



COMMUNICATION TOWER Application Checklist

Address of Property: _____

Description of Development: _____

A pre-application consultation with the City of Fort Saskatchewan, Planning & Development Services is highly recommended prior to choosing a site and submitting an application package. Please contact Planning & Development Services at 780.992.6198.

The following information is required:

- Communication Tower Application Form (attached)** - Signatures are required from the applicant and the registered landowner on title. A letter from the landowner is acceptable in lieu of their signature on the application form.
- Site Report** – Describe which co-location sites or standalone sites were investigated and why this particular site was chosen over the others. Describe the need for the tower (include maps showing existing range and proposed range)
- Detailed Plans** – please provide one digital set which includes:
 - ✓ Design specifications to include structure profile, scaled simulation of structure (superimposed on photograph) and line-of-sight simulation from all adjacent roadways)
 - ✓ tower elevations
 - ✓ fencing detail
 - ✓ accessory building(s) and dimensions
 - ✓ landscaping details
 - ✓ setback measurements to existing structures and property boundaries
 - ✓ identify all abutting public roadways, easements and right of ways
 - ✓ any site grading/drainage modifications required
 - ✓ any other information deemed necessary by the Development Authority
- Fee** – as set out in the City of Fort Saskatchewan’s Fees & Charges Bylaw. Fee to be paid with application submission.
- Public Consultation Summary** – shall be forwarded to the City of Fort Saskatchewan within 30 days of the completion of the public consultation process. Report to include:
 - ✓ Notification area map
 - ✓ Summary of all feedback received via mail or email from the notified public
 - ✓ Summary of public engagements sessions (i.e. open house) and feedback received
 - ✓ Solutions proposed by the applicant to address any public concern
 - ✓ All written correspondence between the applicant and the notified public
- Building, Electrical, Plumbing or Gas Permits** – may also be required. If the proposed accessory building is greater than 10.0 square meters, a building permit will be required.
- Business License** – required for all contractors and businesses in Fort Saskatchewan. A business license can be applied for concurrently with this application.

Applicant Signature

Date



Communication Tower Application

City of Fort Saskatchewan

10005 – 102 Street

Fort Saskatchewan, AB T8L 2C5

780.992.6198 fortplanning@fortsask.ca

OFFICE USE ONLY	
Application Number:	Land Use District:

Applicant Information:

Landowner Information:

Name:		Name:	
Company Name:		Company Name:	
Address:		Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

Do you consent to receive information via email?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Parcel Information:

Municipal Address:			
Lot:	Block:	Plan:	Long Legal:

Proposed Tower Information:

Proposed Tower Height (in meters):	
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Detail of Proposed Tower (check all that apply):

<input type="checkbox"/> Monopole	<input type="checkbox"/> Flush Mount
<input type="checkbox"/> Tripole	<input type="checkbox"/> Stealth
<input type="checkbox"/> Guy Wire	<input type="checkbox"/> Pin Wheel
<input type="checkbox"/> Other (explain):	

Landowner's Authorization:

Signatures from applicant and registered landowner are required. By signing this document, you are confirming that the information provided in this application is true and complete to the best of your knowledge.

Applicant's Signature

Registered Landowner's Signature

Print Name

Print Name

OFFICE USE ONLY	
Date Received	
Date Complete	
Base Fee	
Variance Fee	

This application does not permit commencement of this development until the Development Authority has issued a letter of concurrence.

The personal information provided as part of this application is collected under the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used in relation to this Telecommunication Tower Application, the City of Fort Saskatchewan Land Use Bylaw and Telecommunication Tower Procedure documents to process the application and may be used or provided for statistical data. The name of the application holder and the nature of this application is available to the public upon request. If you have any questions about the collection or use of the personal information, please contact the City of Fort Saskatchewan at 780.992.6200.