

# Application for an Official Plan Amendment, Rezoning and/or Plan of Subdivision

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: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

For information regarding fees and charges related to development applications, please refer to the **Typical Development Approval Cost Guideline** booklet available from the Planning and Building Department, or on-line at:

[www.mississauga.ca/portal/residents/developmentcharges](http://www.mississauga.ca/portal/residents/developmentcharges)

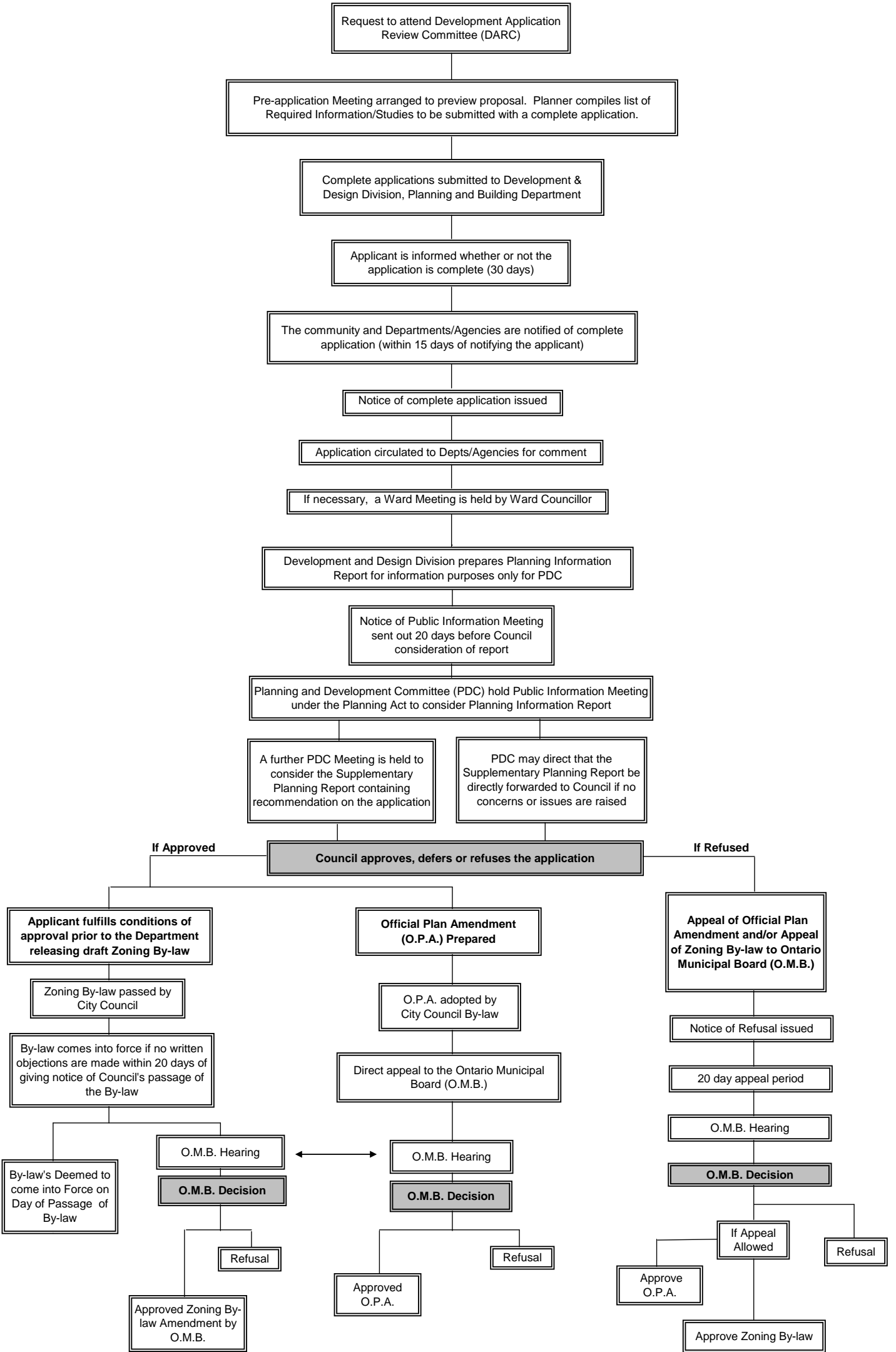
## Notice to Applicants

- |   | Page  |
|---|-------|
| 1. This application package consists of the following:  |       |
| a. Process Flow Charts:   |       |
| - Official Plan Amendment/Rezoning.....   | 2     |
| - Subdivision.....  | 3     |
| b. Application forms to be completed by the applicant.....  | 4-12  |
| c. Tree Injury or Destruction Questionnaire.....  | 13    |
| d. Summary of requirements for Approval of Development of Contaminated Sites .....  | 14    |
| e. Environmental Site Screening Questionnaire to be completed by the applicant.....   | 15    |
| f. Information for the installation of the Notice Sign .....  | 16-19 |
| g. Notice Sign Deposit Form.....  | 20    |
| h. Pre-Application Meeting Request for Development Applications .....   | 21    |
| i. Official Plan Amendment/Rezoning/Subdivision Application Submission Checklist.....   | 22-23 |
| j. Fee Calculation Sheet.....   | 24-25 |
| k. Conservation Authority Sheet Collection Form.....  | 26    |
| 2. Please clearly type or print all information.  |       |
| 3. <b>Application package and supporting documentation are to be submitted, <u>by appointment</u>, to the Planning and Building Department on the 6<sup>th</sup> Floor, Civic Centre, 300 City Centre Drive, Mississauga, Ontario L5B 3C1. To book an appointment, please contact Sanja Blagojevic at 905-615-3200 ext. 4199, or by e-mail at <a href="mailto:sanja.blagojevic@mississauga.ca">sanja.blagojevic@mississauga.ca</a>.</b> |       |
| 4. Please be advised that should there be no activity on a file over a period of <b>six</b> months from the date of the last activity by either the City or the applicant, the file may be closed by the Planning and Building Department without further notification to the applicant and/or owner. A new application and fee will be required to re-open the file.   |       |

If a person 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 the application due to inactivity, refunds of application fees in accordance with the applicable Planning Act Process Fees By-law are available.

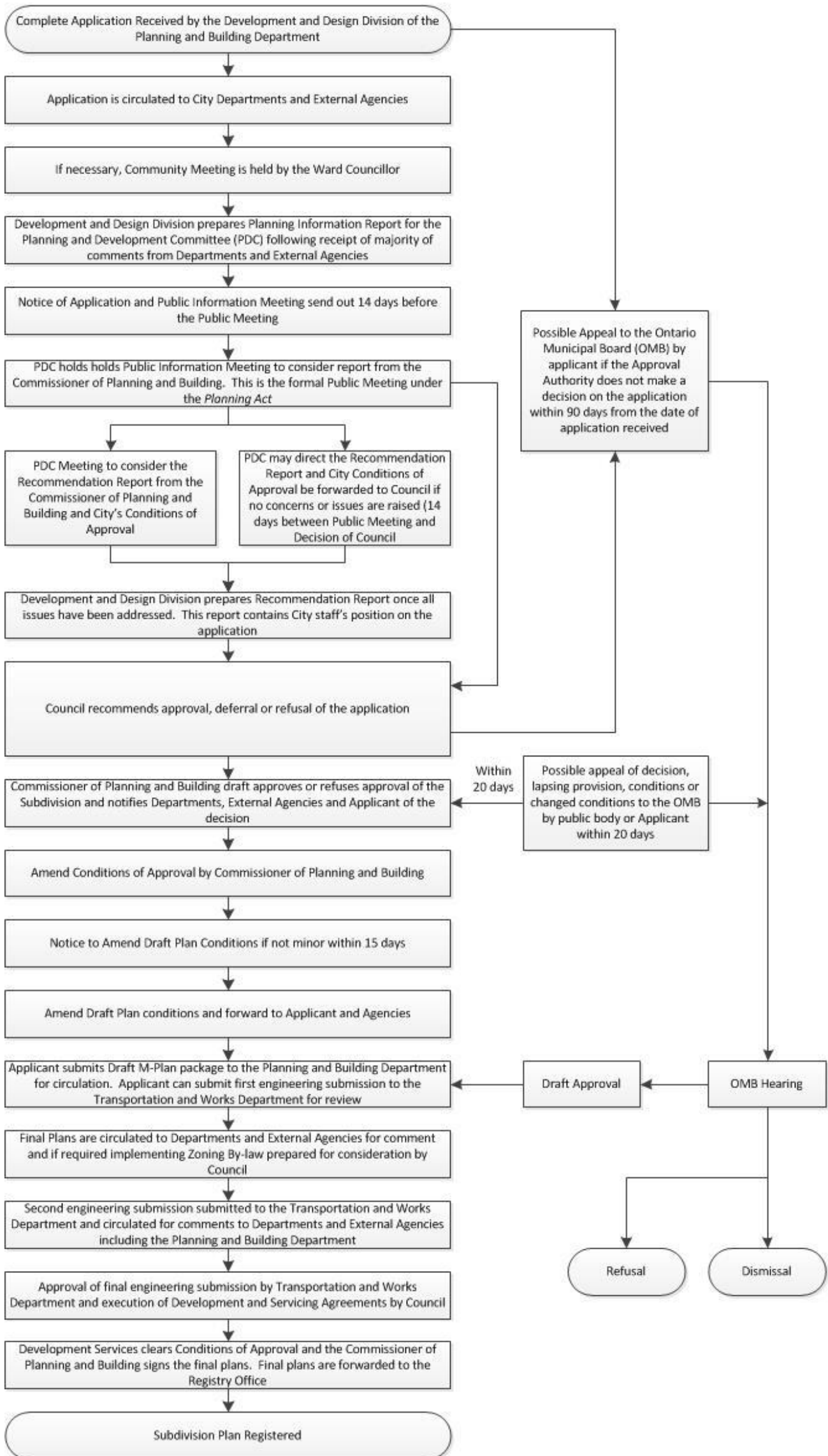
If you are aware that the application will be held in abeyance for **six** months or more and you wish that the file remain open, you must submit in writing the reasons for this request upon which time the Planning and Building Department will make a determination on the disposition of the application.

**OFFICIAL PLAN AMENDMENT/REZONING PROCESS**  
Under the Planning Act, R.S.O. 1990 c.P. 13, as amended



# Subdivision Process

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



# Application for an Official Plan Amendment, Rezoning and/or Plan of Subdivision

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: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

<b>FOR OFFICE USE ONLY</b>		
File Number(s) OPA/OZ _____	Ward _____	Planning District _____
T-M: _____		
Date Application Received _____	Date Complete for Circulation _____	
Project Name _____		
Project Proposal _____		

**Type of Application:**     Official Plan Amendment     Rezoning     Plan of Subdivision

## 1. AGENT/APPLICANT AND OWNER INFORMATION

Name	Mailing address/E-Mail Address	Phone and Fax
*Agent/Applicant:		
Registered Owner:		
Solicitor:		
Ontario Land Surveyor:		

\*The owner's written authorization to make the application is to be attached to the application. (Subdivision only).

The date the subject land was acquired by current owner: \_\_\_\_\_

a) All communication to be forwarded to the:     Owner     Agent/Applicant     Solicitor     Land Surveyor

b) How would you like to receive Application Status Reports? (Choose only one)

E-City (Web ID will be given at the time of submission of the application)     Mail

## 2. SITE INFORMATION

a) Legal description of Site (i.e. lot and concession number/registered plan number/reference plan number:)

\_\_\_\_\_

b) Street address: \_\_\_\_\_

c) General Location of Site: \_\_\_\_\_

d) Dimensions of Site:

Gross Site Area \_\_\_\_\_ hectares

Site Frontage \_\_\_\_\_ metres

Site Depth \_\_\_\_\_ metres

e) Existing Use of Site:

Residential  Commercial  Industrial  Agricultural  Vacant  Other

Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

Specify existing uses in detail and indicate the length of time that the existing uses on site have continued (add pages if necessary) \_\_\_\_\_  
\_\_\_\_\_

f) Are there any easements or restrictive covenants affecting the land? Yes  No   
If yes, please provide a description of each easement or covenant.

g) List of existing building/structure on site:  
(add pages if necessary):

Building Structure Type	Date Constructed (y/m/d)	Gross Floor Area (m <sup>2</sup> )	Setback from Lot Line			
			Height (m)	Front (m)	Rear (m)	Side (m)

Are existing buildings/structures to be: Retained?  Yes  No Demolished?  Yes  No Relocated?  Yes  No

h) Does the site contain any cultural heritage resources?

- Archaeological sites (details) \_\_\_\_\_
- Heritage buildings/structures (details) \_\_\_\_\_
- Cemeteries or known burials (details) \_\_\_\_\_

**3. PLANNING INFORMATION**

**Official Plan:**

a) Existing Official Plan Designation (if applicable): \_\_\_\_\_  
which permits: \_\_\_\_\_  
\_\_\_\_\_

b) i) Proposed Official Plan Designation and any amendments to existing policies (if applicable):  
\_\_\_\_\_  
To permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ii) Purpose of the proposed amendment (add pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

iii) Please ensure a draft copy of the Official Plan Amendment is included with your submission

Official Plan Amendment template is located at [www.mississauga.ca](http://www.mississauga.ca).

- c) Please state the Official Plan requirements that address minimum and maximum density requirements or minimum and maximum height requirements.

---

---

- d) If the application is to remove land from an area of employment, provide details of the Official Plan or Official Plan Amendment that deals with the matter.

---

---

- e) Is it in conformity with the Official Plan for the Region of Peel? Yes  No

- f) Is the application consistent with Policy Statements issued under 3(1) of the Planning Act? *(Provide details in Planning Justification Report).*

---

---

- g) Is the subject land within an area of land designated under any provincial plan or plans? Yes  No

If yes, please state whether the application conforms to or does not conflict with applicable provincial plan or plans.

---

---

**Zoning:**

- a) Existing Zoning:

---

which permits: \_\_\_\_\_

---

- b) Proposed Zoning: \_\_\_\_\_

to permit: (Nature and extent of the rezoning requested): *(add pages, if necessary)* \_\_\_\_\_

---

---

- c) Please provide an explanation of how your proposed rezoning conforms to the Official Plan.

---

---

---

- d) Indicate the reason why the rezoning is requested: *(add pages, if necessary)*

---

---

---

---

e) Associated and/or Previous Applications:

Have other related files been submitted on the site?

- Official Plan Amendment       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_
- Rezoning       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_
- Draft Plan of Subdivision       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_
- Committee of Adjustment       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_
- Land Division       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_
- Part Lot Control       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_
- Site Plan       Yes    No   File No. \_\_\_\_\_   Status \_\_\_\_\_

**4. PROPOSED LAND USE**

Intended Use	Number of Residential Units	Proposed Parking	Lot Numbers and/or Block Numbers	Hectares	Units per Hectare
Detached single family residential					
Semi-detached residence					
Townhouses					
Horizontal Multiple Dwellings					
Apartments					
Commercial	Nil				
Industrial	Nil				
Institutional (Specify)	Nil				
Park or Open Space	Nil				
Other (Specify)					
Roads and widenings	Nil				
Reserve blocks	Nil				
Total Number of Residential Units					

Multiple Dwellings/Apartments	Number of Residential Units	Parking Provided	Parking Rate
Bachelor Apartment			
One Bedroom Apartment			
Two Bedroom Apartment			
Three Bedroom Apartment			
Other			
Total Number of Multiple Dwelling/Apartment Units			

a) List the environmentally friendly or green site and building design features being proposed:

---



---



---



---



---

## 5. PROPOSED SERVICING

Complete the following in full, including whether or not all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

### WATER SUPPLY

Service Type	Development Proposal	Yes	No	Action Required	Attached
Municipal piped water system	Any development on municipal services			Confirmation of service capacity will be required during processing	
Private communal water system	More than 5 lots/units and non-residential where water used for human consumption			Servicing options report and hydrogeological report	
	5 or less lots/units and non-residential where water used for human consumption			Hydrogeological sensitivity certification	
Individual Private Wells	More than 5 lots/units and non-residential where water used for human consumption			Servicing options report and hydrogeological report	
	5 or less lots/units and non-residential where water used for human consumption			Hydrogeological sensitivity certification	
Other	To be described by applicant (attach details)			To be determined	

### SEWAGE DISPOSAL

Service Type	Development Proposal	Yes	No	Action Required	Attached
Municipal piped sewage system	Any development on municipal services			Confirmation of service capacity will be required during processing	
Private communal septic system	More than 5 lots/units or more than 4500 litres per day effluent			Service options report and hydrogeological sensitivity certification	
	5 or less lots/units or less than 4500 litres per day effluent			Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent			Servicing options report and hydrogeological report	
Other	To be described by applicant (attach details)			To be determined	

### STORM DRAINAGE

Service Type	Development Proposed	Yes	No	Action Required	Attached
Piped Sewers	Any development on piped service			Preliminary stormwater management plan  Stormwater management study may be required during application processing	
Open ditches or swales	Any development on non-piped service				

### ROADS AND ACCESS

Service Type	Development Proposed	Yes	No	Action Required	Attached
Public Roads	All development			Traffic study may be identified during application processing	
All municipal or provincial arterial roads	Development within 50 metres			Noise feasibility report	
Water Facilities	All development			Parking and docking facilities report	



UTILITIES

Service Type	Development Proposed	Yes	No	Action Required	Attached
Easements and restrictive covenants	Any adjustment on site			All existing easements and covenants to be shown and effect described on the draft plan	

6. ENVIRONMENTAL ASSESSMENT ACT

Are any water, sewage or road works associated with the proposed development considered as Schedule C works under the Environment Assessment Act? Yes  No   
 If Yes, such works must be identified and described on the plan of subdivision and the applicant must demonstrate how requirements of the Act will be addressed.

7. SITE FEATURES AND CONSTRAINTS CONCERNING MATTERS OF PROVINCIAL INTEREST

The following features are matters of **Provincial interest and/or relate to Provincial Policy Statements**. Please indicate if they were located on the subject property or abutting property, and advise if the required technical information to demonstrate consistency with Provincial policy is attached. Before undertaking any action requirements, consult with appropriate authorities to determine details.

Policy	Features/Constraints	Action Required	Yes On-Site	Yes off-site But within 500 metres	No	Identify where the action required has been addressed
1.1.3	Class 1 industry. (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	A feasibility study is needed for: a) residential and other sensitive uses within 70 metres of a Class 1 industry or vice versa.  b) residential and other sensitive uses within 300 metres of a Class II industry or vice versa.  and  a) residential and other sensitive uses within 1000 metres of a Class III industry or vice versa.				
	Class II industry. (Medium scale, processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic).					
	Class III industry within 100 metres. (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.					
	Landfill site	A landfill site to determine the landfill's influence area and to address leachate, odour, vermin and other impacts is needed.				
	Sewage treatment plant	A feasibility study is needed for residential and other sensitive uses.				
	Waste Stabilization pond					

Policy	Features/Constraints	Action Required	Yes On-Site	Yes off-site But within 500 metres	No	Identify where the action required has been addressed
	Active Railway Lines	Within 300 metres, a feasibility study is needed for development				
	Storm Sewer Facilities					
	Controlled access or freeways including designated future ones					
	Lester B. Pearson International Airport	New residential development and other sensitive land uses will not be permitted in areas above 30 NEF/NEP as set out in Appendix J of Mississauga Plan, with the exception of all lands designated "Residential" prior to February 1, 1997.  Redevelopment of existing residential uses and other sensitive land uses may be considered above 30 NEF/NEP, if it has been demonstrated that there will be no negative impacts on the long term function of the airport.				

		<p>A feasibility study is needed for:</p> <p>a) Group 1 uses (residential) between the 28 and 35 NEF/NEP contour. At or above the 35 NEF/NEP contour development may not be permitted.</p> <p>b) Group 2 uses (office/commercial) at or above the 30 NEF/NEP contour.</p> <p>c) Group 3 uses (industrial) at or above the 35 NEF/NEP contour.</p>				
	Electric transformer stations	Within 200 metres, a noise study is needed for development				
	Natural Gas and Oil Pipelines					
	Hydro-Electric, Telephone and Other cabled facilities					
1.3.3.	Transportation and infrastructure corridors					
2.2.2. 2.2.3.	Minerals, Petroleum and Mineral Aggregate Resources	It must be demonstrated that proposed development will not preclude the continued use of these resources. Within or adjacent to resources areas, justification is needed for non- resource development.				
2.3.1	Significant wetlands and portions habitat of endangered and threatened species.	Within the feature development is not permitted. Within 120 metres an Environmental Impact Study is needed.				
2.3.1.	Significant woodlands and valley lands, significant areas of natural and scientific interest (ANSI), significant wildlife habitat, fish habitat.	An Environmental Impact Study is needed for proposed development.				
2.3.3.	Diversity of natural features and their natural connections.	Within 50 metres of a significant natural corridor an Environmental Impact Study is needed.				
2.4.1.	Surface water, ground water, sensitive ground water recharge/ discharge areas, headwaters and aquifers.	It must be demonstrated that the quality and quantity of these features will be protected or enhanced.				
2.5.1.	Significant cultural heritage landscapes and built heritage resources.	Development to conserve significant cultural heritage landscapes and built heritage resources.				
2.5.2.	Significant archaeological resources/potential	<p>In areas containing significant archaeological potential and resources, the following will be required:</p> <p>a) an archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the <i>Ontario Heritage Act</i>; and</p> <p>b) a conservation plan for any archaeological resources identified in the assessment.</p>				
3.1.1.	Flooding, erosion and/or dynamic beach hazards and unstable soils or bedrock.	In areas of unstable soil or bedrock and in areas within the 100 year erosion limit of ravines, river valleys and streams, development should be restricted.				
3.2.1.	Mine hazards or former mineral resources operations.	Development on or adjacent to such features will only be permitted if satisfactory rehabilitation measures have been completed.				
3.2.2.	Contaminated sites.	A study assessing the potential for contamination in accordance with the Provincial Government Guidelines is required and shall document present and past uses, and initial information on the type of contaminants and their possible location.				

**8. AFFIDAVIT OF APPLICANT**  
*(Applicable for Plans of Subdivision only)*

I, _____ of the _____ in the _____ of _____ <i>(type or print name)</i>	
solemnly declare that all of the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act"	
Declared before me at _____ this _____ day of _____	
_____	_____
<i>Commissioner of Oaths</i>	<i>Signature</i>
<b>An Applicant's certificate shall be provided and signed on the draft plan.</b>	

**9. AGENT APPOINTMENT AND AUTHORIZATION**

a) I/We, the undersigned, being the registered property owner(s) of

\_\_\_\_\_  
*(Legal description or municipal address)*

hereby authorize \_\_\_\_\_  
*(Authorized agent's name)*

As my/our agent for the purpose of submitting an Official Plan Amendment, Rezoning and/or Plan of Subdivision application to the City of Mississauga, Planning and Building Department, and acting on my/our behalf in relation to this/these application(s). The authority granted by this Agent Appointment and Authorization shall continue until I/we shall revoke 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 of the City of Mississauga, Planning and Building Department received such written revocation. I/We have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*(Signature of property owner or signing officer)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*(Print name of property owner, corporation or partnership)*

\_\_\_\_\_  
*Date*

b) Notice Sign Declaration:

I hereby certify that the required notice sign will be installed in accordance with City policy and I further agree to maintain the sign structure and paint work to the satisfaction of the City and, at the appointed time, remove the sign and, in the event that I fail to remove the sign, where required to do so by the City, I hereby consent to allow the City to enter onto my property and remove the sign and draw upon the sign deposit to compensate for the City's expenses related to the removal of the sign by the City.

I further declare that the statement made by me upon this application are, to the best of my knowledge a true and complete representation of the purpose and intent of this application.

Signed and sealed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
*(municipality)* *(month and year)*

Signature of owner or authorized agent: \_\_\_\_\_

Name of Signatory: (please print) \_\_\_\_\_

Company and Position: \_\_\_\_\_

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_

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

\_\_\_\_\_  
*Signature*

**10. ACKNOWLEDGEMENT OF PUBLIC INFORMATION**

The owner must complete the following:

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. 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 Owner, hereby agree and acknowledge that the information contained in  
*(type or print name)*  
this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes 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, I hereby consent to the City of Mississauga making this application and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the application and any of its supporting documentation to any third party upon their request, 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 ratepayers associations.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

Note:  
*Where the owner or applicant is a corporation, the full name of the Corporation and Name and Title of signing officer is to be set out.*

# Tree Injury or Destruction Questionnaire and Declaration

Community Services Department  
Forestry Division  
950 Burnhamthorpe Road West  
Mississauga, ON L5B 1T7  
Tel: 905-615-4311  
Fax: 905-615-3098  
[www.mississauga.ca](http://www.mississauga.ca)



This is not an Application for a Tree Permit

Personal information on this form is collected under the authority of Section 135 of the Municipal Act, 2001, SO 2001 c25, and City of Mississauga By-law 0254-2012 and will be used for processing tree permit applications. Questions about the collection of personal information should be directed to the Manager, Development Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

The City of Mississauga has enacted Private Tree Protection By-law 0254-2012 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 Building Permit, Pool Enclosure Permit, Erosion or Sediment Control Permit, Rezoning/Official Plan Amendment, Site Plan, Consent or Subdivision Applications. The following questionnaire is to be completed and submitted in conjunction with the various applications outlined in Item 7.

1. Municipal Address of site: \_\_\_\_\_ 2. Ward # \_\_\_\_\_

2. Name of Registered Owner: \_\_\_\_\_

3. Are there existing trees on the property with a diameter greater than 15 cm (6 in.)?  YES  NO

4. Check all applicable statements.

You intend on injuring or destroying:

- No trees .....No permit
- All trees have a diameter of 15 cm (6 in.) or less.....No permit
- Up to TWO trees, with diameters greater than 15 cm (6 in.) within one calendar year.....No permit
- Three or MORE trees with diameters greater than 15 cm (6 in.) within one calendar year..... Permit required

Indicate how many trees are subject to injury or destruction: \_\_\_\_\_

5. If a Permit is required, have you applied for a permit to injure or destroy the trees  YES  NO

(a) if YES, what is the state of the application?  IN PROCESS  APPROVED  REFUSED

(b) What is the Permit number: # \_\_\_\_\_

6. Are there public trees adjacent to the subject property that may be impacted by the proposed construction or development?

YES  NO

7. Provide the file number for any development applications currently under review for subject property:

Not applicable

Official Plan/Rezoning: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Building Permit: \_\_\_\_\_ Site Plan: \_\_\_\_\_

Pool Enclosure Permit: \_\_\_\_\_ Committee of Adjustment: \_\_\_\_\_

Land Division: \_\_\_\_\_ Erosion & Sediment Control Permit: \_\_\_\_\_

## Declaration

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

Signed at the City of Mississauga this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Owner or authorized Agent \_\_\_\_\_

Please Print \_\_\_\_\_

### Summary – Office Use Only (based on information provided above)

Date:	Year	Month	Day
-------	------	-------	-----

Is a Permit required?  YES  NO If yes, has an application for a Tree Permit been submitted?  YES  NO

Copy: Private Tree By-law inspector, Forestry, 950 Burnhamthorpe Road West. Manager, Development Construction, T&W, 3185 Mavis Road. If building permit is required, the site is an unregistered plan, and site plan approval is not required.

# Application for an Official Plan Amendment, Rezoning and/or Plan of Subdivision

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: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

---

## Summary of Requirements for Approval of Development of Contaminated or Potentially Contaminated Sites

---

1. A completed Environmental Site Screening Questionnaire and Declaration (ESSQD) form must be submitted with every development application (i.e. Official Plan Amendments, Rezoning, Draft Plan of Subdivision, Site Plan, minor variances and consents).
2. In accordance with Corporate Policy 09-08-02, upon review of the ESSQD form and other information relevant to the site, the City may require that a Phase 1 Environmental Site Assessment (ESA) report be prepared for the site to be submitted to the City for review.
3. The Phase 1 ESA report(s) should follow CSA Z768-94 (April, 1994) and shall be prepared to the satisfaction of the City's Commissioner of Transportation and Works.
4. Should the Phase 1 ESA determine that further investigation is warranted, a Phase 2 ESA will be required that resolves all concerns of the City. Any and all contaminated areas of the site identified through the Phase 2 investigation must be remediated in conformity with the Ministry of the Environment Guidelines.
5. All ESQ report(s) must include a clause which allows the City of Mississauga to rely on the findings and conclusions presented in the report(s) and shall be dated, signed and sealed by a Professional Engineer.
6. All ESA report(s) must include a clear statement by the Consultant regarding the suitability of the site for the intended land use and a statement that no public lands abutting the site, nor any lands to be conveyed to the City of Mississauga, Region of Peel and the Conservation Authority having jurisdiction, exceed the appropriate full-depth criteria set out in the Ministry of the Environment "Guideline for Use at Contaminated Sites in Ontario" as revised, due to contamination of the site.
7. Should off-site Impact to public lands be indicated by the Phase 2 investigation, further investigation and remediation, if necessary, will be required.
8. Upon completion of the remediation of the site or abutting public lands, the proponent must submit a complete Record of Site Condition (RSC), revised September, 1998. The RSC shall include an Affidavit of Compliance from the Consultant and a statement from the property owner, be signed by a Professional Engineer and include acknowledgement of receipt of the RSC by the Ministry of the Environment.

**For further information, please contact the Environmental Unit at 905-615-3124.**

**Note: The above list of requirements is provided to assist in the preparation of development applications, in accordance with Corporate Policy 09-08-02. Please be advised that it is the property owner's responsibility to ensure they are in compliance with all governmental and quasi-governmental authorities, including federal, provincial and municipal legislative enactments, by-laws and other regulations pertaining to contaminated sites and other environmental matters.**

# Environmental Site Screening Questionnaire and Declaration

For Development Applications  
Reference Corporate Policy 09-08-02

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

City File Number: \_\_\_\_\_

Municipal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: ALL QUESTIONS MUST BE ANSWERED, INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

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, greenbelts)?  Yes  No  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?  Yes  No  Uncertain
5. Are there or were there any above ground storage tanks on the property?  Yes  No  Uncertain
6. Are there or were there any underground storage tanks or other buried waste on the property?  Yes  No  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)?  Yes  No  Uncertain
8. Has fill ever been placed on this site?  Yes  No  Uncertain
9. a) Has this property ever had a septic system?  Yes  No  Uncertain  
 b) Does this property currently use a septic system?  Yes  No  Uncertain
10. Does this property have or has it ever had a well?  Yes  No  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)  Yes  No  Uncertain
12. Has a Record of Site Condition (RSC) been completed for this Property?  Yes  No  Uncertain

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_ am the 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.

\*Owner's Signature: \_\_\_\_\_

\*Declaration must be signed by the owner in all circumstances

Declared before me at \_\_\_\_\_

of \_\_\_\_\_

in the \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Commissioner of Oath's signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

# Notice Sign Deposit

Official Plan Amendment, Rezoning and/or  
Plan of Subdivision Applications

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

---

## **INFORMATION FOR INSTALLATION OF NOTICE SIGN**

The applicant is required to install the Official Plan Amendment/Rezoning/Subdivision notice signs in accordance with the following requirements:

As part of the application submission package, the applicant shall have completed the proposed wording for the notice sign and the map as shown on the detail sheet titled "Project Identification Sign".

The proposed wording and map for the notice sign is reviewed by the Counter Planner/Planner who will undertake the following:

- b) Make any necessary changes and provide acceptable wording for the applicant to use as the wording for the notice sign;
- c) review the map which is to be in a form as shown on the detail sheet titled "Project Identification Sign."

Determine the number and location of the notice sign(s). Notice sign(s) shall be located approximately 1.5 m from the property line along each street frontage of the property and midway between opposing property boundaries, and/or as directed by the Planning and Building Department.

For complete applications, additional time may be required to approve appropriate wording.

The application will not be deemed complete until photographic proof of the notice sign installation is received.

The applicant shall construct, install and maintain the required notice sign(s) in good condition (in both structure and paint work), to the satisfaction of the City of Mississauga throughout the processing of the application and in accordance with the requirements outlined on the "Project Identification Sign" detail.

---

The detail to be shown on the accompanying notice sign map depends on the complexity of the development application. The following provides the details to be shown:

### **Official Plan Amendment/Rezoning Notice Sign Map** *(not associated with Plan of Subdivision application)*

This map is used with applications other than those associated with plans of subdivision.

Basic details to include on map are:

- subject property outlined in bold and dimensioned *(in metric and imperial measurement)*;
  - distance from nearest intersection *(in metric and measurement)*;
  - nearest intersection street names;
  - north arrow;
  - setbacks *(all directions)* of proposed building envelope from property boundary *(in metric and imperial measurement)*;
  - proposed building envelope;
  - proposed parking area;
  - location of access proposed.
- 

### **Official Plan Amendment/Rezoning Notice Sign Map** *(associated with a Plan of Subdivision application)*

- this example map is used when a draft plan of subdivision accompanies the Official Plan Amendment/Rezoning application.

Basic details to include on the map are:

- subject property outlined in bold and dimensioned *(in metric and imperial measurement)*;
- distance from nearest intersection *(in metric and imperial measurement)*;
- nearest intersection street names;
- north arrow;
- show collector road, or main local road *(as applicable)*.



# Notice Sign Deposit

Official Plan Amendment, Rezoning and/or  
Plan of Subdivision Applications

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

## INFORMATION FOR INSTALLATION OF NOTICE SIGN - CONT'D.

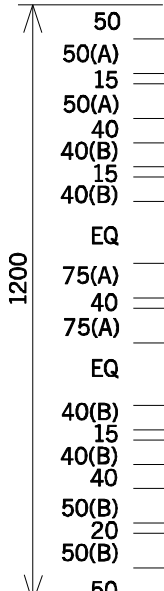
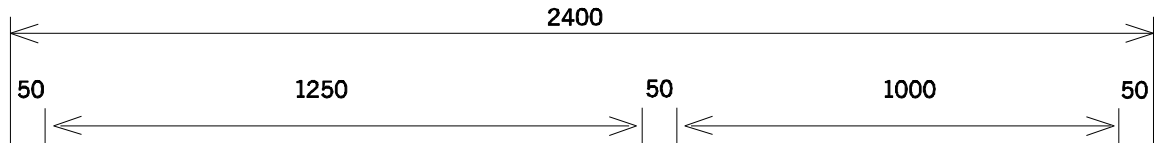
All proposed land uses for all types of development applications to be shown schematically using the following colour code. (as well, each proposed land use should be labelled):

Land Use	Colour
Detached Dwellings.....	Yellow
Semi-Detached Dwellings.....	Yellow
Townhouses.....	Orange
Apartments.....	Brown
Retail and Service Commercial.....	Pink
Office.....	Light Purple
Automotive Service Commercial.....	Dark Purple
Business Employment.....	Medium Blue
Prestige Industrial.....	Dark Blue
General Industrial.....	Light Blue
Institutional.....	Red
Open Space.....	Green
Greenbelt.....	Light Green
Utility.....	Grey

A notice sign deposit of \$500.00 (per application) shall be deposited at the time of application submission. The notice sign(s) must be removed within one week following the date that:

- Council refuses application and no appeal is launched;
- application is withdrawn, or;
- the Zoning By-law comes into force.

Failure to remove the notice sign(s) will constitute a forfeiture of the notice sign deposit, whereupon the City will enter the lands and remove the sign(s).

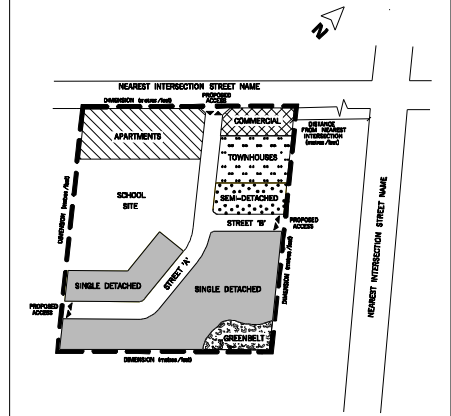


**NOTICE: OFFICIAL PLAN AMENDMENT, REZONING AND/OR PLAN OF SUBDIVISION**

AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF MISSISSAUGA TO DEVELOP THIS SITE FOR:

**DESCRIPTION OF PROPOSAL**  
(as determined by the planning and building department.)

**Owner: D.E.V. Loper**  
**Agent: P. Lanner & Assoc. Ltd. (905)896-1234**  
**For further information, phone the City of Mississauga Planning and Building Department (905)896-5511 and refer to file #OZ-94/115 (W8)**



**NOTES:**  
 TYPEFACE 'A' - FUTURA DEMI-BOLD CONDENSED  
 TYPEFACE 'B' - HELVETICA MEDIUM  
 ALL TYPEFACE MAY BE CONDENSED OR EXTENDED TO FIT AREA  
**METRIC**  
 ALL DIMENSIONS IN MILLIMETRES

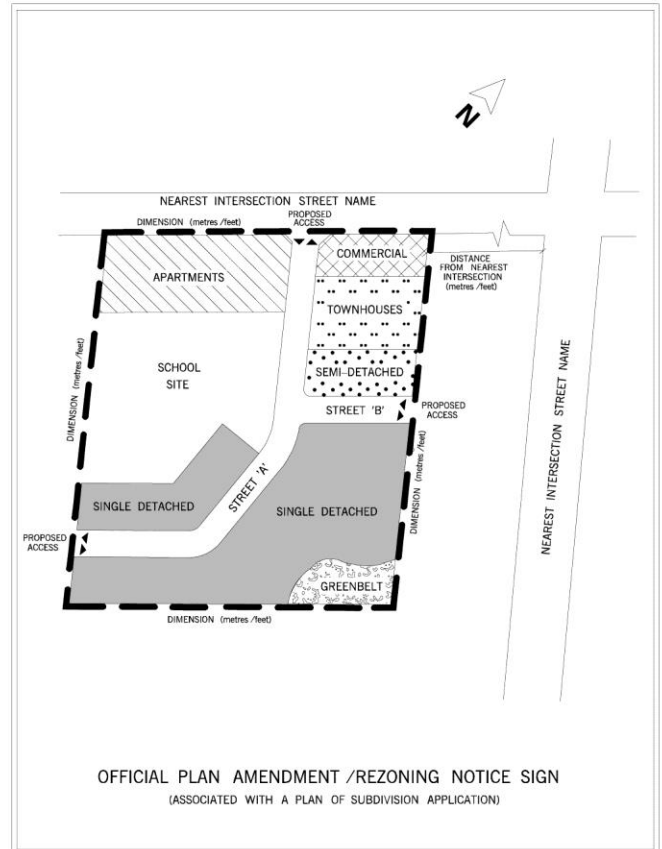
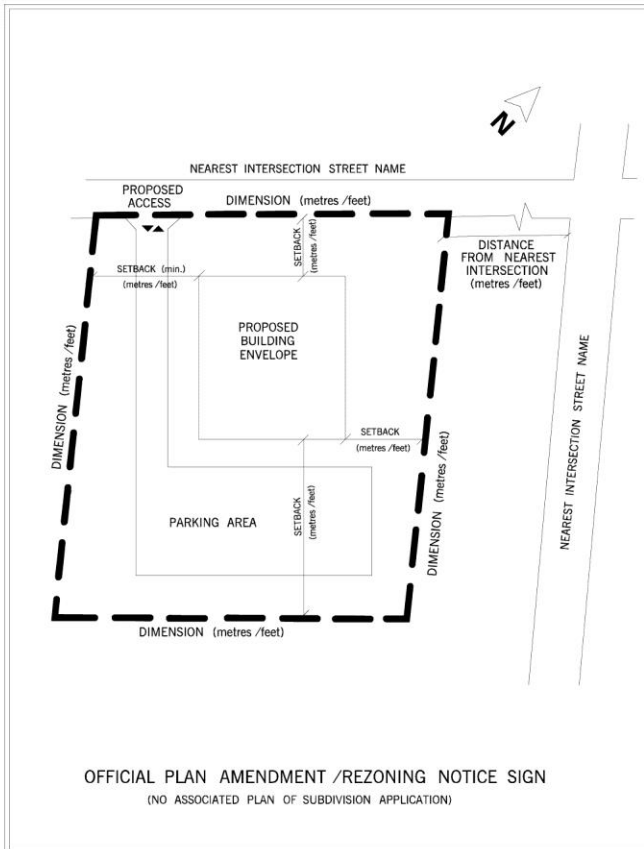
bgsign.dgn  
M-502a

**PROJECT IDENTIFICATION SIGN**

<b>EFF. DATE</b> 96 - 07	<b>SCALE:</b> N.T.S.
--------------------------	----------------------

**MISSISSAUGA Planning and Building**

I:\cadd\ Projects\ 112768 Dev applies Form\_CP\ Vector\ bgsign.dgn



### SIGN SPECIFICATIONS

1. The notice sign shall be located 1.5m from the property line along each street frontage of the property, and midway between property boundaries. The sign shall be erected at a location ensuring safe sight lines at intersections, driveways, etc.
2. Approval of the wording of the message and sign location is required from the Planning and Building Department prior to installation.
3. All aspects of the preparation and installation of the sign to be done in a workmanlike manner.
4. Signs may, at the discretion of the Planning and Building Department, be surface mounted in a manner ensuring stability.
5. Sign to be mounted to supports at locations indicated with 12mm hex head bolts and nuts with flat washers both sides. The notice sign shall be 2cm exterior grade plywood.
6. The notice sign panels and structural members shall be painted on all sides with two coats of exterior matte finish alkyd paint over suitable primer. Lettering to be blue Pantone 302C on a white background.
7. All concrete footings to be formed against undisturbed, well drained soil.
8. Concrete shall have a compressive strength of 25 mpa at 28 days.
9. Comply with all other applicable provisions of the Ontario Building Code ( O. Reg. 403 /97 ) or as amended.

i:\planning\mapping\work\lptmaps\pids\_wf\bgisgn2.dgn

# Notice Sign Deposit

Official Plan Amendment, Rezoning and/or  
Plan of Subdivision Applications

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

File Reference Number(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Contact Information:**

Applicant's Name: \_\_\_\_\_

Telephone No:	Fax No:	Cellular No:	E-mail Address:
Mailing Address:		City:	Postal Code:
Site Address:		City:	Postal Code:
Legal Description:			

**Deposit for Notice Sign**

**\$500.00**

**Account No: 1-210123**

- Method of Payment:
- Debit (*refunds will be made by cheque*)
  - Credit Card (*refunds will be made to credit card*)
  - Cash
  - Cheque
  - Cheque number \_\_\_\_\_ (*copy must be sent to Finance*)

Address of cheque provider: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

**NOTE: (Refunds are not subject to interest payments)**

Signed at the City of Mississauga this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Received at the City of Mississauga this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Received by Signature: \_\_\_\_\_

Copies to: Security Analyst, Accounting (*include stamped cashier's receipt*)

# Pre-Application Meeting Request For Development Applications

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



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

## Pre-Application Meeting Required

Prior to submitting an Application for an Official Plan Amendment, Rezoning and/or Plan of Subdivision, a pre-application meeting with the Development Application Review Committee (DARC) is required. The pre-application meeting will allow City staff and other external agencies an opportunity to identify application submission requirements and high level issues prior to application submission.

Pre-application meetings with the DARC can be requested through the [Planning Services Centre](#) by submitting your request on-line at Mississauga ePlans.

DARC meetings are held on Wednesdays at 2:30 pm and require at least 17 business days to schedule the meeting. The DARC meeting fee can be paid on-line through Mississauga ePlans or by mail/in-person (i.e. cheque).

- |  |            |
|--|------------|
| • Official Plan Amendment / Rezoning Application | \$2,836.00 |
| • Subdivision Application                        | \$2,468.00 |
| • Site Plan Application                          | \$1,943.00 |

## Drawings and Documents Requirements / Standards

- 1) Site Plan/Concept Plan, including the following information:
  - a) Building footprint and dimensions (existing and proposed);
  - b) Building setbacks from all lot lines (existing and proposed);
  - c) Site statistics (e.g. lot area, existing and proposed gross floor area, parking required and provided, etc.);
  - d) Landscaped areas/buffers and dimensions; and
  - e) Site access, driveway location, parking areas and dimensions.
- 2) Elevation drawings with height dimensions (i.e. floor-to-floor and overall building height).
- 3) Floor Plans, Survey Plan and images of the property and surrounding area, if available.
- 4) A cover letter which includes the applicant and property owner name, brief description of the proposal and who will be attending the meeting.
  - Drawing sheets and documents should be saved with the proper view orientation, so that the drawings do not require to be rotated to a proper view.
  - File names for all drawings should include the first character of the discipline name (i.e. "A" for Architectural) followed by a 3-digit sheet number and drawing type (i.e. A100 – Site Plan).
  - Each drawing plan sheet must be an independent file. Files submitted with multiple drawing plan sheets will not be accepted.

## Mississauga ePlans System Requirements / Instructions

- Step 1** Select your internet browser. Internet Explorer version 10 or higher is the recommended internet browser. Other internet browsers, such as Chrome and Safari may provide a limited experience.
- Step 2** Access Mississauga ePlans at <https://eplans.mississauga.ca>
- Step 3** When using Internet Explorer V10 or higher, you must install the ProjectDox components on your computer. Click the "Install ProjectDox Components" on the login page and follow the instructions.
- Step 4** Turn off the pop-up blocker under Internet Explorer "Tools".
- Step 5** Create an account if you do not have one. Click "Create an Account" on the login page.
- Step 6** Select "Pre-Application Meeting Request Form" and complete the form.
- Step 7** Upload your drawings and documents in the appropriate folder (i.e. "Drawings" or "Documents").
- Step 8** It is important that you **complete your "Applicant Upload" task** to notify/submit your pre-application meeting request to the PSC.
- Step 9** Once you complete your "Applicant Upload" task, the PSC will pre-screen your request and advise you of the payment options for the DARC Meeting Fee.

# Official Plan Amendment/Rezoning/Subdivision Application Checklist

---

## Development Application Review Committee (DARC) List of Required Information/Studies

- Development Application Review Checklist
  - Notice sign erected on-site
  - Complete Application Form and Fee, which includes:
    - Environmental Site Screening Questionnaire and Declaration
    - Tree Injury or Destruction Questionnaire and Declaration
    - Acknowledgement of Public Information
    - Payment of Fees
  - Planning Justification Report
  - Draft Official Plan Amendment
  - Draft Zoning By-law
  - Draft Plan of Subdivision or Condominium
  - Urban Design Study
  - Arborist Report (Tree Survey/Preservation Plan)
  - Parking Use Study
  - Sun/Shadow/Wind Study
  - Environmental Impact Study (*type to be determined following a site visit prior to application submission*)
  - Slope Stability Study/Top of Bank Survey
  - Downstream Erosion Impact Report Investigation
  - Functional Storm Drainage Report
  - Storm Water Management Study
  - Streambank Assessment
  - Implementation for Two Zone Floodplain Policies
  - Site Remediation Studies, including Phase I Environmental Site Assessment, Phase II Environmental site Assessment, Remedial Work Plan, Site Clean-Up Report, Record of Site Condition
  - Acoustical Feasibility Study
  - Vibration Analysis
  - Air Quality Study
  - Geotechnical Report
  - Traffic Impact Study (may be scoped for gapping, signal operations and/or other relevant traffic issues)
  - Traffic Safety Impact Study
  - Transit Impact Assessment/Statement
  - On-Street Parking Analysis
  - Park Concept Plan
  - Heritage Impact Statement
  - Community Needs Assessment
  - Above and below ground Utility locations (City and Subject Lands)
  - Utility Plan (*see Terms of Reference*)
  - Archaeological Assessment
  - Restrictions on Title
  - Provide a list of green site and building initiatives in accordance with Green Development Standards.
  - Draft Wording for Notice Sign
  - Complete application form for each relevant application – Official Plan Amendment/Rezoning, Plan of Subdivision, Plan of Condominium, Consent – Land Division
- \*Submit 7 copies of any Studies/Reports.
- \*in addition to the hard copies required, please submit 2 copies of all documents, images, drawings on disc(s) in PDF format.
- Other applications such as site plan, minor variance, part lot control will follow as the application proceeds through the approval process.
- All opinions offered by staff are preliminary and based on limited information available. Opinions are subject to change depending on further review of information/studies.**
- Note: All measurements on all drawings/studies must be in metric.**
- Date of Meeting: \_\_\_\_\_
- Planner: \_\_\_\_\_
- Applicant Name: \_\_\_\_\_
- \_\_\_\_\_
- Location of Site: \_\_\_\_\_
- \_\_\_\_\_
- Ward: \_\_\_\_\_
- Other Information: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## SUBMISSION CHECKLIST FOR OFFICIAL PLAN AMENDMENT / REZONING / SUBDIVISION APPLICATION

**For clarification of items listed below, please refer to Official Plan Amendment/Rezoning/Plan of Subdivision Development Application Manual for Applicants.**

**To ensure your application is complete, the following must be submitted with your application:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-application meeting date _____</li> <li><input type="checkbox"/> List of required information/studies which was completed at pre-application meeting</li> <li><input type="checkbox"/> All studies identified at the DARC meeting</li> <li><input type="checkbox"/> Complete Application Form (one original copy)</li> <li><input type="checkbox"/> Owner Authorization - Applications are only accepted when submitted by the registered owner or by an authorized agent when authorization is in writing (if applicable).</li> <li><input type="checkbox"/> Photographs proving that Official Plan Amendment/Rezoning notice sign(s) have been installed on the property.</li> <li><input type="checkbox"/> Plan of Survey (35 copies)</li> <li><input type="checkbox"/> Context Map (35 copies) containing the following at a scale that is legible and with all measurements in metric:             <ul style="list-style-type: none"> <li>- boundaries of subject property outlined in bold and dimensioned in metric on a recent survey of the subject lands;</li> <li>- location of all existing buildings and structures plotted with respective front, side and rear yard setbacks shown on the subject lands;</li> <li>- existing use, size and type of all buildings and structures on the subject lands;</li> <li>- location of all proposed buildings and structures plotted with respective front, side and rear yard setbacks shown;</li> <li>- proposed use, size and type of buildings and structures shown on the subject lands;</li> <li>- approximate location of all natural and artificial features on the subject and adjacent lands that may affect the application, i.e., other buildings, railways, roads, watercourses, drainage ditches, natural areas, wells, staked top of bank, stable slope lines, flood lines, etc.;</li> <li>- current use of land that is adjacent to the subject site, i.e., restaurant, gas station, detached dwellings, etc;</li> <li>- location and nature of any easements affecting the subject lands;</li> <li>- zoning of the subject property and abutting properties using zoning symbols consistent with Zoning By-law 225-2007;</li> <li>- location, width and name of any roads (existing and proposed) within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road or right-of-way;</li> <li>- existing access locations on subject lands;</li> <li>- drawing scale;</li> <li>- legend describing the proposed changes in the Official Plan/Zoning By-law;</li> <li>- title block containing key map, street address, date of drawings, name, address and telephone number of applicant;</li> <li>- north arrow.</li> </ul> </li> <li><input type="checkbox"/> Concept Plan (35 copies)</li> <li><input type="checkbox"/> Reduced Concept Plan (8 ½" x 11"), with the following:             <ul style="list-style-type: none"> <li>- property boundary;</li> <li>- proposed buildings;</li> <li>- access parking and loading;</li> <li>- natural features.</li> </ul> </li> <li><input type="checkbox"/> Elevations of proposed buildings (8 ½" x 11")</li> <li><input type="checkbox"/> Studies/Reports (7 copies)</li> <li><input type="checkbox"/> Draft Plan of Subdivision (50 copies)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic Documentation (in PDF format) of all required documents, images and drawings. In addition to the hard copy sets required, please submit 2 copies of the materials on disc(s) in PDF format.</li> <li><input type="checkbox"/> Payment of Application Fee \$ _____</li> <li><input type="checkbox"/> Conservation Authority Fee \$ _____</li> <li><input type="checkbox"/> Notice Sign Deposit (\$500.00 per application)</li> <li><input type="checkbox"/> Region of Peel Fee (Official Plan) \$ _____</li> </ul> |
|---|--|

**OFFICE USE ONLY (PSC Planner)**

Verified by: \_\_\_\_\_

City of Mississauga Planner: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Additional information may be required upon submission of the application.**

**OFFICE USE ONLY (Development Planner)**

Notice sign wording approved by: \_\_\_\_\_

City of Mississauga Planner: \_\_\_\_\_ Date: \_\_\_\_\_

File #: \_\_\_\_\_ Ward: \_\_\_\_\_

# Fee Calculation Worksheet

For Official Plan Amendment, Rezoning and/or  
Plan of Subdivision Applications 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: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



<b>NOTE: This fee calculation worksheet is to be completed by the applicant and reviewed by the Planning Services Centre prior to application submission.</b>	File No.:
---	-----------

<b>Official Plan Amendment and Zoning By-law Amendment</b>					
<b>BASE FEE :</b>		= \$ 41,603.00			1
<b>PLUS Residential :</b>					
For first 25 units	\$ 872.00 x		units	= \$	2
For units 26 to 100	\$ 462.00 x		units	= \$	3
For units 101 and 200	\$ 241.00 x		units	= \$	4
For additional units beyond 200	\$ 115.00 x		units	= \$	5
<b>TOTAL NUMBER OF UNITS</b> units					
<b>Residential SUBTOTAL (Add lines 2 to 5) – Maximum \$ 147,497.00</b> (\$ 189,100.00 Maximum Charge minus \$ 41,603.00 Base Fee) <sup>A</sup>				= \$	6
<b>PLUS Non-Residential :</b>					
Commercial / Institutional	\$ 13.75 x		m <sup>2</sup>	= \$	7
Industrial / Office	\$ 4,212.00 x		ha	= \$	8
<b>Non Residential SUBTOTAL (Add Lines 7 and 8) – Maximum \$ 63,397.00</b> (\$ 105,000.00 Maximum Charge minus \$ 41,603.00 Base Fee) <sup>B</sup>				= \$	9
<b>SUBTOTAL (Add Lines 1, 6 and 9)</b>				= \$	10
<b>Zoning By-law Amendment</b>					
<b>BASE FEE <sup>C</sup> :</b>		\$ 30,257.00		= \$	11
<b>PLUS Residential :</b>					
For first 25 units	\$ 1,113.00 x		units	= \$	12
For units 26 to 100	\$ 861.00 x		units	= \$	13
For units 101 and 200	\$ 504.00 x		units	= \$	14
For additional units beyond 200	\$ 200.00 x		units	= \$	15
<b>TOTAL NUMBER OF UNITS</b> units					
<b>Residential SUBTOTAL (Add lines 12 to 15) – Maximum \$ 158,843.00</b> (\$ 189,100.00 Maximum Charge minus \$ 30,257.00 Base Fee) <sup>A</sup>				= \$	16
<b>PLUS Non-Residential :</b>					
Commercial / Institutional	\$ 17.10 x		m <sup>2</sup>	= \$	17
Industrial / Office	\$ 10,085.00 x		ha	= \$	18
<b>Non-Residential SUBTOTAL (Add Lines 17 and 18) – Maximum \$ 74,743.00</b> (\$ 105,000.00 Maximum Charge minus \$ 30,257.00 Base Fee) <sup>B</sup>				= \$	19
<b>SUBTOTAL (Add Lines 11, 16 and 19)</b>				= \$	20
<b>Official Plan Amendment</b>					
<b>BASE FEE :</b>		= \$ 23,103.00			21
<b>Surcharge Fees</b>					
Planning and Building – Environmental Review (Natural Heritage and/or Natural Hazards) BASE FEE	\$ 1,681.00			= \$	22
PLUS : If Environmental Impact Statement Minor required	\$ 3,110.00			= \$	23
PLUS : If Environmental Impact Statement Major required	\$9,162.00			= \$	24
Planning and Building – Parking Utilization Study	\$ 3,667.00			= \$	25
Community Services – Heritage Review	\$ 1,344.00			= \$	26
<b>SUBTOTAL (Add Lines 22 to 26)</b>				= \$	27
<b>SUBTOTAL OF FEES (Add Line 27 with Line 10, 20 or 21)</b>				= \$	28
<b>MINUS Development Application Review Committee Fee (if applicable) <sup>D</sup>:</b>				- \$	29
<b>TOTAL Official Plan Amendment and/or Zoning By-law Amendment Fee <sup>E</sup></b> (Line 28 minus Line 29)				= \$	30



# Fee Calculation Worksheet (continued)

For Official Plan Amendment, Rezoning and/or  
Plan of Subdivision Applications 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: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



Plan of Subdivision				
<b>BASE FEE :</b>			= \$ 8,194.00	<b>31</b>
<b>PLUS :</b>				
Detached, semi-detached and townhouse dwellings	\$ 609.00	x	units	= \$ <b>32</b>
All other residential, commercial or institutional beyond 500 m <sup>2</sup> of Gross Floor Area	\$ 3.06	x	m <sup>2</sup>	= \$ <b>33</b>
Industrial and office	\$ 5,148.00	x	ha	= \$ <b>34</b>
<b>SUBTOTAL (Add Lines 31 to 34) – Maximum \$ 126,000.00<sup>F</sup></b>			= \$	<b>35</b>
<b>MINUS:</b> Development Application Review Committee Fee (if applicable) <sup>B</sup>			- \$	<b>36</b>
<b>TOTAL Plan of Subdivision Fee<sup>E G H</sup> (Line 35 minus Line 36)</b>			= \$	<b>37</b>
Plan of Subdivision application processed in conjunction with an Official Plan Amendment/Zoning By-law Amendment or Zoning By-law Amendment application, only 70% of the total Plan of Subdivision fee shall apply. <b>(Multiply Line 35 by 70%)</b>			= \$	<b>38</b>

Notice Sign Deposit and Newspaper Advertisement Fees				
Notice Sign Deposit Fee	\$ 500.00		= \$	<b>39</b>
Newspaper Advertisement Fee	\$ 2,000.00		= \$	<b>40</b>
<b>TOTAL Notice Sign and Newspaper Advertisement Fee (Add Lines 39 and 40)</b>			= \$	<b>41</b>

<b>TOTAL Application Fee (Add Line 30, Line 37 or 38 where applicable, and Line 41)</b>			= \$	<b>42</b>
---	--	--	------	-----------

Region of Peel Fees				
Official Plan Amendment Commenting Fee	\$ 9,000.00		= \$	<b>43</b>
Subdivision Commenting Fee	\$ 15,000.00		= \$	<b>44</b>
<b>TOTAL Region of Peel Fee<sup>I</sup> (Add Lines 43 and 44)</b>			= \$	<b>45</b>

Note: 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.

<sup>A</sup> Maximum residential charge per application is \$189,100.00. In the event there is a maximum fee for an application that maximum fee is inclusive of the base fee and is the total amount payable.

<sup>B</sup> Maximum non-residential charge per application is \$105,000.00. In the event there is a maximum fee for an application that maximum fee is inclusive of the base fee and is the total amount payable.

<sup>C</sup> Notwithstanding that the base fee for Zoning By-law Amendment applications is \$ 30,257.00, in case of a Zoning By-law Amendment applications for commercial, the fee is \$ 15,128.50 with no additional per square metre charge for applications up to a maximum of 220 m<sup>2</sup> in C4, CC1 and CC2 base or exception zones. Where a commercial application in C4, CC1 and CC2 base or exception zone exceeds 220 m<sup>2</sup>, the \$ 30,257.00 base fee and other per square metre charges apply.

<sup>D</sup> Amount paid for submission for Development Application Review Committee to be credit towards total application fee applicable at time of application submission.

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

<sup>F</sup> Maximum Plan of Subdivision charge per application is \$126,000.00. In the event there is a maximum fee for an application that maximum fee is inclusive of the base fee and is the total amount payable.

<sup>G</sup> Revision to draft approved plan requiring circulation is 50% of total application fee.

<sup>H</sup> Recirculation of application due to lapsing of draft approval is 50% of total application fee.

<sup>I</sup> Region of Peel fees must be made payable to the Region of Peel.

# Conservation Authority Fee Collection

Planning and Building Department  
Development and Design Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)



Official Plan Amendment, Rezoning and/or  
Plan of Subdivision Applications

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 Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone (905) 615-3200 ext. 5517.

For Conservation Authority Use Only				
Received Date:	Year	Month	Day	
CFN				
Recipient				

**Complete the following and attach to your Development Application:**

Check  relevant Conservation Authority

- The Toronto and Region Conservation Authority  
5 Shoreham Drive, Downsview, Ontario M3N 1S4 416-661-6600 <http://www.trca.on.ca> \$ \_\_\_\_\_  
*fee amount*
- Credit Valley Conservation  
1255 Old Derry Road West, Meadowvale, Ontario L5N 6R4 905-670-1615 [cvc@mississauga.net](mailto:cvc@mississauga.net) \$ \_\_\_\_\_  
*fee amount*
- Conservation Halton  
2596 Britannia Road West, R.R. #2, Milton, Ontario L9T 2X6 905-336-1158 [admin@hrca.on.ca](mailto:admin@hrca.on.ca) \$ \_\_\_\_\_  
*fee amount*

Date: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

City Application No.:			
<b>Contact Information</b>			
Applicant/Agent:			
Name:			
Address:		City:	Postal Code:
Telephone No.:	Fax No.:	Cellular No.:	e-mail Address:
Legal Description:			
General Location:			

Please review the applicable Conservation Authority Fee Schedule (on their respective websites) and complete the applicable boxes. Attach the fee made payable to:

- or Toronto and Region Conservation Authority or TRCA
- or Credit Valley Conservation or CVC
- or Conservation Halton or CH

Please check if receipt is required from the Conservation Authority

**Note: Only one set of application fees (the highest fee) will apply when processing and reviewing consolidated application circulations. Additional fees may apply to applications which require extensive investigation (i.e. reports) by Conservation Authority staff. The applicant will be informed by letter from the Conservation Authority of these additional fee requirements if applicable.**