

APPLICANT/OWNER INFORMATION

If you are an agent applying on behalf of the property owner, fill out the applicant and property owner sections. If you are the property owner and the applicant, only fill out the applicant section. The property owner must match the current Title.

Name of Applicant(s) or Agent: _____

Company Name (if applicable): _____

Mailing Address: _____

Phone Numbers: Main: _____ Cell: _____ Fax: _____

Email: _____

Name of Registered Owner: _____

Company Name (if applicable): _____

Mailing Address: _____

Phone Numbers: Main: _____ Cell: _____ Fax: _____

Email: _____

AUTHORIZATION

Please read the following authorization information fully, and complete to signify your authorization.

I/We declare that all of the statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER(s)** acknowledging this application and the agency of the applicant.

Applicant/Agent's Signature: _____
Date:

Do you consent to the release of your personal contact information (address, phone number, and email) for the purposes of processing this application, including public viewing, posting to North Cowichan's website and sign postings?
 YES **NO**

As Registered Owner(s) of the Subject Property or Properties listed above, I/we hereby authorize the Applicant/Agent listed above to act on our behalf for this application. I/we acknowledge that North Cowichan will maintain communication only with the Applicant/Agent and I/we understand that any decisions by municipal staff or Council will be based on information provided by the Applicant/Agent. We agree to be bound by all decisions of the Applicant/Agent in this matter. **All owners registered on title must sign below to authorize this application.** If the property is owned by a corporation, a designated person with signing authority for the company must sign the form.

Owner Name (Print) _____
Signature _____
Date

Owner Name (Print) _____
Signature _____
Date



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information is collected by North Cowichan under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing this application. Please direct any questions about this to North Cowichan's Privacy Officer, 250-746-3116, 7030 Trans-Canada Highway, Duncan, BC, V9L 6A1.

APPLICATION FEE(S)

The application fee(s) as set out in the [Fees and Charges Bylaw No. 3874](#) is required for a complete application. Planning Staff will contact you for the application fee payment after they have completed the preliminary review of your application submission. The following payment options are available once you have been provided with a Fee Slip for the application fee amount:


- Mail a cheque with your Fee Slip to the attention of the Planning Department.
- Drop off a cheque in the mail-slot with your Fee Slip at the North Cowichan Municipal Hall (to the left off the main entrance door) to the attention of the Planning Department.
- In-Person by cheque, debit, credit card or cash with your Fee Slip at the Municipal Office Planning Department. **Please note:** When paying with a credit card, a 2.75% fee will be added to the amount paid.
- Online Banking – Please use "North Cowichan – A/R" as the payee, using the application number you will be provided as your account to identify what you are paying. You will have to set up a new payee for each individual folder. For each payment, we request that you email a copy of your Fee Slip to finance@northcowichan.ca when payment has been made and copy the email to planning@northcowichan.ca. In some cases, Applicants may need to contact their financial institution for vendor account formatting.

CONTAMINATED SITES REGULATION

The Municipality of North Cowichan is required under the [Environmental Management Act](#) to request Applicants complete and provide a [Site Disclosure Statement](#) when submitting development applications on a property or properties with a [Schedule 2](#) use of the [Contaminated Sites Regulation](#). This Schedule 2 Contaminated Sites Regulation provides a comprehensive list of commercial and industrial purposes and activities which have the potential to cause contamination.

Once your application submission has been received, Municipal Staff will review the Site Disclosure Statement to identify if the property or properties could be contaminated. If the site identifies with a Schedule 2 use, the Municipality is required to follow the Ministry of Environment and Climate Change Strategy's process and submit the Site Disclosure Statement to the Ministry for its review and final approval.

Applications submitted **without** the mandatory Site Disclosure Statement are incomplete and will delay your application process.



APPLICATION SUBMISSION CHECKLIST

Prior to submitting a Telecommunications Antenna Structure application, Applicants are required to have a Pre-Application Meeting with Municipal Planning Staff. Please contact the Municipal Planning Department by phone: **250-746-3119** or by email: planning@northcowichan.ca to arrange for a pre-consultation. Incomplete Applications will not be accepted.

✓ Required Application Documents

In addition to the procedures outlined in the attached Council Policy [Telecommunications Antenna Structures](#), the following checklist outlines the requirements for a complete application submission. Please ensure you have included all the required documentation to avoid any delays with the processing of your application. Please note that further submission materials may be required during the application process.

Required Documents:
<input type="checkbox"/> Completed Application Form
<input type="checkbox"/> Completed Site Declaration Form required by the Ministry of Environment and Climate Change Strategy
<input type="checkbox"/> Payment of Application Fee
<input type="checkbox"/> A Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc.
<input type="checkbox"/> Property Title or Statement of Certificate (issued within last 30 days)
<input type="checkbox"/> Copies of all Rights of Way, Easements, Covenants on Property Title
<input type="checkbox"/> Letter of Rationale for Proposed TAS
<input type="checkbox"/> Scaled elevations drawings of the structure, siting plan, and details of all design features, such as colour, fencing, landscaping, etc.
<input type="checkbox"/> Identification of any other freestanding TAS within 500m of the proposed location
<input type="checkbox"/> Information regarding co-location opportunities and potential use of any other existing structures
<input type="checkbox"/> Photographic evidence of the sign erected under <i>Telecommunications Antenna Structure Policy</i> section 4.2 and indication of precise location
<input type="checkbox"/> A QEP report, where a proposal is situated in whole or in part within any location identified in the Official Community Plan as subject to an environmental development permit area designation.
<input type="checkbox"/> Site Plan prepared by BC Land Surveyor including: <ul style="list-style-type: none"> • North Arrow and Scale • Location of existing and proposed driveways, pathways and patios. • Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements and covenants.