

SUBMISSION CHECKLIST

COMMUNICATION TOWER

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-locations 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:** 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.



CITY OF
FORT SASKATCHEWAN

DEVELOPMENT PERMIT APPLICATION
COMMUNICATION TOWER

Planning & Development
10002 105 St Fort Saskatchewan AB T8L 2C5
780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: _____ Land Use District: _____
Lot: _____ Block: _____ Plan: _____ Tax Roll: _____
Long Legal (if Applicable): _____

Project Address

Municipal Address: _____

Applicant Information—All correspondence will be provided to the applicants email.

Applicant: _____ Email: _____
Contact Name: _____ Phone: _____
Address: _____ City: _____ Postal Code: _____
Do you consent to receive information via email: ☐ Yes ☐ No

Property Owner Information

Property Owner: _____ Email: _____
Contact Name: _____ Phone: _____
Address: _____ City: _____ Postal Code: _____

Proposed Development

Proposed Tower Height (in meters): _____

Detail of Proposed Tower (check all that apply)

☐ Monopole ☐ Flush Mount ☐ Tripole ☐ Stealth ☐ Guy Wire ☐ Pin Wheel
☐ Other (explain) _____

Applicant Signature _____ Print Name _____
Registered Landowner's Signature _____ Print Name _____

OFFICE USE ONLY

Date Received: _____ Date Complete: _____
Base Fee: _____ Variance Fee: _____

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

This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of this Development Permit. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200