



2019
RADIO-COMMUNICATION AND
BROADCASTING ANTENNA SYSTEMS
PUBLIC CONSULTATION APPLICATION FORM

For the processing of applications undertaking public consultation and obtaining a Council position in accordance with the Town's [Public Consultation Protocol for Radio-Communication and Broadcasting Antenna Systems](#).

PRE-SUBMISSION MEETING REQUIREMENT

All applicants are required to meet with Town staff prior to the formal submission of a Radio-Communication and Broadcasting Antenna Systems Public Consultation Application Form. To arrange a meeting, please contact the Planning and Regulatory Services Department via e-mail at planning@richmondhill.ca.

MATERIALS ATTACHED:

1. [General Information](#)
2. [Plan Requirements and Supporting Documentation](#)
3. [Radio-Communication and Broadcasting Antenna Systems Public Consultation Application Form](#)
4. [Application and Processing Fees](#)
5. [TRCA Requirements](#)

APPENDICES:

1. [Submission Requirements](#)
 2. [Town of Richmond Hill Public Consultation Protocol for Radio-Communication and Broadcasting Antenna Systems](#)
 3. [Public Consultation Protocol Flowchart](#)
 4. [Public Notice Sign Template](#)
 5. [Notification Letter to Circulated Residents Template](#)
 6. [Development Application Summary](#)
 7. [Sample Tree Inventory and Preservation Plan](#)
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**TOWN OF RICHMOND HILL
RADIO-COMMUNICATION AND
BROADCASTING ANTENNA SYSTEMS
PUBLIC CONSULTATION APPLICATION FORM**

GENERAL INFORMATION

Applicants are required to contact the Planning and Regulatory Services Department - Planning Division prior to formal application submission in order to clarify issues related to the processing of their application(s). Completed applications should be submitted to:

Mailing/Delivery Address:

**Commissioner of Planning and Regulatory
Services Town of Richmond Hill
Planning and Regulatory Services Department
225 East Beaver Creek Road, 4th Floor
Richmond Hill, ON L4B 3P4**

Prior to application submission, applicants are encouraged to contact the following departments and agencies in order to identify specific policies and guidelines that may be relevant to their proposal:

Planning & Regulatory Services Dept. - Planning Division	planning@richmondhill.ca	(905) 771-8910
Planning & Regulatory Services Dept. - Building Division	building@richmondhill.ca	(905) 771-8810
Planning & Regulatory Services Dept. - Development Engineering Division	planning@richmondhill.ca	(905) 771-8830
Planning & Regulatory Services Dept. - Park and Natural Heritage Planning Section	planning@richmondhill.ca	(905) 771-8910
Planning & Regulatory Services Dept. - Urban Design and Heritage Section	planning@richmondhill.ca	(905) 771-8910
Community Services Dept. - Fire Services Division	fire@richmondhill.ca	(905) 883-5444
Corporate & Financial Services Dept. - Financial Services Division	revenue@richmondhill.ca	(905) 771-8800
York Region Community Planning and Development	developmentservices@york.ca	1-877-464-9675
The Toronto and Region Conservation Authority	planning&permits@trca.on.ca	(416) 661-6600
Ministry of Transportation	www.mto.gov.on.ca	(416) 235-4686

PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

The items outlined below are to be provided as part of a complete Radio-Communication and Broadcasting Antenna Systems Public Consultation Application Form (see [Appendix "1"](#) hereto):

Draft Public Notification Letter (1 copy)
Purpose, Siting and Planning Justification Study (10 copies)
Safety Code 6 Compliance Statement (5 copies)
Canadian *Environmental Assessment Act* Status Statement (5 copies)
Draft Public Notice Sign (1 copy)
Industry Canada's Spectrum Management and Telecommunication General Information Notice (10 copies)
Engineering and Structural Adequacy Statement (10 copies)
Antenna System Construction Notes/Detail Plan (10 copies)
Development Application Summary (15 copies)
**Context Plan with Geographic Coordinates (15 copies) Site
Plan (15 copies)**
Tree Inventory and Preservation Plan (10 copies)
Roof Plan (15 copies)
Landscape Plan (15 copies) Exterior
**Lighting Plan (15 copies) Electrical
Plan (15 copies)**
Digital Submission (5 copies)

NOTE: THE ABOVE NOTED PLAN REQUIREMENTS MAY BE WAIVED BY THE PLANNING AND REGULATORY SERVICES DEPARTMENT IF DEEMED TO BE UNNECESSARY.



In order to avoid processing delays, please ensure that:

- all plans and supporting documentation are to be prepared in accordance with the Town's submission requirements found in [Appendix "1"](#) attached to this document;
- all the information provided on the submitted drawings is adequate and complete. Incomplete applications **WILL NOT** be accepted for processing;
- all measurements on the submitted plans are required to be in **METRIC**;
- the minimum number of **FULL SIZE** copies of each required plan (with the exception of the Legal Description) are provided in accordance with the requirements outlined in [Appendix "1"](#); and,
- all submitted plans are folded to either letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. It should be noted that **UNFOLDED PLANS WILL NOT BE PROCESSED**.

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)

Development proposals which are adjacent to valley and stream corridors, waterfront areas and hazard lands must undergo review by the TRCA. A fee is to be paid to the TRCA for this service before the TRCA can provide formal comments (for further information please visit the TRCA website at www.trca.on.ca). Please contact TRCA Development Services at (416) 661-6600, Extension 5271 for more information regarding the TRCA approval process and fees.

YORK REGION COMMUNITY PLANNING AND DEVELOPMENT SERVICES

Development proposals which are adjacent to Regional roads or other Regional infrastructure, within a Regional well-head protection area or situated on transit routes are required to be reviewed and approved by the Region of York. A review fee is to be paid to the Region prior to the issuance of Site Plan approval. If works are proposed within the Region's right-of-way, an Insurance Certificate and security may be required. For more information, please contact Region of York Community Planning and Development Services Department at 1-877- 464-9675 in this regard.

SIGNAGE

The location of all proposed fire route, street numbering, ground and wall signage is to be clearly depicted on the Site Plan and Elevation Plan. All proposed signage will be reviewed to determine conformity with the provisions of the Town's Sign By-law. However, final approval of proposed signage is to be granted through a Sign Permit and, if necessary, a Sign By-law Variance Application.

SECURITY DEPOSIT/LETTER OF CREDIT

The Town requires the provision of securities pursuant to the conditions of approval of a Site Plan Agreement by way of Letter of Credit. Pursuant to the agreement, security may be required to cover grading, site works, exterior lighting, landscaping and/or fire-break lots. Acceptable forms of security alternative to a Letter of Credit are certified cheque, bank draft or money order (these are only acceptable where security is requested for a Site Alteration Permit for infill developments, single family dwellings and pools). For the Town's pro forma Letter of Credit wording, contact the Corporate & Financial Services Department - Financial Services Division by calling (905) 747-6313 or visit the Town's website at www.richmondhill.ca. Where securities are collected, a Certificate issued by the applicant's engineer will be required prior to the Town releasing the security deposit(s) or Letter(s) of Credit. All securities posted with the Town of Richmond Hill are held until all works as identified in the agreement are fulfilled by the Owner and inspections are completed to the satisfaction of the Town's Planning and Regulatory Services Department.

BUILDING PERMIT REQUIREMENTS

Applicants are advised that specific requirements may be applicable to their development proposal which are to be submitted prior to Building Permit issuance (for more details regarding Building Permit issuance, please refer to the Town's Site Plan and Site Plan Amendment Application Guide).

DEVELOPMENT AGREEMENTS

Applicants are advised they may be required to enter into a development agreement with the Town to ensure that removal of antenna systems that have been deactivated and left unused or abandoned for a continuous period of more than two years is achieved and/or if the posting of a security for the construction of any proposed fencing, screening and landscaping that is associated with the construction of an antenna system facility.

DEVELOPMENT CHARGES

Development Charges may be payable prior to the issuance of a Building Permit in accordance with the relevant by-laws of the Town of Richmond Hill, Regional Municipality of York and the York Region District and York Catholic District School Boards at the current rates in place at the time of actual payment. For more information contact the Town's Corporate and Financial Services Department - Financial Services Division at (905) 771-8800.

RADIO-COMMUNICATION AND BROADCASTING ANTENNA SYSTEMS PUBLIC CONSULTATION APPLICATION FORM

APPLICANT INFORMATION			
Registered Property Owner (name in full):			
Company (if applicable):			
Address:			
Municipality:	Province:	Postal Code:	
Telephone:	Fax:	E-mail:	
Applicant Name (in full):			
Company (if applicable):			
Applicant is:			
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other:			
Address:			
Municipality:	Province:	Postal Code:	
Telephone:	Fax:	E-mail:	
PROPERTY INFORMATION			
Municipal Address:			
Legal Description:			
Existing Uses of Property:			
Lot Area (ha):	Frontage (m):	Depth (m):	
Existing tenure:	<input type="checkbox"/> Freehold <input type="checkbox"/> Rental <input type="checkbox"/> Condominium		
Abutting Land Use(s):	North _____ South _____	East _____ West _____	
APPLICATION DETAILS			
Details of Development Proposal	Existin	Proposed	
Gross Floor Area (m ²)			
Gross Leasable Floor Area (m ²)			
Lot Coverage (%)			
Commercial (m ²)			
Industrial (m ²)			
Residential (m ²)			
Maximum Allowable Coverage (%) as per applicable Zoning By-law			
Number of Units (if residential)			
Unit Type			
Number of Parking Spaces			
Building Height (m)			
Building Height (storeys)			
Building Sprinklered	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Classification	3.2.2.	3.2.2.	
Phasing Plan Indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Servicing			
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	
Private Well	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
Private Septic	<input type="checkbox"/>	<input type="checkbox"/>	
Communal Septic	<input type="checkbox"/>	<input type="checkbox"/>	
Zoning By-law Information			
Current Zoning By-Law			
Zoning Category			
Zoning Amendment (if applicable)	<input type="checkbox"/> Amendment <input type="checkbox"/> Exceptions <input type="checkbox"/> Variances		
Date of Approval:	Application Number:		

APPLICATION AND SUPPORTING DOCUMENTS CHECKLIST			
INDUSTRY CANADA AND TOWN REQUIREMENTS (check documentation submitted with application)			
	Draft Public Notification Letter (1 copy)		Draft Public Notice Sign (1 copy)
	Purpose, Sitting and Planning Justification Study (10 copies)		Industry Canada's Spectrum Management and Telecommunications General Information Notice (10 copies)
	Safety Code 6 Compliance Statement (5copies)		Engineering and Structural Adequacy Statement (10 copies)
	<i>Canadian Environmental Assessment Act</i> Status Statement (5 copies)		Antenna System Construction Notes/Detail Plan (10 copies)
	Roof Plan (20 copies)		Exterior/Interior Lighting Plan (20 copies)
	Context Plan with Geographic Coordinates (20 copies)		Electrical Plan (20 copies)
	Landscape Plan (20 copies)		Site Plan (20 copies)
	Tree Inventory and Preservation Plan (10 copies)		Other (specify):
SUPPORTING DOCUMENTATION (check documentation submitted with application)			
	Transport Canada Aeronautical Obstruction Marking Requirements Plan		Regional Road Access and External Roadwork Plan
	Transport Canada Expected Marking Requirements Plan		Illumination and/or Traffic Signal Plan
	Environmental Site Assessment		Pavement Marking and Signage Plan
	Environmental Impact Statement		Photometric Analysis
	ORM Plan/Conformity Statement/Study		Reference Plan for Land Conveyance
	Natural Heritage Evaluation		Cost Estimate for Site Works (municipal/external works, shoring works etc.)
	Cultural Heritage Impact Assessment Report		TRCA Studies and Drawings
	Archaeological Assessment		Other:
	Building Material Samples		

AUTHORIZATION OF REGISTERED OWNER(S)

I, _____ of the _____ in the _____ of _____ solemnly declare that all of the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit this application for approval.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the Town of Richmond Hill.

Signature of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

"Notice of Collection"

"The information collected on this form is authorized under the *Planning Act R.S.O. 1990* as amended, c. P.13. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance with the principles contained in the *Municipal Freedom of Information and Protection of Privacy Act*."

OFFICE USE ONLY

File Number: <input type="checkbox"/> D25- _____	Related File Number: <input type="checkbox"/> D01- _____ <input type="checkbox"/> D02- _____ <input type="checkbox"/> D03- _____ <input type="checkbox"/> D04- _____ <input type="checkbox"/> D05- _____ <input type="checkbox"/> D06- _____
Date Received:	Date Completed:
Amount Paid: \$	Checked by:
Pre-submission meeting date:	Pre-submission meeting Planner(s):
Planner Assigned:	Development Process Coordinator:
Pre-application meeting date:	Pre-application meeting Planner(s):
Planner Assigned:	Development Process Coordinator:

**2019 RADIO-COMMUNICATIONS AND BROADCASTING ANTENNA SYSTEM
PUBLIC CONSULTATION APPLICATION FEES**

	Application Fee	= \$	1,751.00
	Re-Application Fee	= \$	876.00
PRE-SUMBISSION MEETING			
	Subtract Pre-Submission Meeting Fee	= \$	(\$612.00)
			TOTAL = \$
ALL FEES EFFECTIVE JANUARY 1, 2019 IN ACCORDANCE WITH BY-LAW NO. 65-18 (NON-REFUNDABLE) ALL CHEQUES TO BE MADE PAYABLE TO THE TOWN OF RICHMOND HILL			
NOTE:	A RE-APPLICATION FEE SHALL APPLY TO AN APPLICATION THAT HAS BEEN DORMANT FOR ONE (1) YEAR OR FOR OWNER INITATED MODIFICATGIONS OR REVISIONS TO AN APPLICATION PREVIOUSLY CIRCULATED FOR REVIEW AND COMMENT.		



DEVELOPMENT APPLICATIONS

TRCA is empowered by the **Conservation Authorities Act** to regulate development, interference with wetlands and alterations to shorelines and watercourses, and to provide technical expertise on flood and erosion control, stormwater management, and the protection of natural features and functions within watersheds.

It is the TRCA's goal is to ensure that development is not at risk from flooding or erosion hazards; to protect and regenerate the ecological health and integrity of natural systems; and to provide opportunities for public use and enjoyment of the natural system.

Please refer to the '**TRCA Administrative Fee Schedule for Planning Services**' for application and processing fees that are to be paid to the Toronto and Region Conservation Authority. For further details please visit the TRCA website at www.trca.on.ca and click on the Planning and Permits button located near the top page.

PERMIT APPLICATION (Ontario Regulation 166/06)

The TRCA administers Regulation under the *Conservation Authorities Act* which requires any proposed development, interference to wetlands, or alterations to shorelines or watercourses regulated under the TRCA's Regulated Area to receive a Permit from the TRCA. As such, a separate application for reviewing development within TRCA jurisdiction may be deemed necessary through the development review process. It is important to note that a Permit can only be issued to the property Owner, not an agent or contractor, and Permits are not transferable. All Permits are valid for two (2) years unless otherwise specified. For further details please visit the TRCA website at www.trca.on.ca and click on the 'Planning and Building' button located near the top page.

Permit applications are subject to a separate process and fee that is to be paid prior to the Town of Richmond Hill's approval. Please also refer to www.trca.on.ca and click on the 'Planning and Permits' button, located near the top of the page to see the '**TRCA Administrative Fee Schedule for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 166/06, as amended)**'.

NOTE: WHERE APPLICABLE, A TRCA PERMIT UNDER ONTARIO REGULATION 166/06, AS AMENDED FROM TIME TO TIME, MAY BE REQUIRED PRIOR TO THE MUNICIPALITY ISSUING A BUILDING PERMIT.

APPENDIX “1” - SUBMISSION REQUIREMENTS

The following is a comprehensive listing of the Town’s standard requirements with respect to the preparation of individual plans and required documentation as part of the preparation of Public Consultation for Radio-communication and Broadcasting Antenna Systems Application:

INDUSTRY CANADA REQUIREMENTS

Refer to [Appendix 2](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08781.html) of Industry Canada’s Default Consultation Process website (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08781.html>).

SUPPORTING DOCUMENTATION

Other documents that the Town may require to be submitted in conjunction with the development application:

<ul style="list-style-type: none"> ▪ Building Shadow Impact Assessment Study ▪ Sight-line Study ▪ Environmental Site Assessment ▪ Environmental Impact Statement ▪ ORMCP Conformity Statement/Study ▪ Hydrogeological Study ▪ Natural Heritage Evaluation ▪ Cultural Heritage Impact Assessment Report ▪ Archaeological Assessment ▪ Building Materials Samples ▪ Urban Design Brief ▪ Angular Plane Analysis ▪ Context Plan ▪ Coloured Perspective Drawings ▪ Photographs of Existing Context 	<ul style="list-style-type: none"> ▪ Functional Servicing Report ▪ Noise Attenuation Study ▪ Transportation Study (access, parking, etc.) ▪ Parking and Loading Study ▪ Construction Traffic Management Plan ▪ Regional Access and External Roadwork Plan ▪ Illumination and Traffic Signal Plan ▪ Pavement Marking and Signage Plan ▪ Photometric Analysis ▪ Reference Plan for Land Conveyances ▪ Cost Estimate for Site Works (municipal/external works, shoring works, etc.) ▪ TRCA Studies and Drawings ▪ Others (as required by the Town)
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NOTE: THE SPECIFIC TYPE AND NUMBER OF SUPPORTING DOCUMENTS WILL BE IDENTIFIED IN THE SUBMISSION REQUIREMENTS LETTER FOLLOWING THE PRE-SUBMISSION AND/OR PRE-APPLICATION MEETING.

DEVELOPMENT APPLICATION SUMMARY

The Development Application Summary shall provide a brief overview of the proposed development and shall clearly indicate the following (refer to [Appendix “3”](#)):

- name of the applicant;
- the location of the subject lands (including legal description, municipal address and aerial photo);
- applicable Official Plan policies;
- current and proposed zoning classification;
- site and development statistics; and,
- a Site Plan or Concept Plan.

CONCEPT PLAN

The Concept Plan shall clearly depict **IN COLOUR** the existing and proposed development, surrounding buildings, roadways, access points and natural features encompassing a large enough area to give a clear indication of the proposal in the context of the immediate neighbourhood. More specifically, the Concept Plan shall depict the following, in colour:

- the location, size and use of all existing buildings and structures (**OUTLINED IN GREY**);
- the location, size and use of all proposed buildings and structures with dimensions (**OUTLINED IN BLACK**);
- proposed parking areas, parking spaces, loading spaces, access points, curbing, paved areas, driveways, etc. (**IN GREY**);
- proposed landscaped areas (**IN GREEN**);
- abutting land uses (**OUTLINED IN GREY ON WHITE BACKGROUND**); and,
- a location/key map.

TREE INVENTORY AND TREE PRESERVATION PLAN/REPORT

Tree preservation should be one of several factors considered at the outset of planning and design for any development. It is insufficient to recommend removal of a tree “to facilitate the proposed development” or on the basis that the tree “conflicts with the proposed development” unless it is demonstrated that options for preservation of the tree have been duly considered during site design. A Tree Inventory and Preservation Plan includes a Drawing and a Table/Report as described below.

Tree Inventory and Preservation Drawing

A computer generated scale drawing of the site (refer to [Appendix “7”](#)) illustrating the following:

- a) the surveyed location of all trees greater than, or equal to 20 cm DBH on the site and **WITHIN 6 METRES** of the property boundary. Trees in groupings may be identified by delineating the dripline associated with the grouping if the entire grouping is to be preserved and is located at least 6 metres from any work zone;
- b) the location, size and condition of any vascular plants on site that are a species listed under the **Canadian Species At Risk Act, 2002** or the **Ontario Endangered Species Act, S.O. 2007** (regardless of the size, health or condition of the individual plant);
- c) an indication as to whether each tree is recommended for preservation or removal;
- d) the location and details of any recommended tree preservation measures to be installed, including preservation measures for trees on adjacent property (please refer to the Town’s Guidelines for Construction Near Trees).

Tree Inventory and Preservation Table/Report

The drawing described above must be accompanied by a table and/or a report which outlines the following:

- a) descriptions of individual trees which include the following:
 - species/name (scientific and common name);
 - size (DBH); and,
 - condition/health (a general rating of poor, fair, good or hazard based on the presence of cavities, decay, broken limbs/trunk, lean, root damage, form, disease, etc.),
- b) descriptions of tree groupings which include:
 - a list of dominant species that make up the canopy and understory;
 - a list of additional species present;
 - an indication of the proportion of trees in each of the following size ranges: 0-10 cm dbh, 11-20 cm dbh, 21-50 cm dbh, >50 cm dbh; and,
 - general comments on the ecology of the tree grouping and the health and structural integrity of the trees within the grouping.
- c) a recommendation as to whether each tree should be preserved or removed and the reason for each recommendation;
- d) details of tree preservation measures required to protect trees designated for preservation;
- e) recommendations for the maintenance and management of trees to be preserved (i.e. required pruning, fertilization or cable work) pre and post-construction; and,
- f) a cost valuation associated with trees to be removed and/or preserved may be required.

SITE PLAN

The Site Plan shall be prepared by an architect, engineer or qualified draftsman and depict the following:

- key map;
- north arrow and bar scale (preferred scales 1:100, 1:200, 1:300, 1:400, 1:500 in **METRIC**);
- a legible chart on the plan summarizing the following:
 - a) total property area;
 - b) total building area;
 - c) height of the building;
 - d) total gross floor area of proposed and existing building;
 - e) type, number and floor area of tenant units, suites, etc. (if applicable);
 - f) total leaseable or rentable area (if applicable);
 - g) nature of proposed tenancy (if applicable);
 - h) total number of parking spaces (visitor, handicapped spaces, etc.);
 - i) Building Classification according to the Ontario Building Code; and,
 - j) specify if the building is to be sprinklered.
- Municipal Address, if any (depict location and detail of municipal number to be displayed);
- property lines, dimensions and area of the property;
- location of all existing and proposed buildings and structures indicating building dimensions, setbacks, separations, building entrances (both pedestrian and vehicular);
- curbs, sidewalks and trees (if any) in abutting right-of-way(s);
- abutting road allowances and their widths, including centerline of road;
- site context including adjacent building setbacks and all trees on abutting lines within 3 metres of the property;
- all applicable 0.3 metre reserves;
- location and use of all buildings and access points on lands abutting and adjacent to the subject property on both sides of the roadway (where applicable);
- the centerline of abutting Regional roads (where applicable);
- the location of all adjacent access points and intersections on both sides of a roadway (where applicable);
- proposed driveway configuration, width and surface treatment;
- access ways, their dimensions and widths including proposed direction of traffic flow, and curb radii (if applicable);
- proposed parking layout and the location, number and size of parking spaces;
- the provision of a stable surface with egress away from the proposed building(s) at all required exits;
- location of refuse storage areas (both external and internal);
- screening details for external refuse containers and loading areas (if applicable);
- location and dimensions of the proposed snow storage area(s) to be established on the subject lands;
- location of existing and proposed fire route(s) (including width and centre line radius at all changes in direction);
- location of utility meters;
- location and colour of downspouts;
- location of fire hydrants (municipal or private) or other required fire protection water source, overhead clearance for any projections, Fire Service connections, size and location of private water mains, location of fire route signs. For specific requirements refer to Section 1090 of the [Town's Municipal Code](#);
- for townhouse developments, the location of a Key Plan at the main entrance of the site and details associated thereto;
- areas for landscaping, walkways (identifying surface treatment), entrances, courts, walls, fences and benches;
- location of abutting parkland/open space, (if applicable);
- location of all on site recreational amenity spaces (i.e. playgrounds);
- location of all existing woodlots, trees, valleys and natural features;
- location and details of fencing where site abuts parkland/open space;
- location of natural features in accordance with TRCA policy under Ontario Regulation 166/06 (i.e. TRCA staked and approved top-of-bank, contiguous valley vegetation and TRCA approved long term stable top-of-slope, engineered floodline and associated buffers)
- all above ground fixtures including hydro transformers and poles, street light facilities, if any;
- location of hoarding fence (if applicable);
- location of all retaining walls over 0.5 metres, exterior stairs and ramps;
- location of the proposed first floor grade elevation;
- location of all easements and adjacent right-of-ways (including railways, etc.);
- identification of all streets abutting the lands;
- clearly differentiate the existing structure from proposed development/addition;
- provide photos of streetscapes adjacent to the property; and,

- a notation indicating conformity with the [Town wide Urban Design Guidelines](#), other applicable relevant Urban Design Study, and the Town's Accessibility Guidelines.

EXTERIOR LIGHTING PLAN

All exterior lighting shall be designed in accordance with and in compliance with the Town of Richmond Hill Light Pollution By-law No. 63-95. The following documentation is required:

Plans indicating:

- a) the location of all buildings and structures on the property;
- b) the location, number, type, position, elevation and mounting height of all exterior light fixtures, including internally or externally illuminated signs;
- c) the number and location of outdoor light fixtures to be equipped with automatic timing devices;
- d) any building design or other features which may affect the nature, intensity or direction of light emission from outdoor light fixtures; and
- e) certification that the building does not contain any architectural features, e.g. skylights, that will allow an unusual amount of light to escape to the sky from the interior of the building, or description of the steps that have been taken to prevent light escaping directly, i.e. without reflection, to the sky through such architectural features;

Description and background information regarding all outdoor light fixtures, including:

- a) catalogue description and specifications of lights to be used including lamp types, power (in watts) and tables or large scale plots showing the photometric distributions from the nadir to the zenith in the vertical plane;
- b) tables or plots of the calculated horizontal illumination levels on the illuminated portion of the applicant's property or the calculated mean horizontal illuminance for the illuminated portion of the applicant's property;
- c) tables or plots of the calculated vertical illumination levels on the specially illuminated walls or the calculated mean vertical illuminance for these walls; and,
- d) descriptions of provisions, if any, to reduce the illumination from "operational" to "security" levels after 23:00 hours or the close of business, whichever is later

NOTE: IF THE APPLICATION IS FOR RENOVATIONS OR AN ADDITION TO AN EXISTING DEVELOPMENT, EXISTING LIGHTING ALREADY MUST ALSO BE BROUGHT INTO COMPLIANCE WITH TOWN STANDARDS. THEREFORE, THE INFORMATION SUBMITTED SHOULD COVER ANY CHANGES TO THE EXISTING LIGHTING THAT ARE REQUIRED TO BRING THE SITE INTO COMPLIANCE WITH REQUIREMENTS FOR LIGHT COLOUR, SHIELDING, AND OVERALL ILLUMINATION LEVELS.

LANDSCAPE PLAN

Landscape Plans are to be completed by a fully certified Landscape Architect, unless otherwise determined by the Commissioner of Planning and Regulatory Services. The drawings are to be finalized, drawn in metric at a maximum scale of 1: 300, and include the following information:

- a) name, address, and telephone and e-mail numbers for Owner, Consultant and Agent;
- b) development application number;
- c) a key plan at a scale of approximately 1: 10 000 indicating exact location of the site including a north arrow;
- d) Municipal Address and legal description of the lands on the drawings;
- e) adjacent land uses;
- f) north arrow and bar scale;
- g) a plant list using a key system, to indicate the full botanical name, common name, quantity, caliper, height, spread, quality, type of root stock and special remarks. Detail/specifications on sod/seeding are to be included on plan;
- h) location of all existing vegetation to be preserved;
- i) natural and man-made features such as berms, swales, ponds and ditches to be indicated (including dimensions). These features are to be contained within the site. Ponds and ditch type should be identified in respect to whether water is to remain. Appropriate safety measures to be incorporated;
- j) location of all recreational amenities and ground floor privacy areas, walkways, screens, protective fencing, exterior lighting, street furniture, hydrants, hydro transformers, curbs, and existing ground signs;
- k) location, details and/or specifications of proposed planting and paving and sodding, landscape structure details for benches, play structures, fences, walkways, retaining walls, planters, curbs, stairs, ramps and any other landscape features requiring clarification;
- l) grading information including existing topography and proposed grading within the site and along the property lines and existing slopes of surrounding lands, existing natural features designated for preservation, top and bottom elevations for retaining walls, drainage flow arrows, catch basins and sub-drains and underground garage roof slab elevations;
- m) where landscaping is proposed on top of underground garage roof slabs or other roofs, the project Engineer is required to certify that the roof slab is designed to support the mature growth of plant material, as proposed on the landscape plans, and a minimum of 1.5 metres of planting soil;
- n) where landscaping is incorporated into hard landscaping features such as planter boxes and tree pits, the design must provide for a minimum of 30 m³ soil volume;
- o) where play equipment is proposed, include a note on the landscape plan indicating that the play area is to be constructed, in accordance with the Canadian Standards Association, National Standard of Canada for Children's Play Spaces and Equipment;
- p) a cost estimate for the proposed landscape works, for the purposes of a Letter of Credit, should be included with the landscape submission; and,
- q) where a site abuts a Regional road, a Planting Plan for new and relocated vegetation to be planted within the Regional right-of-way shall be provided, subject to the Region's approval.

NOTE: LANDSCAPING WITHIN THE OAK RIDGES MORAINÉ SHOULD INCLUDE A MIX OF NATIVE SPECIES. FOR FURTHER INFORMATION, PLEASE REVIEW THE TOWN'S LANDSCAPE SELECTION GUIDES AVAILABLE ON THE TOWN'S WEBSITE AT WWW.RICHMONDHILL.CA/NATIVEPLANTS. PROPOSED LANDSCAPING IN CLOSE PROXIMITY TO VALLEYLANDS OR OPEN SPACES SHOULD NOT INCLUDE INVASIVE PLANT SPECIES AND SHOULD INCORPORATE NATIVE PLANT SPECIES THAT ARE INDIGENOUS TO THE AREA. FOR MORE INFORMATION REGARDING LANDSCAPE PLANS CONTACT THE PARK AND NATURAL HERITAGE PLANNING SECTION.

DIGITAL SUBMISSION

The Digital Submission shall take the form of a USB data stick. All of the required plans and supporting documentation as requested by the Town in the Submission Requirements Letter issued for the proposed development shall be provided **IN BOTH PDF AND CAD DWG (Version 2010) AND/OR TIFF FORMAT**,

APPENDIX “2” - TOWN OF RICHMOND HILL PUBLIC CONSULTATION PROTOCOL FOR RADIO-COMMUNICATION AND BROADCASTING

1.0 Objectives

The Town recognizes that the location of radio-communication and broadcasting antenna systems is the subject of much debate, particularly where new services are being introduced within established communities and/or areas that are experiencing significant population growth. It is on this basis that the Town of Richmond Hill establishes the following objectives:

- i) to designate contacts within the Town for receiving, reviewing and providing comments to proponents constructing antenna systems;
- ii) to establish clear and concise proposal submission and public consultation requirements;
- iii) to encourage the location of new antenna systems in a manner that respects the natural features, landscapes and significant sight-lines in the Town;
- iv) to encourage the location of new antenna systems at desirable distances from residential and institutional uses whenever technically possible and feasible;
- v) to encourage the location of new antenna systems in a manner that provides for a high level of service whenever possible and in keeping with the objectives of the Town stated in this protocol;
- vi) to encourage proponents to explore alternatives such as co-location wherever possible and appropriate; and
- vii) to provide a forum that will inform the public as to the intentions of radio-communication and broadcasting service providers in their community.

2.0 Government Jurisdiction

Radio-communication and broadcasting are Federal areas of jurisdiction and responsibility, with municipal governments generally being permitted to engage in public consultation with proponents in order to address reasonable and relevant concerns from a land-use planning perspective.

2.1 Municipal Government

It is acknowledged that municipal government is best suited and well qualified to explain to proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of their respective areas. It is for this reason that municipal governments choose to facilitate consultation between the public and proponents albeit strictly from a land-use planning perspective. There are certain topics which are ineligible for discussion under this arrangement since such topics go beyond municipal responsibility (refer to Section 7.8 of this protocol).

2.2 Federal Government

The Federal Minister of Industry has the authority under the *Radio-communication Act* to issue radio authorizations, to approve each site on which antenna systems are to be installed and to approve the erection of all masts, towers and other antenna-supporting structures. Industry Canada's ultimate role is to ensure orderly development and efficient operation of antenna systems throughout Canada.

3.0 Exemptions

3.1 Industry Canada Exemptions

Industry Canada exempts certain installations under Section 6 (entitled “Exclusions”) of CPC-2-0-03 referred to as “Radio-communication and Broadcasting Antenna Systems.” These general exemptions from public consultation are:

- maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
- maintenance of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;
- installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during

- the emergency, and is removed within 3 months after the emergency or special event; and,
- new antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level.

3.2 Town of Richmond Hill Exemptions

The Town of Richmond Hill exempts certain installations from the public consultation process in addition to those exemptions provided for under Section 3.1. These further general exemptions from public consultation include:

- roof-top antenna systems, utility/street-light poles with attached antenna systems and ground-based antenna systems measuring less than 15 metres in height from ground-level; and,
- portable or temporary “on-the-ground” antenna systems provided that the proponent enters into an agreement with the Town pursuant to Section 9.0 of this protocol.

Industry Canada acknowledges that the individual circumstances of each antenna system can vary according to local circumstances and consequently public consultation may still be required at the discretion of the Designated Municipal Contact when one or more of the following land use planning issues is identified:

- the antenna system’s physical dimensions, including the antenna, mast and tower when compared to local surroundings presents a unique land use planning issue;
- the location of the proposed antenna system on the property and its proximity to neighbouring residents presents a unique land use planning conflict;
- the likelihood of an area being a community-sensitive location due to a unique land use planning issue; and,
- Transport Canada markings and lighting requirements which present a unique land use planning conflict.

4.0 Designated Municipal Contact

For the purposes of this protocol, the Designated Municipal Contact for the Town is the Commissioner of Planning and Development or his/her successor or his/her designate. All correspondence and materials submitted as part of this protocol shall be directed to the attention of the Designated Municipal Contact.

5.0 Preliminary Consultation

The Town will require a preliminary consultation meeting with the proponent prior to formal submission unless the proponent makes preliminary contact with the Town via a covering letter along with those materials forming the Notification Package as outlined in **Appendix 2 of Industry Canada’s default consultation process** (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08781.html>) and all applicable proposal fees as per Section 6.2 of this protocol.

6.0 Submission Requirements

The Town may require additional information beyond those materials required to comprise the Notification Package as outlined in **Appendix 2 of Industry Canada’s default consultation process** (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08781.html>). It is advised that the proponent take advantage of a preliminary consultation meeting in order to discuss site-specific conditions which may be unique to the proposal and to ensure that all submission requirements including those beyond the typical requirements are satisfied.

6.1 Proposal Submission

The proponent shall submit in full to the Town all of the materials in **Appendix 2 of Industry Canada’s default consultation process** (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08781.html>), as well as any additional information or materials that the Town requires. The complete Notification Package to be submitted to the Town shall include:

- application forms as required by the Town;
- draft covering letter to circulated residents advising that the Town has received the application for public consultation on a proposed radio-communication and broadcasting antenna system (see [Appendix “5”](#));
- the proposed antenna system’s purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- the proposed location within the community, the geographic coordinates and the specific property or rooftop;
- an attestation that the general public will be protected in compliance with Health Canada’s Safety Code 6 including combined effects within the local radio environment at all times;
- identification of areas accessible to the general public and the access/demarcation measures to control public access;
- the project’s status under the *Canadian Environmental Assessment Act*;
- a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
- Transport Canada’s aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent’s expectation of Transport Canada’s requirements together with an undertaking to provide Transport Canada’s requirements once they become available;
- an attestation that the installation will respect good engineering practices including structural adequacy;
- reference to any applicable local land-use requirements such as local processes, protocols, etc.;
- notice that general information relating to antenna systems is available on Industry Canada’s Spectrum Management and Telecommunications website (<http://strategis.ic.gc.ca/antenna>);
- contact information for the proponent, land-use authorities and the local Industry Canada office;
- draft wording of the public notice sign to be placed on the lands subject to the proposal including dimensions of the sign board itself and lettering including specification of colours and materials and a key map showing proposed location of the sign on the subject lands (see [Appendix “4”](#)); and,
- closing date for submission of written public comments.

6.2 Proposal Fees

The proponent shall submit an application fee in the amount of \$1500.00 to the Town. Any proposal submission that does not include appropriate fees will be considered incomplete and will not be processed.

6.3 Notice of Complete Proposal

The Town will review the submitted Notification Package and advise the proponent by letter if the proposal submission is considered to be complete. The Town will not begin the formalized public consultation process until such time as the proposal submission is deemed complete.

7.0 Public Consultation Process

7.1 Role of Proponent

The proponent shall be responsible for distributing the Notification Package in the manner described in Section 7.3 and ensuring that the required Community Information Session meets all procedural requirements as outlined in Section 7.5 of this protocol.

7.2 Role of the Town

Town Staff shall be responsible for coordinating and distributing all written comments that are received to the proponent and relaying responses to such comments back to the public. The Town shall also be responsible for reviewing the proposal submission and preparing land-use planning comments that are to be provided to the proponent and copied to Industry Canada.

7.3 Notice Requirements

The following procedural requirements shall be followed by the proponent as part of notifying the public of their proposal submission to the Town:

- the Town will provide the proponent with a list of landowners within a radius of four times the tower height measured from the base in urban areas as designated in the Town's Official Plan and eight times the tower height measured from the base in a rural area as designated in the Town's Official Plan.
- the proponent is responsible for preparing and distributing copies of the Notification Package as per Section 6.1 of this protocol to those listed landowners a minimum of 30 days prior to the scheduled Community Information Session.
- the Notification Package must also be mailed to the Town Clerk and the local Industry Canada branch office at the same time the package is provided to the public.
- adjacent municipalities are to be notified of any proposal submission which is within a radius of four times the tower height measured from the base in urban areas as designated in the Town's Official Plan and eight times the tower height measured from the base in a rural area as designated in the Town's Official Plan.
- the list of landowners as provided by the Town must be utilized by the proponent for mailing purposes within 2 months from the date that the list was provided to the proponent by the Town.
- the proponent shall include in the notice the time, date and location of the Community Information Session; and
- the proponent shall place a public notice sign(s) on the subject lands in a location and with appropriate wording that has been approved by the Town (refer to [Appendix "4"](#)) and include photographic proof of said sign as part of a complete submission.

7.4 Written Public Comments

The following procedural requirements shall be followed by the proponent and the Town as part of the initial public consultation which provides the public with opportunity to provide written comments on a proposal submission:

- any written comments from the public in response to the information provided in the Notification Package shall be sent directly to the Town. This will enable the Town to maintain a complete public record of the consultation process.
- the Town will also comment on the proposal submission and all public comments that are received will be forwarded by the Town to the proponent with a copy also going to Industry Canada.
- submission of written public comments to the proponent shall occur within 30-60 days following the mailing of the public notice.
- the proponent must respond in writing to the Town within 14 days of receiving Town and public comments to acknowledge receipt of all questions, comments or concerns from both members of the public and the Town.

7.5 Community Information Session

The following procedural requirements shall be followed by the proponent as part of the required Community Information Session:

- the Community Information Session will be open and accessible to all members of the public and all local stakeholders groups;
- the Community Information Session will be convened and moderated by the proponent with anyone wishing to speak on eligible consultation topics being allotted a minimum of 3-5 minutes speaking time;
- the Community Information Session will occur no sooner than 30 days and no later than 40 days from the date on which the Notification Package was mailed;
- the proponent shall display prominently 4 colour photographs of the subject property (on paper no smaller than 11" x 17") with a superimposed image of the proposed structure. The pictures shall face each of the north, south, east and west directions and be taken from a distance measured at the base of the tower as specified by the Town;
- the proponent shall request that all attendees provide their names, addresses, email addresses and phone numbers and provide this information to the Town; and
- the proponent shall post written notice in a prominent location at the Community Information Session (on paper no smaller than 11" x 17") and also verbally inform attendees that the Town of Richmond Hill is a commenting agency only and that all decisions relating to the proposal submission are to be made by Industry Canada at a later date.

7.6 Resolving Concerns

The following procedural requirements shall be followed by the proponent as part of their efforts to resolve all relevant and reasonable concerns or issues that are raised during the consultation process:

- The proponent shall respond in writing to the Town within 60 days of receiving written comments from the Town and the public to address all reasonable and relevant concerns and/or to explain why the question, comment or concern is not reasonable or relevant.
- it will also be required that the proponent's written response also addresses all reasonable and relevant concerns that were presented at the Community Information Session.
- the Town will respond within 21 days to a written response from the proponent and advise when Council will be ratifying their final position as outlined in Section 7.7 of this protocol.

7.7 Concluding Consultation

Staff will provide final comments to both the proponent and to Industry Canada. Final comments will outline if and how the proponent has complied with consultation requirements, as well as if and how the proposal submission has met the locational guidelines for new antenna systems under Section 1.0 of this protocol. Council will then in each case ratify their final comments as being the official position of the Town in regard to the proposal submission.

7.8 Non-Applicable Consultation Topics

Industry Canada's protocol outlines that proponents have specific obligations that are subject to Federal government requirements and therefore the Town protocol for obtaining public consultation cannot intrude on obligations already subject to Federal government review. The Town may however wish to ask questions or seek clarification from proponents concerning their proposed steps and the alternatives available to satisfy these and any other radio authorization requirements. These Federal government requirements include compliance with:

- Health Canada's public radio frequency exposure guidelines – Safety Code 6;
- Radio Frequency Interference and Immunity – EMCAB2;
- *Canadian Environmental Assessment Act* – CEAA; and
- Aeronautical Safety – Transport Canada and NAV CANADA requirements for aeronautical safety.

8.0 Dispute Resolution

8.1 Declaration of Impasse

The dispute resolution process is intended to be a formalized process that will bring about the timely resolution where the proponent and Council have arrived at an impasse. Any impasse will be declared by Council via ratification of their official position on a proposed radio-communication and broadcasting antenna system under Section 7.7 of this protocol.

8.2 Dispute Resolution Process

Any impasse that is declared by Council via ratification of their official position on a proposed radio-communication and broadcasting antenna system under Section 7.7 of this protocol will be forwarded to Industry Canada and will serve as the Town's request for Industry Canada to undertake dispute resolution under Section 5 of Industry Canada's updated protocol for public consultation.

8.3 Industry Canada Decision

It is expected that Industry Canada will make a decision on the impasse following implementation of their dispute resolution process. This decision will be to make a final decision on whether or not the siting of a radio-communication and broadcasting antenna system is approved or alternatively they may suggest and implement alternative methods of resolving concerns.

8.4 Mutually Acceptable Solution

If a mutually acceptable solution is arrived at during the dispute resolution process, the Town will provide Industry Canada with a description in writing of said solution and ask that Industry Canada implement the mutually acceptable solution by making a final decision based on the mutually acceptable solution that is described.

9.0 Agreements

The proponent shall be required, if requested by the Town, to enter into an agreement which could include the following requirements:

- i) the removal of the antenna system if said system is deactivated and left unused and/or abandoned for a continuous period of more than 2 years;
- ii) the posting of a security for the construction of any proposed fencing, screening and landscaping for an antenna system facility;
- iii) the commitment to accommodate other antenna system providers on site or on their system structure where feasible subject to standard industry financial compensation arrangements to the system structure owner; and
- iv) other conditions of concurrence.

10.0 Building Permits

10.1 The *Ontario Building Code* is not intended to regulate radio-communication and broadcasting antenna systems. The objective of the *Ontario Building Code* is to ensure structural integrity of buildings or property and in this case to account for the impact of the antenna system on a building.

10.2 Building permits are required:

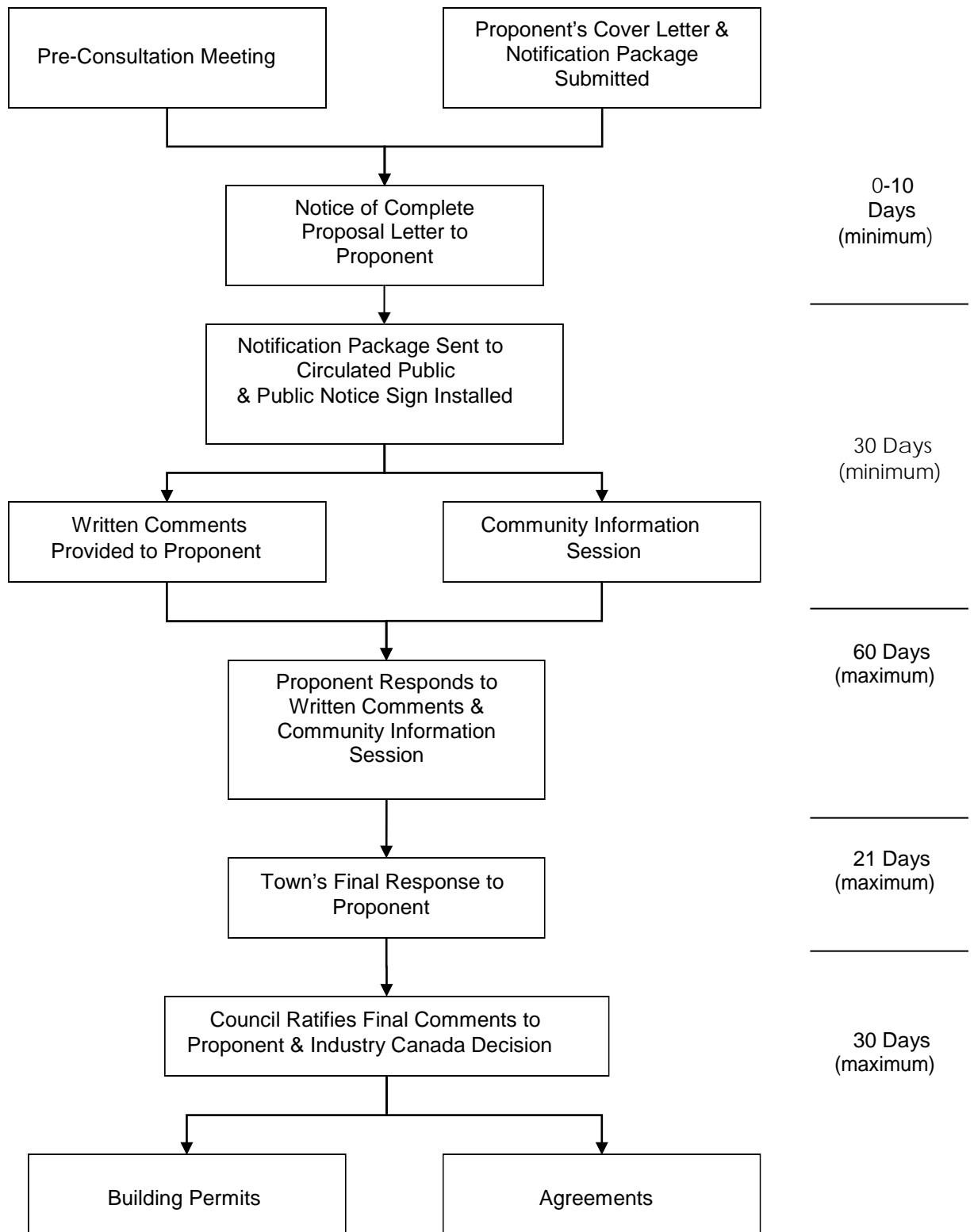
- i) for the material alteration to a building that occurs when an antenna system is to be located on the roof of an existing building;
- ii) for the construction of or material alteration to buildings associated with an antenna system; and/or,
- iii) for the design and construction of a ground-based antenna system structure.

11.0 Timeframes

11.1 The Town will endeavour to expedite the public consultation period for proposals to construct radio-communication and broadcasting antenna systems within 60-120 days.

11.2 In the event that unavoidable delays prevent the completion of the proposal process during the targeted 60-120 days, the Town shall identify such delays to the proponent and also to Industry Canada by indicating when the completion is expected to occur.

APPENDIX "3" - PUBLIC CONSULTATION PROTOCOL FLOWCHART



APPENDIX "4" - PUBLIC NOTICE SIGN TEMPLATE

<p>AN APPLICATION BY <APPLICANT NAME> TO CONSTRUCT A RADIOCOMMUNICATION/ BROADCASTING FACILITY <TYPE OF FACILITY> MEASURING <METRES> IN HEIGHT ON THESE LANDS.</p>	<p>5 cm (2 ") BOLD CAPITALS</p>
<p>THE TOWN OF RICHMOND HILL HAS NO JURISDICTION TO ISSUE APPROVALS FOR THE CONSTRUCTION OF A RADIOCOMMUNICATION/BROADCASTING FACILITY AND ACTS AS A LAND USE PLANNING COMMENTING AGENCY TO BOTH INDUSTRY CANADA AND THE FACILITY PROPONENT.</p>	<p>5 cm (2 ") BOLD CAPITALS</p>
<p>FOR INFORMATION CONTACT PLANNING AND REGULATORY SERVICES DEPARTMENT AT 905-771-8910 FILE D25-XXXX.</p>	<p>5 cm (2 ") BOLD CAPITALS</p>

APPENDIX "5" - NOTIFICATION LETTER TO CIRCULATED RESIDENTS TEMPLATE

Planning and Regulatory Services Department

MONTH, DAY, YEAR

RESIDENT NAME(S)

MUNICIPAL ADDRESS

Richmond Hill, ON **POSTAL CODE**

Dear RESIDENT NAME(S):

Re: Application for Public Consultation on a Proposed Radio-Communication and Broadcasting Antenna System
PROPONENT'S NAME
LEGAL DESCRIPTION
MUNICIPAL ADDRESS
Town File No.: D25-XXXXX

Please be advised that the Town has received a complete application for public consultation regarding a proposed radio-communication and broadcasting antenna system by **PROPONENT'S NAME** at **LEGAL DESCRIPTION**, known municipally as **MUNICIPAL ADDRESS**.

In accordance with the Town's **Public Consultation Protocol for Radio-communication and Broadcasting Antenna Systems**, please find attached to this letter all materials required to be provided to residents located within **XXXX METRES (XXXX FEET** - four times the tower height/eight times the tower height) as measured from the base of the proposed facility in accordance with Section 6.1 of the Town's protocol. The Town also requires that **PROPONENT'S NAME** notify the larger public via installation of a sign on the subject property indicating a description of the proposed antenna system and the scheduled date for the required Community Information Session. Please note that the Town will also notify the larger public in the newspaper as to when Council will consider and ratify their position on the proposed antenna system.

The application is currently being reviewed by Town staff and has been circulated to affected residents and Town departments/external agencies for comments which are due back to the Planning and Regulatory Services Department on **(ENTER MONTH DAY, YEAR - MINIMUM 30 DAYS FROM THE TIME THIS LETTER WITH NOTIFICATION MATERIALS IS SENT OUT TO RESIDENTS/DEPARTMENTS/AGENCIES)**.

If you have any questions or concerns, please contact **PLANNER NAME, PLANNER TITLE** directly by calling 905-771-8910, Extension **XXXX** or via email at **planner@richmondhill.ca**. Alternatively, the contact name provided to the Town for **PROPONENT'S NAME** in regards to this application for public consultation is **PROPONENT'S CONTACT NAME** and they may be reached directly by calling at **XXX-XXX-XXXX**, Extension **XXXX** or via email at **email address**.

Sincerely

Planner

Attachments

c: Property Owner
 Proponent
 All Relevant Town Departments/External Agencies
 Director of Planning



APPENDIX "6" - DEVELOPMENT APPLICATION SUMMARY

DEVELOPMENT APPLICATION SUMMARY

NAME OF OWNER(S)
LEGAL DESCRIPTION (Lot, Plan, Concession, etc.)
MUNICIPAL ADDRESS

LOCATION

COLOUR AERIAL PHOTO INDICATING THE LOCATION OF THE SUBJECT LANDS

OFFICIAL PLAN POLICIES

- applicable land use designation and policies (see example below):
 - "Neighbourhood" and "Natural Core" (Sections 4.9 and 4.10.5)
 - "Neighbourhood" designation - low and medium density residential uses with a maximum height of 4 storeys on an arterial street and a maximum density of 50 uph, neighbourhood commercial uses, community uses, parks and urban open spaces, and automotive service commercial uses.
 - "Natural Core" designation - fish, wildlife and forest management, conservation and flood and erosion control projects, essential transportation infrastructure and utilities, low-intensity recreational uses, and unserviced parks.

ZONING CLASSIFICATION

- current zoning classification, applicable Zoning By-law and any amendments thereto; and,
- proposed zoning classification.

DEVELOPMENT PROPOSAL

- a brief summary indicating development type, number of stories, height, etc.; and,
- a table summarizing, amongst others, the following:

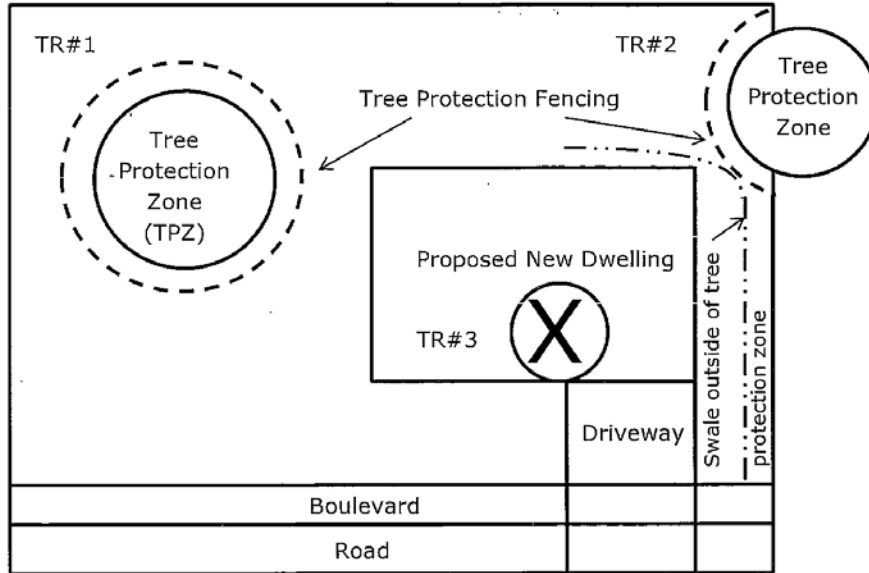
Total Lot Area:	hectares (acres)
Total Net Site Area:	hectares (acres)
Number of Buildings:	
Number of Storeys:	
Total Number of Units:	
Gross Floor Area:	square metres (square feet)
Proposed Parking:	
Proposed Floor Area Ratio:	
Proposed Density:	units per hectare (units per acre)

CONCEPT PLAN

**REDUCTION OF THE SITE PLAN/CONCEPT PLAN/SUBDIVISION
PLAN/CONDOMINIUM PLAN/REFERENCE PLAN TO BE SUBMITTED TO THE TOWN**

APPENDIX "7" - SAMPLE TREE INVENTORY AND PRESERVATION PLAN

Sample Tree Inventory and Preservation Plan



Tree #	Name	DBH	Minimum TPZ	Condition	Preserve/Remove	Location
TR #1	Red Maple (Acer rubrum)	45cm	3m	Good	Preserve	On site
TR #2	Colorado Spruce (Picea pungens)	32cm	2.4m	Good	Preserve	Neighbour
TR #3	Norway Maple (Acer plantanoides)	25cm	2.4	Fair	Remove and replace	On site

Notes:

- Swales are required to be outside of the tree protection zone
- Indicate existing and proposed grades
- Plan must include date, title, scale, stamp, property address and name of qualified tree professional
- Provide detail for tree protection fencing
- DBH is Diameter at Breast Height