

Pre-Application Meeting Request For Removal of the (H) Applications

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

Planning and Building Department
Development and Design Division
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Pre-Application Meeting Required

Prior to making a development application, applicants are required to attend a pre-application meeting with the Planning Services Centre (PSC). Pre-application meetings can be requested on-line through Mississauga eplans.

Drawings and Documents Required/Standards

- 1) Site 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) Site access, driveway location, parking 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.

- 5) Above Ground Services Plan (to show any existing and proposed above ground feature such as fire hydrants, hydro poles, the Municipal R.O.W. (for new roads), boulevard elements such as bus pads, lay-by's, tree corridor footprint, concrete sidewalk, tactile plates, others as applicable. It will specify which features are proposed, which existing features are to remain, and which ones are to be removed or relocated) – Drawing No. AG1

- 6) Below Ground Services Plan (to show all below ground existing and proposed utilities/services, including gas, WM, SAN, STM, Rogers, Bell, Hydro and others. It will specify which elements are proposed, which existing elements are to remain, and which ones are to be removed/abandoned or relocated to support the development proposal) – Drawing No. BG1
 - 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 the 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 the "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 contact you to schedule a pre-application meeting.