

Pre-Application Meeting Requirements for Site Plan Applications

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



City of Mississauga
Planning and Building Department
Development and Design Division

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Pre-Application Meeting Requirements

Prior to making a Site Plan application, applicants are required to attend a pre-application meeting with the Planning Services Centre. To request a preliminary meeting, the following information must be provided to the Planning Services Centre:

- 1) A cover letter which includes the applicant and property owner name, brief description of the proposal and who will be attending the meeting.
- 2) Preliminary site plan of the of the proposal, including the following information:
 - Building footprint and dimensions (existing and proposed);
 - Building setbacks from all lot lines (existing and proposed);
 - Site statistics (e.g. lot area, existing and proposed gross floor area, parking required and provided, etc.);
 - Landscaped areas/buffers and dimensions; and
 - Site access, driveway location, parking areas and dimensions.
- 3) Preliminary elevation drawings with height dimensions (i.e. floor-to-floor and overall building height).
- 4) Preliminary floor plans.
- 5) Survey plan and images of the property and surrounding area, if available.

Please submit the above information to Hyacinth Richards preferably by e-mail at: hyacinth.richards@mississauga.ca. Alternatively, four (4) hard copies of the drawings and a cover letter can be delivered to the attention of:

Hyacinth Richards
City of Mississauga
Planning and Building Department
300 City Centre Drive, 6th Floor
Mississauga, ON L5B 3C1

Large scale projects, such as a condominium apartment building may require a pre-application meeting with the Development Application Review Committee (DARC). Upon review of the information provided, the Planning Services Centre will advise the applicant whether a pre-application meeting with DARC will be required.

Development Information

A collection of documents which outline design standards, guidelines, design solutions on planning issues and official planning documents can be obtained at www.mississauga.ca/portal/residents/developmentinformation, including the following documents:

- [New Dwellings, Replacement Housing and Additions](#)
The purpose of this document is to assist home owners, designers, architects and landscape architects by outlining the framework and design principles on which the guidelines for Site Plan approval are based.
- [Zoning By-law](#)
The zoning by-law is an official planning document that controls the use of land, including the lot sizes and dimensions, parking requirements, building heights and setbacks from lot lines.
- [Green Development Strategy](#)
The Green Development Strategy focuses on achieving sustainability and environmental responsibility in new development in Mississauga.
- [Site Plan Application: Process Guidelines](#)
This manual is intended to assist applicants in the Site Plan review and approval process.