



## 2026 COMMUNICATIONS TOWER APPLICATION

**\*\*FOR OFFICE USE ONLY\*\***

Date Received:	Date Accepted:	Fee Paid:	File Number:

### **INSTRUCTIONS**

#### **Telecommunication Tower Protocol**

Please read the Township's Telecommunication Tower Protocol, which outlines the local consultation process and guidelines to be followed in evaluating communication tower and communication antenna site proposals in the Township. The Protocol can be found on the Township's Website under Applications and Forms for the Planning Department.

#### **Pre-Consultation**

A Pre-consultation Application (separate form) is strongly encouraged to be submitted to the Township, in which a pre-consultation meeting will be scheduled with relevant Township Staff and Government Agencies. The purpose of the pre-consultation is to:

- i) Review the proposal and preliminary information submitted;
- ii) Identify matters of Provincial or Municipal Interest; and,
- iii) Identify any plans, reports and studies required to be completed as part of an Application.

#### **2026 Telecommunication Tower Application Fees**

Please see Township Fee By-law for more details.

	Fee
Telecommunication Tower Application	\$5,725
2 <sup>nd</sup> or Additional Public Meeting	\$925

#### **Submission Checklist for Application**

- ☐ Township of North Dumfries Application Fee(s)
- ☐ Other Agency Fees may also be required.
- ☐ Digital copy of Original Application Form with original signature (see table below for additional copies required)
- ☐ Technical studies required as part of the Protocol and requested during pre-consultation (if completed)
  - ☐ See table below for numbers of copies
- ☐ Agent Authorization
- ☐ Digital copy of Affidavit or sworn declaration by the applicant
- ☐ Digital copy of a survey or sketch showing in metric units:
  - o The boundaries and dimensions of the subject land
  - o The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating their height and distance from the front lot line, rear lot line, side lot lines, nearest residential area, and natural features



- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
  - Are located on the subject land and on land that is adjacent to it, and
  - In the applicant's opinion, may affect the application
- The current uses of land that is adjacent to the subject land
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road or a right of way
- The location and nature of any easement affecting the subject land
- ☐ Digital copy of the Region of Waterloo Environmental Site Screening Questionnaire
- ☐ Digital copy of the Notice of Source Water Protection Plan Compliance  
<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>

<b>Drawings/Reports/Documents</b> (All drawings, reports, and documents are to be provided in PDF format)	<b>Checklist</b>
Telecommunication Application Form	
Planning Justification Report, Public Consultation Strategy, and Land Use Impact Assessment (MOE D1 – D6 Guidelines)	
Site Plan and Site Plan Details (must be legible at a size of at least 11" by 17")	
Topographical and/or Legal Survey	
Engineering Drawings: Site Servicing Plan, Site Grading Plan, Sediment and Erosion Control Plan	
Engineering Reports: Stormwater, Functional Servicing	
Geotechnical/ Soils Report	
Traffic Impact Study, if required (may include analysis of sight lines, daylight triangles/ road widening, turn lanes)	
Well Driller's Log, Well Decommissioning Records	
Environmental Impact Study, Tree Inventory/ Preservation Plan	
Noise and Vibration Report	
Colour photograph(s) with proposed Telecommunication Tower superimposed	
Shadow Impact Analysis Report	
Record of Site Condition, if required	
MDS calculations, Agricultural Impact Assessment Report	
Airspace Report, if required	
Archaeological Assessment, if required	
Other studies/reports identified during pre-consultation	
<b>Additional Drawings/Reports/Documents required based on site location</b> (additional permits may be required directly from agencies listed below, please check with applicable agency)	<b>Checklist</b>



If the subject site is within an area on interest to GRCA	
If the subject site is within 300 m of CP Rail lands	
If the subject site abuts MTO corridor (including on-off ramps)	
If the subject site abuts or is within 30 m of a utility corridor (Grandbridge Energy Inc., Enbridge Pipeline, Union Gas)	

### **Procedure**

The procedure to process a Telecommunication Application is as follows:

- Within 30 days, the Township will review the application for its completeness and accuracy. The Township will provide written confirmation once the application is deemed complete.
- Once deemed complete, the application will be circulated to agencies. A meeting will be scheduled, if required and as time permits to discuss agency.
- A Planning Report will be completed by the Township Planning Department.
- A Public Meeting will be held, which will include a staff report and presentation. Meetings are typically on the last Tuesday of every month.
- Further refinements and an additional meeting may be required to discuss result of the Public Meeting.
- An additional Planning Report will be completed for Council, in which a Resolution will be issued by Council on the proposed Telecommunication Tower.

### **Release of Public Information**

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.



**2026 TELECOMMUNICATIONS TOWER APPLICATION FORM**

Date of Application

**PART A – SITE ADDRESS AND LEGAL DESCRIPTION**

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

**PART B – APPLICANT INFORMATION**

	Name and Address		Phone / E-mail	
<b>Registered Owner</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Applicant/ Agent</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Mortgagees, Holders of Charges or Other Encumbrances</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Solicitor if Applicable</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

Identify when the subject lands were acquired by the current owner:

### **PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL**

Describe in detail the proposed telecommunication tower:

Provide the reason a telecommunication tower has been requested.

Is an Airspace Report required?

Please describe the subject lands by providing the following information:

<b>Parcel Data</b>	<b>Description (Metric Units)</b>
Lot Width (m)	
Lot Depth (m)	
Lot Area (sq m or ha)	
Side Yards (m)	
Rear Yard (m)	
Building front line setback (m)	



<p>Describe the existing uses and how long they have continued on the subject lands.</p> <p>Are any proposed for demolition?</p>																				
<p>Existing buildings and structures</p> <p>Include separate sheet or if there are more buildings and structures</p>	<p><b>Primary Building:</b></p> <table border="1"> <tr> <td>Date of Construction:</td> <td></td> </tr> <tr> <td>Setback Front Lot Line:</td> <td></td> </tr> <tr> <td>Setback Rear Lot Line:</td> <td></td> </tr> <tr> <td>Setback Side Lot Lines:</td> <td></td> </tr> <tr> <td>Height from Established Grade:</td> <td></td> </tr> </table> <p><b>Secondary Building:</b></p> <table border="1"> <tr> <td>Setback Front Lot Line:</td> <td></td> </tr> <tr> <td>Setback Rear Lot Line:</td> <td></td> </tr> <tr> <td>Setback Side Lot Lines:</td> <td></td> </tr> <tr> <td>Height from Established Grade:</td> <td></td> </tr> </table>		Date of Construction:		Setback Front Lot Line:		Setback Rear Lot Line:		Setback Side Lot Lines:		Height from Established Grade:		Setback Front Lot Line:		Setback Rear Lot Line:		Setback Side Lot Lines:		Height from Established Grade:	
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<p>Proposed buildings and structures</p> <p>Include separate sheet or provide on sketch if there are more buildings</p>	<p><b>Proposed Building:</b></p> <table border="1"> <tr> <td>Setback Front Lot Line:</td> <td></td> </tr> <tr> <td>Setback Rear Lot Line:</td> <td></td> </tr> <tr> <td>Setback Side Lot Lines:</td> <td></td> </tr> <tr> <td>Height from Established Grade:</td> <td></td> </tr> </table> <p><b>Proposed Building:</b></p> <table border="1"> <tr> <td>Setback Front Lot Line:</td> <td></td> </tr> <tr> <td>Setback Rear Lot Line:</td> <td></td> </tr> <tr> <td>Setback Side Lot Lines:</td> <td></td> </tr> <tr> <td>Height from Established Grade:</td> <td></td> </tr> </table>		Setback Front Lot Line:		Setback Rear Lot Line:		Setback Side Lot Lines:		Height from Established Grade:		Setback Front Lot Line:		Setback Rear Lot Line:		Setback Side Lot Lines:		Height from Established Grade:			
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<p>Type of vehicle access</p>	<p><input type="checkbox"/> provincial highway</p> <p><input type="checkbox"/> municipal road</p> <p><input type="checkbox"/> another public road or right of way</p> <p><input type="checkbox"/> water access</p>																			
<p>Water service to be provided by</p>	<p><input type="checkbox"/> publicly owned and operated piped water system</p> <p><input type="checkbox"/> privately owned and operated individual well</p> <p><input type="checkbox"/> privately owned communal well</p> <p><input type="checkbox"/> lake or water body</p> <p><input type="checkbox"/> other</p>																			
<p>Sewage disposal to be provided by</p>	<p><input type="checkbox"/> publicly owned and operated sanitary sewage system</p> <p><input type="checkbox"/> privately owned and operated individual septic system</p> <p><input type="checkbox"/> privately owned and operated communal septic system</p> <p><input type="checkbox"/> other</p>																			



Will the application permit development on privately owned and operated individual or communal system with more than 4500 liters of effluent per day?	If yes, a servicing options and hydrogeological report are required.
Storm drainage is provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other

**PART D - LAND USE PLANNING** (Provide a Planning Justification Report to address at a minimum, the items below)

Land Use Criteria	Description
1. Does the proposed tower conform to the Township's Telecommunication Tower Protocol? Please explain in detail.	
2. How are the subject lands designated in the Township of North Dumfries Official Plan (include all Schedules, e.g. land use, Greenlands network, water source protection, agricultural)?	
3. How is the proposed development compatible with the surrounding neighbourhood? <ul style="list-style-type: none"> <li>• Density, scale, height</li> <li>• Massing, visual impact, architectural character</li> <li>• Preservation of natural features</li> <li>• Landscaping, setbacks</li> </ul>	
4. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals, if required.	



<p>5. Are there any natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none"><li>• Wetlands, forests, trees, fish habitat</li><li>• Valleys, erosion hazards, floodplains</li><li>• Wildlife habitat, endangered or threatened species habitat</li><li>• Areas of natural and scientific interest</li><li>• Groundwater recharge areas, headwaters or aquifers</li><li>• Potential for linkages between existing natural features</li></ul> <p>How will the proposal maintain, enhance and protect natural features including natural heritage linkages?</p>	
<p>6. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Gaming (MTCG) website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0478">https://forms.mgcs.gov.on.ca/dataset/021-0478</a>. If yes, an Archaeological Assessment may be required.</p>	
<p>7. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCG website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0500">https://forms.mgcs.gov.on.ca/dataset/021-0500</a> for screening criteria check list.</p>	
<p>8. Do the subject lands contain or is it adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District? <a href="https://www.northdumfries.ca/doing-business/planning/heritage-properties-regulations-permits/">https://www.northdumfries.ca/doing-business/planning/heritage-properties-regulations-permits/</a></p>	
<p>9. Is there an active rail line within 300 m?</p>	





**Public Consultation**

What is the proposed strategy for consulting with the public with respect to the proposed tower?  
Details must be provided in a separate Report or as part of the Planning Justification Report.

**Telecommunication Tower Applications**

Have these lands been the subject of other Telecommunication Tower applications? If yes, provide file numbers and explanation.



## **PART E – AUTHORIZATION**

### **Registered Owner's Authorization**

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.

## **ACKNOWLEDGEMENT**

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## PART F – AFFADAVIT OR SWORN DECLARATION

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### Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(owner, applicant, agent) (township, city)

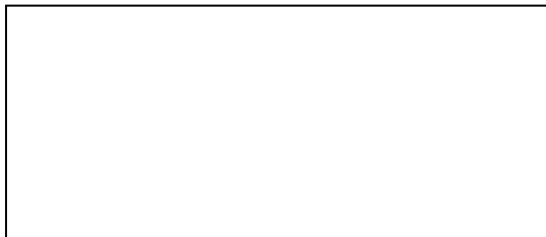
of \_\_\_\_\_ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
(township, city)

in the Province of Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 2026.



Stamp

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
a Commissioner, etc.

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### Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Owner(s)/Applicant



**REGIONAL MUNICIPALITY OF WATERLOO  
ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE**

**This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo**

**1. Location of Subject Lands:**

Municipal Address

Legal Description

**2. What are the current uses of the property?**

**3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:**

**4. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:**



5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If yes, when? If yes, please provide description of waste materials:

6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.



11. Does the property have or ever had a septic system?

12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

**14. DECLARATION OF PROPERTY OWNER(S)**

I,  am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me  in the   
Commissioner of Oath (Print Name) Municipality

This day  of , 2026.

Commissioner of Oath (signature)

Registered Owner (signature)

Stamp