

# Pre-Application Consultation For Development Applications

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



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

## Site Plan Approval

If your development proposal is subject to Site Plan Control under the City's Site Plan Control By-law No. 293-2006, as amended, you are required to make a pre-application consultation submission to the Planning Services Centre (PSC).

PSC will review your project to determine an appropriate pre-application process stream in accordance with City by-laws and policies. The pre-application processes are categorized into the following three streams:

### 1. Development not subject to Site Plan Approval

Some types of projects may not be considered "development" as defined in the *Planning Act* and therefore are not subject to Site Plan Approval. If the PSC determines that a project is not subject to Site Plan Approval, a 'waiver' will be issued. The processing time for this stream is approximately 3-5 business days.

### 2. Site Plan Approval Express (SPAX)

A SPAX is a planning approval for certain types of minor projects. If the PSC determines that a project is eligible of an express approval, the processing time is approximately 5 business days from the date of the fee payment.

### 3. Pre-Application Consultation / Meeting

Where a development proposal requires a formal Site Plan Approval application, a preliminary review of your project by City staff will be required. The preliminary review provides staff an opportunity to identify required drawings, studies and reports to accompany your formal application submission and high level issues with respect to the development proposal. In some cases, a meeting will be required with staff from the Development and Design Division. The pre-application meeting is not a forum where staff will comment on support or objection to the development proposal, nor is it an opportunity to discuss or negotiate potential conditions. The processing time for this stream is approximately 5-7 business days from the date of the fee payment; 10-12 business days for complex development proposals, such as a high rise mixed use building in the Downtown.

## Official Plan Amendment and/or Zoning By-law Amendment

An Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA) are complex applications that will require pre-application consultation with the City staff, including a meeting with staff from the Development and Design Division. This consultation provides staff an opportunity to identify required drawings, studies and reports to accompany your formal application submission and high level issues with respect to the development proposal. The pre-application meeting is not a forum where staff will comment on support or objection to the development proposal, nor is it an opportunity to discuss or negotiate potential conditions. The processing time for a pre-application meeting is approximately 10-12 business days from the date of the fee payment.

## Other Development Applications

Before you submit the following types of applications to the City, it is suggested that you contact the Planning Services Centre at 905-615-3200 ext. 4165 for direction.

- Removal of the Holding (H) Symbol
- Plan of Subdivision
- Temporary Use By-law
- Payment-in-lieu (PIL) of Parking

## Preparing a Pre-Application Submission Package

Before submitting your request for pre-application consultation, you will need to prepare a submission package which includes drawings, documents and other requirements.

Appendix 1 (Site Plan Approval) and Appendix 2 (Official Plan Amendment and/or Zoning By-law Amendment) are attached checklists that will assist you in preparing and providing the necessary information City staff need to review your proposal in a timely manner.

Please review the checklist with any architects, designers, landscape architects or consultants that are preparing the drawings and documents. If the information is not properly prepared or provided, your submission may be sent back to you for corrections, resulting in delays in your pre-application consultation.

## Making an ePlans Pre-Application Submission

A pre-application submission can be made conveniently through the City's ePlans service, anytime, anywhere. ePlans will save you time and money, as there is no need to print multiple sets of drawings and reduces trips to City offices. Below is a summarized step-by-step guide on making an ePlans Pre-Application Submission. It is suggested that you review the [ePlans Applicant User Guide](#) to familiarize yourself with the ePlans process workflow. The ePlans Applicant User Guide can be obtained through the ePlans login page at <https://eplans.mississauga.ca>

1. Visit ePlans at <https://eplans.mississauga.ca>
2. For first time ePlans users, install the ProjectDox components if you are using Internet Explorer and create a new ePlans user account.
3. Select "Pre-Application Meeting Request Form" and complete the form.
4. Upload your drawings and documents in the appropriate folder (i.e. "Drawings" or "Documents").
5. **Complete your "Applicant Upload" task** to submit your pre-application submission to PSC. You can verify that you completed your submission by checking the "Application Status" on the "Project Info" tab.
6. Once you complete your "Applicant Upload" task, PSC will pre-screen your submission and determine an appropriate pre-application process stream.

## ePlans Process Workflow

The ePlans electronic processing system is a structured workflow that enables staff to process your pre-application consultation in an efficient manner in comparison to the previous paper-based process. The Process Flowchart attached as Appendix 3 should provide clarity around the expectations on the process before making an ePlans Pre-Application Submission.

## Processing Fees

Where a fee is required, City staff will send you a 'fee payment' task through the ePlans service where you can conveniently pay the fee on-line by credit card (preferred option). You can also make the payment by mail or in person at the Civic Centre; however, payments made on-line will result in more efficient processing.

Fee Type	Amount (subject to change without notice)
Development not subject to Site Plan Approval	No fee
Site Plan Approval Express (SPAX)	\$468.00
Pre-Application Consultation / Meeting (Standard)	\$312.00*
Pre-Application Consultation / Meeting (OPA / ZBA / Subdivision)	\$4,249.00*
Pre-Application Consultation / Meeting (Subdivision Only)	\$3,698.00*
Pre-Application Consultation / Meeting (Complex Site Plans)	\$2,911.00*

\*The amount paid will be credited towards the total fee applicable at time of formal application submission.

# Appendix 1

## Pre-Application Consultation Checklist

### Site Plan Approval

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This checklist will assist you in preparing and providing all the information City staff need to review your proposal in an efficient manner. Please review the checklist with any architects, designers, landscape architects or consultants that are preparing the drawings and documents.

If the required information is not properly prepared or provided, your submission may be sent back to you for corrections, resulting in delays in your pre-application consultation.

## **Required Drawings and Documents**

Cover letter outlining the project (i.e. address, and what is existing / being proposed?)

Concept Site Plan with 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 & proposed gross floor area, floor space index, parking required & provided, etc.)
- Landscaped areas / buffers and dimensions
- Site access, driveway location, parking areas and dimensions.

Concept Elevations with the following information:

- Height dimensions (i.e. floor-to-floor and overall building height).

Renderings, Floor Plans and Survey Plan, if available

## **Electronic File Formatting Standards for Drawings**

Each drawing plan sheet must be an independent file; Multi-page drawing plan sheets in a single file will not be accepted

Files are saved with proper view orientation, so that they do not require to be rotated for viewing

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 (e.g. A100 – Site Plan)

# Appendix 2

## Pre-Application Consultation Checklist

### Official Plan Amendment and/or Zoning By-law Amendment

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If the required information is not properly prepared or provided, your submission may be sent back to you for corrections, resulting in delays in your pre-application consultation.

## **Required Drawings and Documents**

Cover letter with the following information:

- Proponent and Property Owner information
- Description of the development proposal
- Potential applications required (i.e. Official Plan Amendment and/or Zoning By-law Amendment)
- Existing and proposed Official Plan Designation / Zoning Category
- Names and title of meeting attendees

Concept Site Plan with the following information:

- Building footprint and dimensions (existing and proposed)
- Building setbacks from all lot lines (existing and proposed)
- Setbacks between buildings, where applicable
- Building height including the number of storeys and height in metres
- Site statistics (e.g. lot area, gross floor area, floor space index, parking, etc.)
- Landscaped areas/buffers and dimensions
- Site access, driveway location, parking areas and dimensions

For back-to-back and/or stacked townhouse proposals, illustrate how the dwelling units will be accessed from ground level (e.g. floor plans, sections, etc.)

Concept Elevations or Renderings with height dimensions, if available

Concept Floor Plans and Survey Plan, if available

## **Electronic File Formatting Standards for Drawings**

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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 (e.g. A100 – Site Plan)

# Appendix 3

## Pre-Application Consultation

### Process Flow Chart

