



Complete Application Requirement List Amateur Radio 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 letter](#))

C. **Colour Photographs**, showing:
(minimum of four different views, label and identify each photograph)

- 1 Proposed location of the antenna

- 2 Immediate surroundings

Drawing Requirements:

D. One (1) copy of a **Site Plan**
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

- 1 north arrow, pointing to top or left of page

- 2 municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

- 3 Location of the amateur radio antenna support structure on the property, including the distance from the side and rear property lines, the dwelling, and all other existing buildings on the property.

- 4 Existing and proposed landscaping around the base of the antenna support structure (i.e., fencing, screening, plantings)

- 5 Distance from the base of the antenna support structure to the nearest neighbouring dwelling

- 6 Dimensioned height of the amateur radio antenna support structure

- 7 Dimensions and locations of all antennas, wires and any other elements associated with, and attached to, the amateur radio antenna support structure

- 8 Details of the base of the antenna support structure and, if the support structure is to be attached to the dwelling, details of where and how this will be done.

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

E. A brief or letter detailing:

- 1 A brief or letter detailing the addresses of the residences where notification of the proposed amateur radio antenna support structure was given; what issues arose as a result of the notification; and, how those issues were resolved. Include information regarding any issues that could not be resolved and why
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- 2 Any other additional information or material that either the operator or the Administration considers to be necessary and appropriate to properly evaluate the proposed submission. This information may be submitted/requested at the time the submission is made or during the review and evaluation period and will depend on the complexity of the proposal as determined by the Administration.
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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.