



Complete Application Requirement List Telecommunication Antenna Structure

The following list outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. All plans must be clear of any previous approval stamps and/or notations

For help with your drawings visit calgary.ca/drawingstandards for tips and examples

To estimate your permit fee, visit calgary.ca/dpfees

NOTE: Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

Required Items:

A. [Application Form](#) (Do not fill out if applying online)

B. **A Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. (Please click [here](#) for a sample template)

C. **Colour Photographs**, showing:

(photographs must fit into an 8.5" x 14" (21.5 x 35.5 cm) file)

- 1 Proposed location of the telecommunication antenna
 - 2 Immediate surroundings
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D. **Completed [Public Tree Disclosure Statement](#)**

Drawing Requirements:

E. One (1) copy of a **Site Plan and Elevations**

(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 north arrow, pointing to top or left of page
 - 2 municipal address (i.e. street address) and assigned City address obtained from Planning Data Services, phone 403-268-8127 or addressing@calgary.ca (notwithstanding the subject property may already have a municipal address)
 - 3 Legal address (i.e., plan/block/lot)
 - 4 Plot and dimension property lines
 - 5 Adjacent City streets and lanes, label street names
 - 6 Location of antenna structure and support buildings
 - 7 Location of existing buildings on the site
 - 8 Existing and proposed landscaping around the base of the antenna support structure (i.e., fencing, screening, plantings)
 - 9 Access to the site
 - 10 All other cell towers within 500 m of the proposed antenna structure
 - 11 Distance to the nearest residential property or residential district if no dwellings exist yet
 - 12 Proposed colour, material, diameter and height
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Note: Elevations must show all sides of the antenna structure

Supporting Information (must be included for the submission to be complete):

- 1 Where applicable, a brief or report documenting any pre-submission consultation or meeting between the proponent and The City, the Ward Councillor or a Community Association.
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- 2 a brief or report documenting the public consultation meeting required for the telecommunication antenna structure, where required by the Protocols.

 - 3 copies of correspondence documenting notification to the Ward Councillor and Community Association, where required by the Protocols.

 - 4 copies of correspondence documenting co-location information pursuant to subsection 8.3 of the Protocols (this is a **must have** and the 21 day submission processing period **will not commence** unless and until this information is provided to The City).
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F. Completed [Amateur Radio Antenna Support Structure Information Form](#) (Do not fill out if applying online)

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.