

# Application for Radiocommunication/Broadcasting Antenna System

The Corporation of the Town of Whitby  
575 Rossland Road East, Whitby Ontario, L1N 2M8  
Telephone: 905.430.4306

[http://webforms.whitby.ca/Planning/Electronic Submission of Planning Applications](http://webforms.whitby.ca/Planning/Electronic%20Submission%20of%20Planning%20Applications)



Shaded Area for Office Use Only		
File No.:RB/ _____ / _____	Date Entered in AMANDA:	Entered By (Initials):
Date Received:		

## Part I – Applicant Information

### 1. Owner / Applicant / Agent:

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Owner:*		Telephone:
		Email:
Applicant:**		Telephone:
		Email:
Agent or Solicitor:**		Telephone:
		Email:

\* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

\*\*An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

### 2. Primary Contact:

Correspondence relating to this application should be sent to (select one only):

Owner                       Applicant                       Agent / Solicitor

## Part II – Property Information

### 3. Property Information:

3.1 Location and Description of Subject Land(s):

Municipal Address (Street # and Street Name)		Assessment Roll #	
Registered Plan(s)	Lot(s) / Block(s) #	Reference Plan(s)	Part(s) #

Lot(s)	Concession(s)	Approximate Area (hectares)
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3.2 Complete the following site statistics for the Subject Lands:

Subject Lands:	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m <sup>2</sup> )
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#### 4. Heritage / Easements / Encumbrances / Mortgages:

4.1 Is this property Designated under Ontario Heritage Act / Listed on Municipal Heritage Register:

Yes                      No                      Unknown

If Yes, please identify below the Type of designation

Individual Designation (Part IV)                      or                      District Designation (Part V)

4.2 Are there any easements, rights-of-way, restrictive covenants, etc., affecting the subject land(s)?

Yes                      No

If **Yes**, please identify below, and indicate on a site plan, the nature and location of the easement, right-of-way, restrictive covenant, etc:

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4.3 Are there any mortgagees, holders of charges or other encumbrances?

Yes                      No

If **Yes**, please list the names and addresses of the mortgagees, holders of charges or other encumbrances:

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### Part III – Application Details

#### 5. Type of Application:

5.1 Indicate the type of application proposed:

Radiocommunication

Broadcasting

Telecommunication

5.2 Specify any details of the proposal, such as tower height, equipment shelters, etc.:

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## 6. Surrounding Property Information:

Identify the existing uses of abutting properties:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

## Part IV – Submission of Application

### 7. Fees:

**Town of Whitby** (Effective January 1, 2026; subject to change without prior notice)

- A non-refundable application fee of **\$9,135.00** paid by cash, debit card or cheque made payable to the **Town of Whitby**.

The above fee is payable by cash, debit card or cheque made payable to the **Town of Whitby**.

**Central Lake Ontario Conservation** (Fees effective January 1, 2026; subject to change without prior notice)

- An additional non-refundable processing fee of **\$2,250.00** paid by separate cheque made payable to the **Central Lake Ontario Conservation**, is required where the property is located within lands subject to Ontario Regulation 42/06. Applications requiring a significant amount of technical review will be charged the Technical Review Fee of **\$3,640.00**. Consolidated applications will be subject to only the higher application fees, not the aggregate.

### 8. Forms, Information and Materials:

- One (1) original completed application form
- Minimum of ten (10) copies of the full size plan showing the dimensions of the subject land and all abutting land and showing the location, size and type of all buildings and structures on the subject and abutting land, parking and docking facilities if access is by water only and the location of any easement affecting the subject lands. Further, the plan should also indicate approximate location of all natural and artificial features on the subject and adjacent lands (e.g. railways, watercourses, roads, drainage ditches, wells, septic tanks, wooded areas etc.)
- Two (2) copies of photos of the proposed location and the proposed tower and associated facilities superimposed from four directions; north, south, east, west
- One (1) copy of plan reduced to 8½" X 11" (letter size), if applicable
- Two (2) copies of all supporting technical and background information and materials, as required
- Owner's Authorization (if applicable)
- One (1) copy of a written justification for the need for the proposal
- Two (2) plans showing the horizontal distance between any proposed tower and the nearest residential zone and/or residential dwelling
- Two (2) copies of elevation, landscape, grading and site servicing plans if required

## 9. Applicant's Acknowledgements:

The Applicant hereby acknowledges:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- that all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- that additional approvals from the Town and/or other agencies (e.g. building permit, site plan approval, CLOC permit) may be required;
- that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that additional costs for the processing of the application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study (e.g. traffic, marketing, environmental, noise, servicing);
- that additional information and/or materials may be required, and therefore the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
- that the applicant will be required to pay the fees of the Town for the preparation and registration of development agreement when such agreements are required;
- that the applicant shall be required to submit all documentation of public correspondence and notification in accordance with procedures contained in *Industry Canada: Radiocommunication and Broadcasting Antenna Systems*.

Questions about the collection and inspection of this information should be directed to: **Commissioner of Planning and Development, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, Telephone: 905-430-4306.**

## 10. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?

Yes  No

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and  
(Please print)

I authorize \_\_\_\_\_ to prepare and submit this application on my behalf.  
(Please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**11. Declaration:**

I, \_\_\_\_\_, of the \_\_\_\_\_,  
(Please print) (e.g. Town of Whitby)  
in the \_\_\_\_\_, make oath and say (or solemnly  
(e.g. Region of Durham)  
declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the \_\_\_\_\_, in the  
(e.g. Town of Whitby)  
\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.  
(e.g. Region of Durham)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Commissioner of Oaths

**Applications will not be processed  
where application forms and/or fees are incomplete**