Telecommunication Facilities Preliminary Meeting Request Form

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 Pre-Consultation Meeting (DART) 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 a preliminary meeting, the applicant must submit this request form and submit it along 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) If available, 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 Concept Plan or Site Sketch 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; 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.

TOWN OF CALEDON
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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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**

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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**

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 preliminary 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 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

PRELIMINARY MEETING PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, within 5 business days Planning staff will contact the applicant to schedule a meeting.

At the meeting, Planning staff will provide the applicant feedback regarding the proposal.

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 DART Meeting, additional information may be identified or discussed.