter containing the following information:
    - Description of the proposed Antenna System including the:
      - Location and dimensions of the tower, boundaries and equipment shelter,
      - Height and style of the tower, and,
      - Number of Antenna that may be mounted on the supporting structure.
    - If available, setbacks from the nearest building used for sensitive land use (residential, institutional, recreational, environmental), measured from the nearest point of the building, structure or feature, to the base of the tower.
  - Conceptual Site Plan or Site Sketch, fully dimensioned in metric which includes:
    - Proposed Antenna System in relation to the site,
    - Proposed access;
    - All lot lines;
    - Building locations;
    - Setbacks from the nearest building(s) measured from the nearest point of the building,
  - Any other information that may be pertinent.
  - List the Supporting Material:
- 



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## APPLICANT CONTACT INFORMATION

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Organization/Corporation Name

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Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

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First Name

Middle Name (Optional)

Last Name

---

Address Prefix (Optional)

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Street Number

Street Name

Street Type

Street  
Direction

---

Unit Type

Unit Number

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City/Town

Province

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Country

Postal Code

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Email Address

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Phone Number and Extension

Phone Type

Primary Phone

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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6311 Old Church Road  
Caledon, ON L7C 1J6  
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

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**OWNER CONTACT INFORMATION**

**SAME AS APPLICANT**

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**Organization/Corporation Name**

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**Contact First Name**

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**Contact Middle Name (Optional)**

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**Contact Last Name**

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**First Name**

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**Middle Name (Optional)**

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**Last Name**

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**Address Prefix (Optional)**

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**Street Number**

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**Street Name**

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**Street Type**

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**Street Direction**

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**Unit Type**

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**Unit Number**

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**City/Town**

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**Province**

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**Country**

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**Postal Code**

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**Email Address**

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**Phone Number and Extension**

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**Phone Type**

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**Primary Phone**

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**Phone Number and Extension**

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**Phone Type**

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**Phone Number and Extension**

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**Phone Type**

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**Phone Number and Extension**

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**Phone Type**

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**Phone Type**



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## PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
Unit Type	Unit Number		
Roll Number			
Legal Description			

### Site Area

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of requesting an Inquiry meeting. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

## SUBMISSION OF THE MEETING REQUEST

Please use the Town's online request form, or print, scan and submit the completed Inquiry Meeting Request Form and required information in person or by e-mail to:

Planning Department  
Town of Caledon  
T.: 905-584-2272 x. 7338  
Email: [pmeeting@caledon.ca](mailto:pmeeting@caledon.ca)

## INQUIRY MEETING PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, within 3 business days Planning staff will contact the applicant to schedule a meeting.

An Inquiry Meeting will not be scheduled if a planning approval process(es) is not required to facilitate the proposal. Should a meeting not be scheduled, the inquiry will be conducted via phone call.

Please note that all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting. Through a review of the application, or attendance at a Preliminary (PARC) Meeting, additional information may be identified or discussed.



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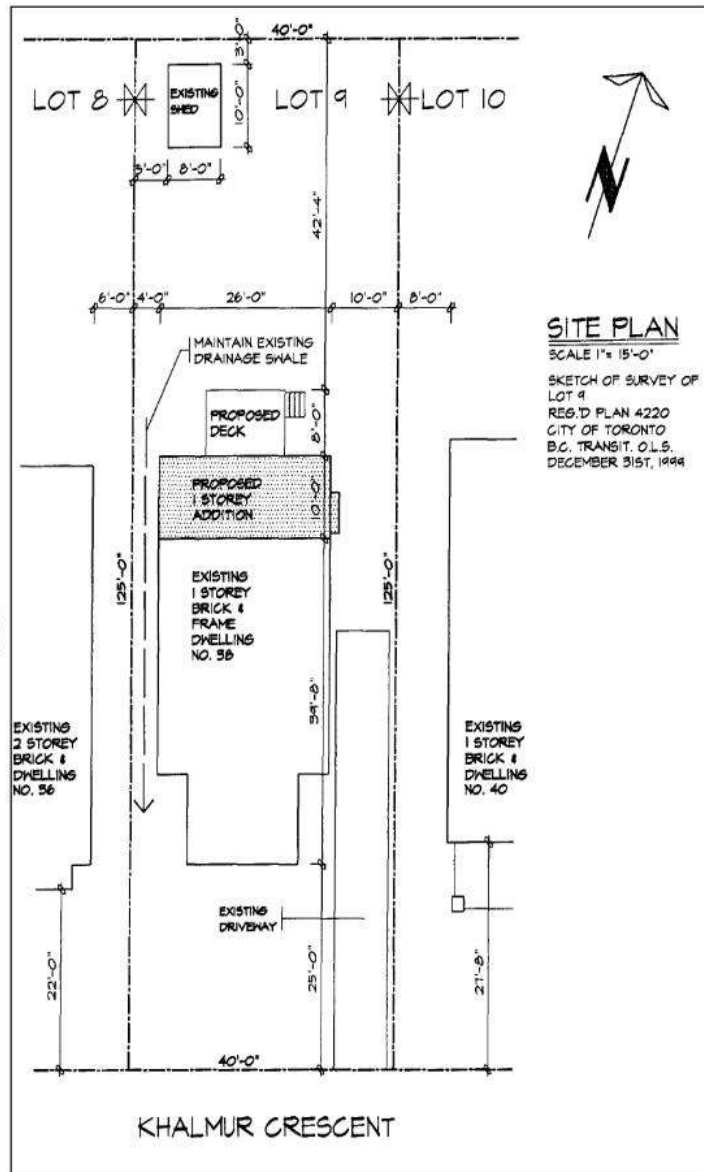
## Site Plan Example

A site plan identifies all buildings, structures and other features in relation to property boundaries. The site plan should identify your existing house and any proposed changes.

Most or all of the information required for a site plan may be found on your property survey.

The following information should be shown on a site plan:

- 1) Title and scale (metric)
- 2) Legal description
- 3) Street name
- 4) North arrow
- 5) Current uses
- 6) Property lines with dimensions
- 7) Setbacks to all property lines from existing and proposed structure(s)
- 8) Overall building dimensions
- 9) Right-of-way(s) and easements
- 10) Driveway
- 11) Septic, well, etc.
- 12) Natural and artificial features, watercourses, swamps, and wooded areas



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