



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Buildings, Facilities & Properties	2
Sub-Section:	Properties - Leased	0870
Title:	<b>GUIDELINES FOR WIRELESS TELECOMMUNICATIONS FACILITIES</b>	5

## POLICY

**Wireless Telecommunications Facilities will be permitted in accordance with the Guidelines outlined within this Policy.**

## REASON FOR POLICY

To ensure that all parties involved are informed of the process and to require the industry to reduce the visual impact of the installations, wherever possible.

## AUTHORITY TO ACT

Delegated to Staff

## PROCEDURE

### 1. Recommendations for Reducing the Visual Impact:

When considering potential sites for any telecommunications facility, every effort should be made to minimise the impact of the site on the streetscape in the following ways:

- When considering the siting of telecommunications facilities, every effort should be made to locate on an existing structure.
- When considering locations, every effort should be made to locate in a manner that will not detrimentally impact views from surrounding properties.
- All telecommunications facilities located on sites that will be visible from neighbouring properties or the street, should be screened or designed in a manner that will minimise their visual impact.
- When adding additional telecommunication facilities to a roof top or other similar site, that already has existing telecommunications facilities, the site should be reviewed to see if screening can be provided for both the proposed and the existing telecommunication facilities in order to enhance the overall appearance of the site.
- When constructing a new tower, setback requirements of the zone must be met, along with any additional location related requirements to be determined by the Community Planning Department and when appropriate, the Advisory Design Panel.

## 2. Permits Required

- The applicant must obtain any necessary permits and approvals, including but not limited to, rezoning, development permit, development variance permits, environmental permits, building permits, electrical permits, and crossing permits for driveways.
- **New Towers:** Where the proposal is for a new tower a Development Permit will be required.
- **More than 1,000 square feet:** Where the proposal is to construct a facility that adds building coverage of greater than 92.9 square metres (1,000 square feet) a Development Permit will be required.
- **More than 270 square feet:** Where the proposal is to construct a facility that adds building coverage of greater than 25 square metres (270 square feet) in size, but less than 92.9 square metres (1,000 square feet) a Minor Development Permit will be required.
- **Less than 270 square feet:** Where the proposed telecommunications facility will add less than 25 square metres (270 square feet) in size, the Community Planning Department may still require a Minor Development Permit should the proposed work be deemed to affect the form or character of the site. In those cases that do not require a Minor Development Permit, Council will be informed of the issuance of the relevant permit(s).
- **No Impact on Form and Character:** Where the proposal does not impact form and character of site, the Director of Planning, Engineering, Parks and Regulatory Services may approve the proposal. (An example of a minor proposal would be adding an antenna to an existing Hydro Transmission Tower.) In these cases, Council will be informed of the issuance of the permit.
- **Permit Requirements:** The Community Planning Department may require that the applicant work with staff to hold a Public Information meeting as a condition of a Development Permit. Notification for Public Information Meetings is normally sent to all properties within 350 metres (1,150 feet) of the site, and the local neighbourhood associations.

The decision of the Director of Planning, Engineering, Parks and Regulatory Services is final for all purposes.

## 3. Approval of Land Owner:

All sites need the approval of the land owner, whether private or public. In the case of a strata corporation, a letter from the Strata Council agreeing to the installation is required. In the case of District-owned land, the Council Policy setting out *Criteria for Approving Rental Agreements* will also apply.

## 4. Definitions

**Wireless Telecommunication Facilities:** includes all structures and equipment used for the commercial transmission of radio signals for wireless communications, and may include towers, antennas and equipment sheds.

**Applicant:** the wireless communication company or companies.

**5. Wireless Telecommunications Facilities Located on District-owned Land - Criteria for Approving Rental Agreements**

- A telecommunications facility will only be considered appropriate for District land if it can meet all the necessary conditions for locating an installation in the District, as listed in *the Guidelines for Wireless Telecommunications Facilities*.
- Prior to approving the rental agreement for District Land, the District will contact the properties that fall within 50 metres of any portion of the telecommunications facility. When the facility is located on a tower or roof-top, the 50 metres is measured horizontally from the structure to the lot line. The District reserves the right to notify additional properties, if the siting or size of the proposal is likely to impact properties outside the 50 metre notification area. All concerns raised by neighbours in the area will be passed on to the Applicant to provide the Applicant with an opportunity to address the concerns. Any concerns that continue to be outstanding will be passed along to Council for Council's consideration when reviewing the application to rent.
- If no public notification is required (because there are no private properties located within the notification zone) or, if public notification is required but no concerns have been expressed within the 3 week notification period, the Manager of Regulatory Services may approve the rental agreement.
- The District will retain the right to end the rental agreement at 180 days' notice for the following reasons:
  - should any valid safety concerns arise in the future;
  - should the site be redeveloped; and
  - should new improved technology become available, that, in the opinion of the District, acting reasonably, is economically viable to use.
- The applicant must enter into a signed agreement with the District which will include payment of rent or, by agreement between the District and the telecommunication company, equivalent benefits in terms of provision of communications equipment or service to the District. As well, the agreement shall include clauses relating to indemnification and proof of comprehensive general public liability insurance coverage, termination and removal of equipment.
- The applicant must pay all costs of documentation, improvements, occupancy and eventual termination and removal.

Approval Date:	May 3, 1999	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	