

Telecommunication Facilities Mandatory Pre-Consultation (DART) Meeting Request Form

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

The purpose of Pre-Consultation (DART) meeting 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;
- Identify required submission requirements including lists of plans/studies; and,
- Receive preliminary comments and feedback from all internal departments and external agencies.

Mandatory Pre-Consultation meetings are managed by Development Application Review Team (DART) meetings. DART meetings are held bi-weekly on Thursdays from 1:00 pm to 4:00 pm at Town Hall. To request attendance at a DART meeting, the applicant must submit this request form together with the following information to Planning staff:

A Cover Letter containing the following information:

- a) 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.
- b) 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,
- c) 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;

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;

Elevation plans and coloured four-season simulated images of the proposed Antenna System;



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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;
- o) Potential effect on long and short range views on the surrounding area; and,
- p) Any other potential impact.

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;

DART fee payment in accordance with the applicable Town of Caledon Fee By-law; and,

Any other information that may be pertinent.

List the Supporting Material:

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

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

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

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 Pre-Consultation (DART) 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 Pre-Consultation (DART) Meeting Request Form and required information in person or by e-mail to:

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



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Caledon, ON L7C 1J6
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PRE-CONSULTATION (DART) MEETING PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, the scheduled DART Meeting date will be confirmed with the applicant and the complete package is then circulated to various internal departments and external agencies for review.

At the meeting, representatives from the departments and agencies (including the Region of Peel, Niagara Escarpment Commission, School Boards, Conservation Authorities, Ministry of Transportation, as well as Town of Caledon Planning, Building, Finance, Economic Development, Fire and Emergency Services, Public Works and Legal Services), will provide the applicant feedback.

The Lead Planner will complete a Mandatory Pre-Consultation Meeting Form which will be signed by both the Lead Planner as well as the applicant. This form will be provided to the applicant approximately 2 weeks after the DART meeting and will outline the required supporting documentation which must be submitted prior to an application being deemed complete and circulated.

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.

