

# Application for Site Plan Approval

under the *Planning Act*, R.S.O. 1990 c.P.13, as amended

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 3-1-1 or 905-615-4311  
[www.mississauga.ca](http://www.mississauga.ca)

Application No.  
(Office use only)



## Notice

In conjunction with this Site Plan application form, the following forms (schedules) must also be completed:

- Schedule A - Property Owner Acknowledgement of Public Information and Permission to Enter Property;
- Schedule B - Property Owner Appointment and Authorization of Agent (not required if the applicant is the property owner);
- Schedule C - Environmental Site Screening Questionnaire and Declaration;
- Schedule D - Tree Injury or Destruction Questionnaire and Declaration; and
- Schedule E - Fee Calculation Worksheet for Site Plan applications.

The schedules noted above, if not attached to this application form, can be obtained at:  
[www.mississauga.ca/portal/residents/pbformscentre](http://www.mississauga.ca/portal/residents/pbformscentre).

Should there be no activity on an application over a period of six (6) months from the date of the last activity by either the City or the applicant, the application may be closed by the Planning and Building Department without further notification to the applicant and/or property owner. If the application is closed due to inactivity and you wish to again pursue the application, you will be required to re-apply and incur a new application fee in accordance with the current *Planning Act* Processing Fees By-law.

If you are aware that the application will be held in abeyance for six (6) months or more, and you wish that the application remain open, you must submit in writing the reasons for this request, upon which time the Planning and Building Department will make a determination on the disposition of the application.

If an applicant submits a written request to withdraw or discontinue an application prior to completion of the entire process related to an application, or if the Planning and Building Department closes an application due to inactivity, refunds of application fees in accordance with the applicable *Planning Act* Processing Fees By-law are available.

It is an offence under the Ontario *Building Code Act* to commence construction without a building permit. The City of Mississauga vigorously prosecutes contraventions of the *Building Code Act*. Any owner, contractor and subcontractor who contravenes the *Building Code Act* may be charged with an offence and prosecuted by the City. Repeat offenders may have a Prohibition Order imposed against them.

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your development application. Questions about the collection of personal information should be directed to the Manager, Development Planning Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Tel: 905-615-3200 ext. 4443.

\_\_\_\_\_  
Applicant Initials

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1. Applicant Information			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent of Property Owner			

2. Property Information
Address / Legal Description
General Location of Site

3. Registered Property Owner Information			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

4. Project Information			
Provide a detailed description of the proposal:			
Existing GFA to remain:	m <sup>2</sup>	Proposed GFA:	m <sup>2</sup>
		Total GFA:	m <sup>2</sup>
Number of Units:		Number of Storeys:	

5. Declaration of Applicant		
I, the undersigned, hereby declare that the statements and attached documentation made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.		
_____	_____	_____
Signature of Applicant	Print name	Date

# Application for Site Plan Approval - Schedule A

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## Property Information

Address / Legal Description

## Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, the undersigned, being the registered property owner of the above noted property hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
Signature of property owner or signing officer

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

## Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of the above noted property hereby irrevocably authorize and consent to the City of Mississauga staff to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
Signature of property owner or signing officer

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

# Application for Site Plan Approval - Schedule B

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## Property Information

Address / Legal Description

## Property Owner Appointment and Authorization of Agent

I, the undersigned, being the registered property owner of the above noted property hereby authorize

\_\_\_\_\_

Authorized agent's name / company

as my agent for the purpose of submitting a Site Plan application to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by me/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_

Signature of property owner or signing officer

\_\_\_\_\_

Print name

\_\_\_\_\_

Date

# Application for Site Plan Approval - Schedule C

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## Environmental Site Screening Questionnaire and Declaration

For Development Applications - Corporate Policy 09-08-02

Address / Legal Description

- |  |   |
|--|---|
| 1. What is the current use of the property?  |   |
| 2. What were the previous uses of the property?  |   |
| 3. Will lands be dedicated to the City as part of this application, including road allowances, parks and greenbelts?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 4. Is there reason to believe that the lands may be potentially contaminated based on historical land use of this or an abutting site, such as but not limited to: electroplating, the operation of electrical transformer stations, disposal of waste materials, chemical storage, gasoline stations, automotive repair garages and/or dry cleaning plants? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 5. Are there or were there any above ground storage tanks on the property?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 6. Are there or were there any underground storage tanks or other buried waste on the property?  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 7. For existing or previous buildings on the site, are there building materials remaining which are potentially hazardous to health (e.g. asbestos, PCB's, lead paint, etc.)?  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 8. Has fill ever been placed on this site?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 9a. Has this property ever had a septic system?  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 9b. Does this property currently use a septic system?  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 10. Does this property have or has it ever had a well?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 11. Has an Environmental Site Assessment (ESA) been prepared for this site, or is an ESA currently being prepared for this site? If yes, please submit your Phase 1 ESA with your application.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 12. Has a Record of Site Condition (RSC) been completed for this property?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_

am the registered property owner. I acknowledge that it is the owner's responsibility to ensure that the site is in compliance with all applicable acts and regulations. I further acknowledge that the City of Mississauga and/or the Regional Municipality of Peel are not responsible for the identification and/or remediation of contaminated sites and in any action/proceeding for environmental clean-up or damage. I undertake that I will not sue or claim against the City of Mississauga and/or Regional Municipality of Peel. I hereby declare that the statements made by me in this questionnaire are, to the best of my knowledge and belief, a true and complete representation of the physical conditions, and the present and former uses, of the property. I have the authority to bind the Corporation or Partnership, if applicable.

DECLARED BEFORE ME )  
at \_\_\_\_\_, )  
in the \_\_\_\_\_, )  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. )  
\_\_\_\_\_  
Property owner signature or signing officer

\_\_\_\_\_  
A commissioner, etc. Name/Stamp of commissioner, etc.

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your development application. Questions about the collection of personal information should be directed to the Manager, Special Projects, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone 905-615-3200 ext. 5529.

# Application for Site Plan Approval - Schedule D

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## Tree Injury or Destruction Questionnaire and Declaration

The City of Mississauga has enacted Private Tree Protection By-law O254-2012, as amended, that requires a Permit to injure or destroy trees on private property within the City. Furthermore, a Tree Removal Permission process has also been established in certain circumstances. A Tree Permit is required when three (3) or more trees with a diameter greater than 15 cm (6 in) are proposed to be injured or removed due to the owner's desire, or in conjunction with a Site Plan application. The following questionnaire is to be completed and submitted in conjunction with a Site Plan application.

### Applicant / Property Owner / Site Information

Address of Site		Ward No.
Name of Applicant	Name of Property Owner	

### Tree Injury or Destruction Questionnaire

- Are there existing trees on the property with a diameter greater than 15cm (6 in.)?  Yes  No
- I intend on injuring or destroying (check all applicable statements):
 

<input type="checkbox"/> No trees .....	No permit or permission required
<input type="checkbox"/> All trees having a diameter of 15 cm (6 in.) or less.....	No permit or permission required
<input type="checkbox"/> Up to TWO trees with diameters greater than 15 cm (6 in.) within one calendar year .....	No permit or permission required
<input type="checkbox"/> THREE or MORE trees with diameters greater than 15 cm (6 in.) within one calendar year regardless of its condition (i.e. dead, dying and dangerous trees) .....	Permit or permission required

Indicate how many trees are subject to injury or destruction: \_\_\_\_\_
- If a permit is required, have you applied for a permit to injure or destroy the trees?  Yes  No  
If yes, what is the state of the application?  In-process  Approved  Refused Permit No.: \_\_\_\_\_
- Are there public trees adjacent to the subject property that may be impacted by the proposed construction or development?  Yes  No
- Provide the file no. for any of the following applications currently under review for the subject property.
 

Official Plan/Rezoning: _____	Subdivision: _____
Building Permit: _____	Site Plan: _____
Pool Enclosure Permit: _____	Committee of Adjustment: _____
Land Division: _____	Erosion & Sediment Control Permit: _____

### Declaration of Applicant

I, the undersigned, hereby declare that the statements made upon this questionnaire and declaration is to the best of my belief and knowledge a true and complete representation of my intentions.

\_\_\_\_\_  
Signature of Applicant / Property owner

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

### Office Use Only - Summary

Date: | Year | Month | Day |

Is a permit required?  Yes  No If yes, has an application for a Tree/Permission been submitted?  Yes  No

Copy: Private Tree By-law Inspector, Forestry, 950 Burnhamthorpe Road West  
Manager, Development Construction, Transportation & Works Department, 3185 Mavis Road

If building permit is required, and the site is an unregistered plan and site plan, approval is not required.

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# Application for Site Plan Approval - Schedule E

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<b>Fee Calculation Worksheet for Site Plan Control</b>				
BASE FEE <sup>A</sup> : (Applies per application)			= \$ 10,549.00	1
BASE FEE (Commercial up to a maximum of 220m2 in C4 Mainstreet Commercial base or exception zone)			= \$5,274.00 with no variable rate fees	2
<b>PLUS Variable Rate Fees for Residential:</b>				
For first 25 units	\$ 621.00	x	units	= \$ 3
For units 26 to 100	\$ 283.00	x	units	= \$ 4
For additional units beyond 100	\$ 65.00	x	units	= \$ 5
<b>TOTAL NUMBER OF UNITS</b>			units	
<b>SUBTOTAL (Add Lines 3 to 5)</b>			= \$	6
<b>Maximum variable charge per building \$82,089.00 <sup>B C</sup></b>				
<b>PLUS Variable Rate Fees for Commercial / Office / Institutional:</b>				
For first 2,000 m <sup>2</sup>	\$14.38	x	m <sup>2</sup>	= \$ 7
For 2,001 to 4,500 m <sup>2</sup>	\$ 10.30	x	m <sup>2</sup>	= \$ 8
For 4,501 to 7,000 m <sup>2</sup>	\$ 6.28	x	m <sup>2</sup>	= \$ 9
Beyond 7,000 m <sup>2</sup>	\$ 3.01	x	m <sup>2</sup>	= \$ 10
<b>TOTAL FLOOR AREA</b>			m <sup>2</sup>	
<b>SUBTOTAL (Add Lines 7 to 10)</b>			= \$	11
<b>Maximum variable charge per building \$50,122.00 <sup>B</sup></b>				
<b>PLUS Variable Rate Fees for Industrial:</b>				
For first 2,000 m <sup>2</sup>	\$7.96	x	m <sup>2</sup>	= \$ 12
For 2,001 to 4,500 m <sup>2</sup>	\$ 5.55	x	m <sup>2</sup>	= \$ 13
For 4,501 to 7,000 m <sup>2</sup>	\$ 2.88	x	m <sup>2</sup>	= \$ 14
Beyond 7,000 m <sup>2</sup>	\$ 1.30	x	m <sup>2</sup>	= \$ 15
<b>TOTAL FLOOR AREA</b>			m <sup>2</sup>	
<b>SUBTOTAL (Add Lines 12 to 15) - Maximum charge per application \$50,122.00</b>			= \$	16
<b>(Maximum Charge is inclusive of the base fee) <sup>D</sup></b>				
<b>TOTAL Application Fee <sup>D</sup> (Add Lines 1 (if applicable), 6, 11 and 16)</b>			= \$	17
<b>(Base fee is applied only once per application)</b>				
<b>CREDITS :</b>				
<b>MINUS Pre-Application Meeting (PAM) Fee (if applicable)</b>			= \$	18
<b>MINUS Development Application Review Committee (DARC) Fee (if applicable)</b>			= \$	19
<b>SUBTOTAL (Line 17 minus Line 18 or 19)</b>			= \$	20
<b>OUTSTANDING Application Fee (Line 20)</b>			= \$	21





# Application for Site Plan Approval - Schedule E Continued

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<b>Fee Calculation Worksheet for Site Plan Control - Limited Circulation</b>		
BASE FEE <sup>A</sup> :	= \$ 4,376.00	22
PLUS Applicable Site Plan Minor Surcharge Fees :		
Planning & Building Department - Site Inventory Review	\$1,180.00 = \$	23
Transportation & Works Department - Development Engineering Review	\$ 404.00 = \$	24
Transportation & Works Department - Storm Drainage Review	\$ 124.00 = \$	25
Transportation & Works Department - Environmental Review	\$ 123.00 = \$	26
Transportation & Works Department - Traffic Review	\$ 456.00 = \$	27
Community Services Department - Fire Review	\$ 153.00 = \$	28
Community Services Department - Forestry Review	\$ 339.00 = \$	29
Community Services Department - Heritage Review	\$428.00 = \$	30
<b>TOTAL Application Fee (Add Lines 22 to 30)</b>	<b>= \$</b>	<b>31</b>
CREDITS :		
MINUS Pre-Application Meeting (PAM) Fee (if applicable)	= \$	32
<b>OUTSTANDING Application Fee (Line 31 minus Line 32)</b>	<b>= \$</b>	<b>33</b>

<b>Fee Calculation Worksheet for Site Plan Control - New/Replacement Dwelling and Addition(s) to Existing Dwelling</b>		
BASE FEE <sup>A</sup> :	= \$ 10,549.00	34
CREDITS :		
MINUS Pre-Application Meeting (PAM) Fee (if applicable)	= \$	35
<b>OUTSTANDING Application Fee (Line 34 minus Line 35)</b>	<b>= \$</b>	<b>36</b>

<b>Fee Calculation Worksheet for Site Plan Control - Master Site Plan</b>		
BASE FEE <sup>A</sup> :	= \$ 65,718.00	37
CREDITS :		
MINUS Pre-Application Meeting (PAM) Fee (if applicable)	= \$	38
MINUS Development Application Review Committee (DARC) Fee (if applicable)	= \$	39
<b>OUTSTANDING Application Fee (Line 37 minus Line 38 or 39)</b>	<b>= \$</b>	<b>40</b>

# Application for Site Plan Approval – Schedule E Continued

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## Notes

It may be prudent for applicants to consult with the Planning Services Centre of the Development and Design Division to verify the fee calculation before preparing a cheque. Send your completed Fee Calculation Worksheet to [eplans.devdes@mississauga.ca](mailto:eplans.devdes@mississauga.ca).

If there is a discrepancy between this calculation worksheet and the City's *Planning Act* Processing Fees By-law, as amended, the City's *Planning Act* Processing Fees By-law, as amended, will apply.

For the purpose of calculating Site Plan Application fees, no floor area deductions are permitted.

<sup>A</sup> Base Fee applies per application.

<sup>B</sup> Where a building includes or consists of a podium that connects two or more Residential / Commercial / Office / Institutional towers where each tower is greater than five storeys above the height of the podium, each Residential / Commercial / Office / Institutional tower shall be considered a separate building for the purposes of calculating the applicable fee. Additionally, the variable rate fees associated with the podium will be allocated between the Residential / Commercial / Office / Institutional towers. Where a Residential / Commercial / Office / Institutional tower is five storeys or less above the height of the podium, that tower will not be considered a separate building.

<sup>C</sup> For townhouse buildings, the maximum variable rate charge applies to the total of all townhouse buildings included in an application.

<sup>D</sup> Major revision to an application requiring recirculation to commenting agencies is 50% of the total application fee.