

Meeting Request Form:

Preliminary Meeting - Telecommunication Facilities

Pre-Application Review Committee (PARC)

In accordance with the Town's Protocol for Establishing Telecommunication Facilities, all proponents of non-Fast Track Antenna Systems are required to attend a Preliminary (PARC) Meeting with the Town at the beginning of the Industry Canada authorization process.

Purpose

The purpose of the Preliminary (PARC) Meeting is to provide constructive feedback and confirm the planning approvals required for the development of a site, with an overall intent of streamlining the application process reducing timelines and cost. This meeting will:

- 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;
- Identify required submission requirements including lists of plans/studies; and,
- Receive preliminary comments and feedback from all internal departments and external agencies.

The applicant is also provided the opportunity to find out what planning policies apply to the site, the applicability of the Protocol, processing timelines, recent Council decisions which may be of relevance, as well as discover potential areas of concern.

Process

Preliminary Meetings - Telecommunication are managed through attendance at a Pre-Application Review Committee (PARC) Meeting.

Once the applicant has submitted the material identified below, the material will be reviewed for completeness. Once determined to be complete, the submitted material is then circulated to various internal departments and external agencies for review (including the Region of Peel, Niagara Escarpment Commission, School Boards, Conservation Authorities, Ministry of Transportation, as well as Town of Caledon Planning, Engineering, Transportation, Heritage, Landscape, Urban Design, Accessibility, Finance, Economic Development, Fire and Emergency Services, Public Works and Legal Services).



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These departments and agencies will review material and provide preliminary feedback/comments and also identify the drawings, supporting studies and reports, as well as engagement and consultation that are required for a complete application.

Planning staff will then arrange for a discussion or meeting with the applicant to discuss the feedback, comments and complete application requirements as identified by PARC within 1 week after the PARC review is completed. The discussion or meeting may include representatives from other departments and agencies, as required. The applicant will also receive a copy of a PARC Meeting Form/Checklist which identifies the application requirements and comments/feedback. The discussion will also outline the next steps for the project.

Please note:

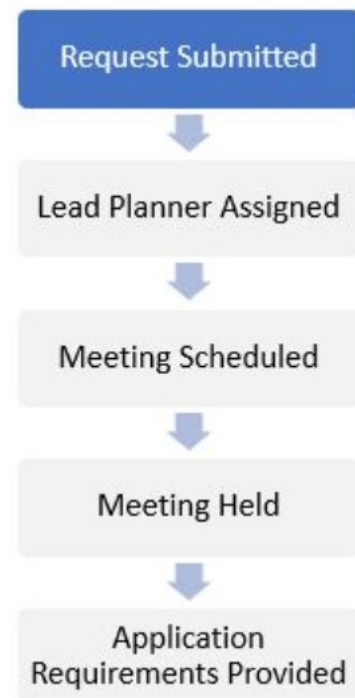
- That all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting. More detailed comments will be provided through the review of a complete application. Additional materials may be required through the review process.
- Once an application has been submitted, deemed complete and circulated for comments, additional information may be required during the processing of the application.

The PARC Meeting Form/Checklist and all comments provided will expire 4 months from the date of the PARC Meeting, at which time if the project has not progressed to the next stage, attendance at a new PARC Meeting will be required.

How to Request a Meeting

To request attendance at a Preliminary (PARC) Meeting - Telecommunication, the applicant must submit this request form together with the following information to Planning staff:

1. Preliminary (PARC) Meeting – Regular fee payment in accordance with the applicable Town of Caledon Fee By-law
2. A Cover Letter (in pdf or word format) containing the following information:
 - a) A brief description of the site including municipal address, legal description, roll number, PIN, lot area, lot frontage, existing uses and surrounding land uses
 - b) Consulting team contact information including but not limited to: Owner, Applicant, Planner, Engineer (as applicable).



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- c) Description of the proposed Antenna System including the:
 - a. Location and dimensions of the tower, boundaries and equipment shelter;
 - b. Height and style of the tower; and,
 - c. Number of antenna that may be mounted on the supporting structure.
 - d) Identification of all existing facilities within three (3) kilometres of the proposed location and why co-location on an existing Antenna System is not a viable alternative. This is to include at a minimum, the investigation of co-location potentials on the three closest existing or proposed (applications received by the Town) Antenna Systems; and,
 - e) Setbacks from the nearest building used for a sensitive land use (residential, institutional, recreational, environmental), measured from the nearest point of the building, structure or feature, to the base of the tower;
3. Site Plan or Survey Plan of the subject property showing the location of the proposed Antenna System in relation to the site and/or building on the property, including setbacks from the nearest building(s) measured from the nearest point of the building, structure or feature;
4. Elevation plans and coloured four-season simulated images of the proposed Antenna System;
5. A Site Selection/Justification Report written by a Registered Professional Planner (RPP) or Professional Engineer. The report should discuss alternative sites and co-location options that have been considered. It should also justify preference for the proposed site and address the following:
- a) Identification of any and all existing infrastructure within the required coverage/capacity area, suitability for co-location and reason(s) for disqualification;
 - b) Include details with respect to the coverage and capacity of the existing Antenna Systems in the surrounding area;
 - c) Technical coverage and/or capacity plots (mapping) showing current compromised network state, and desired end state;
 - d) Written description of the geographical area to be serviced by the proposed tower installation;
 - e) Survey Plan showing the layout of the proposed structure and ancillary equipment;
 - f) Notes from the Preliminary Meeting indicating issues raised by Town staff, and how they have been addressed;
 - g) Location of existing significant vegetation, mature trees, and other screening features;
 - h) Location of nearby natural heritage and natural hazard features;
 - i) Location of existing significant built heritage features and cultural heritage landscapes;
 - j) Proximity of public roadways;
 - k) Justification for proposed height;
 - l) Design justification that addresses the type of tower including colour, design and height of structure, and colour of lighting;
 - m) Potential impact on all Sensitive Land Uses within the area;
 - n) Potential impact on prime agricultural lands and existing agricultural uses within the area;

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- o) Potential effect on long and short range viewscales on the surrounding area; and,
 - p) Any other potential impact.
- 6. Where antenna structures are proposed to be located within or near residential areas, the proponent shall provide different examples of possible designs; including a monopole, flag pole, shrouded tripole, clock tower or similar architectural feature, in order to discuss concerns and comments with Town staff, prior to selecting a design;
- 7. Any other information that may be pertinent.

Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable when printed on maximum 11 x 17 format.



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APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type



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

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

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 a Preliminary (PARC) 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 Preliminary (PARC) Meeting - Telecommunication Request Form and required information submitted to the online form:

Planning Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: premeeting@caledon.ca



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