

Application for Site Plan Approval

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



City of Mississauga
Planning and Building Department
300 City Centre Drive
MISSISSAUGA ON L5B 3C1
Tel: (905) 896-5511
Fax: (905) 896-5553

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

Notice to All Applicants

1. This application package consists of the following: Page
 - a. Site Plan Process Flow Chart.....2
 - b. Site Plan Approval application form to be completed by the applicant.....3-4
 - c. Site Plan Application Checklist completed by the Counter Planner at the time of submission of application.....5-7
 - d. Environmental Site Screening Questionnaire and Declaration to be signed by the owner8
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 - g. Development Application Review Committee (D.A.R.C.) requirements for Site Plan applications.....11
 - h. Fee Calculation Sheet.....12
2. Restrictions on title, if applicable, are to be provided by the applicant.
3. Please type or print clearly all information.
4. Prior to making a site plan application, applicants are required to attend a pre-application meeting with the Planning Services Centre. To book a site plan application preliminary meeting, contact Hyacinth Richards at 905-615-3200 ext. 5516 or by e-mail at: hyacinth.richards@mississauga.ca.
5. **Application package and supporting documentation are to be submitted, by appointment, to the Planning and Building Department on the 6th 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 sanja.blagojevic@mississauga.ca.**
6. If this Application is signed by an applicant other than the owner, or by an agent, written authorization of the owner must accompany this application.
7. Attach the required number of plans as identified in the Development Application Review Committee (DARC) meeting.
8. All drawings, including floor plans and building elevations, are to be folded to 21.5 cm by 28 cm (8 1/2" x 11"). **Rolled plans will not be accepted.**
9. A Municipal Address is required prior to Site Plan submission. Please contact the Transportation and Works Department, Support Services, (905-615-3200 ext. 3215) for a municipal address if you do not have one.
10. All site plan applications which propose the use of a private sewage system (or relocation or extension to an existing system) must provide the information identified on page 6 of this application as part of the submission.
11. Please be advised that should there be no activity on a file over a period of **three** 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.

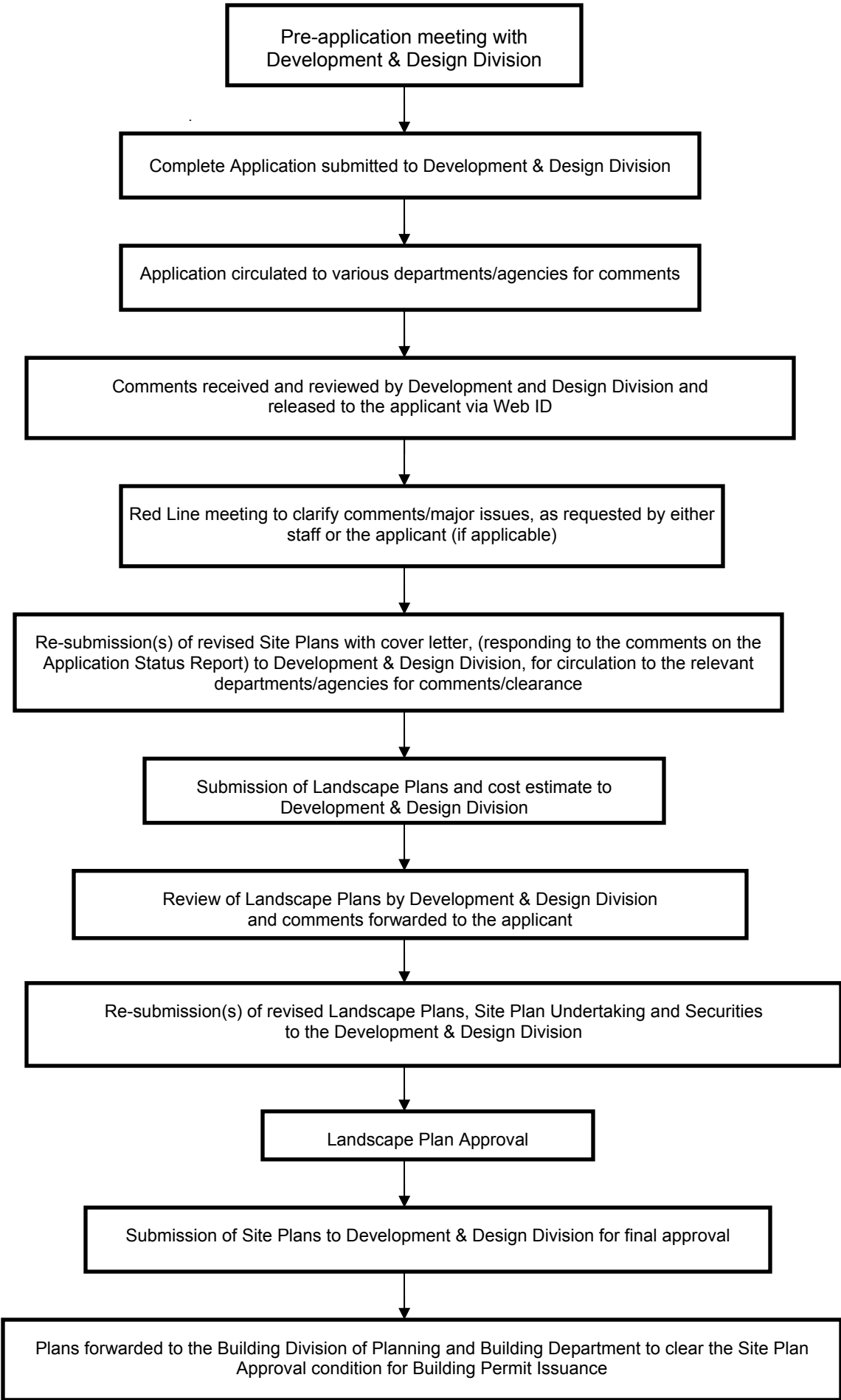
If a person submits a written request to withdraw or discontinue an application prior to completion of the entire process related to an application, or if the Planning and Building Department closes the application due to inactivity, refunds of application fees in accordance with the applicable *Planning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

If you are aware that the site plan application will be held in abeyance for **three** 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.
12. It is an offence under the 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.

I hereby declare that I have read and understand the requirements of this application.

(applicant/owner's initials:) _____ (date:) _____

SITE PLAN PROCESS FLOW CHART
Under the Planning Act, R.S.O. 1990 c.P. 13, as amended



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FOR OFFICE USE ONLY		
File No.	Ward No.	Reason for Site Plan Approval: <input type="checkbox"/> Site Plan Control By-law <input type="checkbox"/> C of A/L.D.C. Circulation Type: <input type="checkbox"/> Std. <input type="checkbox"/> Minor <input type="checkbox"/> Revision <input type="checkbox"/> Infill
Cross Reference File No(s).		
Property Address:		
Project Proposal:		
How would you like to receive Application Status Reports? (Choose only one) <input type="checkbox"/> E-City <input type="checkbox"/> Mail		

1. AGENT/APPLICANT AND OWNER INFORMATION

Name	Mailing address and E-Mail Address	Telephone # and Cell Phone #
Agent/Applicant:		
Registered Owner:		

2. SITE INFORMATION

- a) Street Address: _____
- b) Legal Description of Site (i.e. lot and concession number/registered plan number/reference plan number):

- c) General Location of Site: _____
- d) Dimensions of Site: Gross Site Area _____ ha Site Frontage _____ m Site Depth _____ m

3. PLANNING INFORMATION

Planning District: _____

Existing Official Plan Designation: _____ Proposed Official Plan Designation (if applicable): _____

Existing Zoning: _____ Proposed Zoning (if applicable): _____

4. DETAILED DESCRIPTION OF PROPOSAL:

- a) Number of Units: _____
- b) Number of Storeys: _____
- c) Existing Gross Floor Area (gfa): _____
- d) Proposed Gross Floor Area (gfa): _____
- e) Total Gross Floor Area (gfa): _____
- f) Proposed Tenure: _____
- g) List the environmentally friendly or green site and building design features being proposed (*add separate attachment if required*):

**Application for Site
Plan Approval**
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5. DECLARATION

I hereby declare that the statements 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.

Signed and sealed at _____ this _____ day of _____ in the year _____.

Owner or authorized agent _____ Owner or authorized Agent's Name: _____
(please print)

6. 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.

7. AGENT APPOINTMENT AND AUTHORIZATION

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 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/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

Drawing Submissions

Circulation	Site Plans*	Elevations	Floor Plans	Received
Standard/Major Revision	24	12	4	<input type="checkbox"/>
Infill Housing	14**	6	3	<input type="checkbox"/>
Minor	18	8	3	<input type="checkbox"/>

* If submitting separate Grading/Servicing plans, 15 copies are required.

** If septic systems are proposed, one (1) additional site plan and one (1) copy of soils analysis is required.

Note: All drawing numbers are approximate, exact amount to be determined at pre-application meeting with the PSC Planner.

FOR OFFICE USE ONLY
Site Plan Circulation

Standard/Major Revision Circulation List

	SP	Elevation	Floor	
Building	1	1	1	<input type="checkbox"/>
Fire	1	1	-	<input type="checkbox"/>
Trans & Works	4	2	2	<input type="checkbox"/>
Region of Peel	4	-	-	<input type="checkbox"/>
Enersource Hydro Mississauga	1	1	-	<input type="checkbox"/>
Geomatics	1	-	-	<input type="checkbox"/>
LA/LAT	1	1	-	<input type="checkbox"/>
UD	1	1	1	<input type="checkbox"/>
Transit	1	-	-	<input type="checkbox"/>

Infill/Minor Circulation List

	SP	Elevation	Floor	
Building	1	1	1	<input type="checkbox"/>
Fire*	1	1	-	<input type="checkbox"/>
Trans & Works	4	1	1	<input type="checkbox"/>
Region of Peel	4	-	-	<input type="checkbox"/>
Enersource Hydro Mississauga	1	1	-	<input type="checkbox"/>
Geomatics	1	-	-	<input type="checkbox"/>
LA/UD	1	1	1	<input type="checkbox"/>
LAT	1	1	-	<input type="checkbox"/>
Bell Canada	1	-	-	<input type="checkbox"/>

Low Rise Multi-Residential *(for information only)*

Bell Canada	1	1	-	<input type="checkbox"/>
Enbridge	1	1	-	<input type="checkbox"/>
Consumers Gas				
Rogers Cable TV	1	1	-	<input type="checkbox"/>

Residential with septic systems:

Plumbing**	1	-	-	<input type="checkbox"/>
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**All additions except for detached and semi-detached*

Community Services:

- Forestry (Infill)
- Park Planning
- Heritage Coordinator
- Streetscape Works only (Park Planning)
- Public Art Coordinator

Corporate Services:

- Facilities & Property Management

Other as required (Site Plan only)

- Ward Councillor: _____
- C.V.C./C.H./T.R.C.A. (2 SP, 2 Grading, 1 Elevation)
- G.T.A.A. (1 SP, 1 Elevation)
- Ministry of Transportation (3 SP)
- Applicable Residents Association _____
- Traffic Safety Council
- Canada Post
- Mississauga CPTED

DARC/Pre-Consultation: Date: _____

Circulation: Date: _____

Comments due by: Date: _____

SP Type: Requested Response Time:

Standard/Major Revision	20 Working Days
Infill Housing	15 Working Days
Minor	10 Working Days

Project Coordinator: _____ Ext. # _____

Email: _____

Planner: _____

Email: _____

UD: _____

LA: _____

Note:

Should you not be able to respond to the City Planning and Building Department on the application within the specified timeframe, or require additional time to complete your review and comments, we require that prior to the specified deadline, an email be forwarded to the Project Coordinator or Planner handling the file. The email should include the reason for the delay in finalizing your comments and the date when the comments will be received. **Should you not respond within the specified timeframe, or fail to contact the Project Coordinator or Planner by email, we will assume that you have no comments or concerns, and will continue to process the application without the benefit of your input.**

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Application Submission Checklist

The following is the checklist of the required information to be provided with the application, including information that is required on the site plan, building elevation and floor plan drawings. To ensure your application is complete, please ensure the following is included with your application:

<p>General Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed/signed Application Form. <input type="checkbox"/> Agent's Letter of Authorization. Note: only required if the application is signed by an applicant or agent other than the owner. <input type="checkbox"/> Required application fee in accordance with the current Fee Schedule. Note: cheque, cash or credit card are accepted (card limited to a maximum amount of \$10,000.00). Cheques are to be made payable to the City of Mississauga. <input type="checkbox"/> Required number of site plans, building elevations and floor plans in accordance with the Site Plan Circulation List or instructions from the pre-application meeting. <input type="checkbox"/> Completed Environmental Site Screening Questionnaire and Declaration (to be signed by owner only). <input type="checkbox"/> Completed Conservation Authority Fee Collection Form, If applicable. <input type="checkbox"/> Completed Tree Injury or Destruction Questionnaire and Declaration. <input type="checkbox"/> Completed Traffic Safety Council Site Plan Review Sub-Committee Form for all school site plan applications. <input type="checkbox"/> All plans submitted with the application must be folded to 21.5 cm x 28 cm (8 1/2" x 11"). Rolled plans will not be accepted. <input type="checkbox"/> Site plan at a legible scale, 1:200 suggested. All measurements must be in metric. <input type="checkbox"/> Key Plan at a legible scale, with a north arrow. <input type="checkbox"/> Applicant's and owner's name, address, telephone and fax numbers. <input type="checkbox"/> Municipal address and legal description. <input type="checkbox"/> Underground garage roof slab elevations. <p>Grading:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Finished floor elevations of existing and proposed buildings. <input type="checkbox"/> Building entrances, including spot elevations at entrances to indicate flush thresholds. <input type="checkbox"/> Retaining walls (top and bottom of wall spot elevations, material). <p>NOTE: The applicant/owner's surveyor must base any topographic surveys on the City of Mississauga benchmarks and not geodetic elevations. The location and published elevation of an existing City of Mississauga benchmark is to be noted on the plans. All elevations shown on the site plan shall be related to the above-noted City of Mississauga published benchmark elevation. The applicant should contact the Transportation and Works Department for more information.</p>	<p>Site Plan and Building Statistics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning category. <input type="checkbox"/> Lot area. <input type="checkbox"/> Lot coverage - proposed and permitted. <input type="checkbox"/> Gross Floor Area - proposed and permitted. <input type="checkbox"/> Gross Leasable Area. <input type="checkbox"/> Landscaped Area - proposed and required. <input type="checkbox"/> Paved Area. <input type="checkbox"/> Parking Spaces - proposed and required. <input type="checkbox"/> Parking Spaces, for persons with disabilities – proposed and required. <input type="checkbox"/> Loading Spaces - proposed and required. <input type="checkbox"/> All bearings and dimensions of the property. <input type="checkbox"/> Adjacent land uses, zoning, existing structures and setbacks. <input type="checkbox"/> Adjacent street names. <input type="checkbox"/> Adjacent bus bays, stops or shelters; above ground utilities; municipal sidewalks. <input type="checkbox"/> Dimensions of all buildings and structures. <input type="checkbox"/> The location of any existing structures, underground storage tanks, gas pumps, island canopies or signage and whether any encroachment agreements have been entered into with either the City or Region. <input type="checkbox"/> Building setbacks to lot lines and rights-of-way (including underground parking structures and overhead canopies). <input type="checkbox"/> Centre line setback of buildings from major roads as per Section 2.1.14 of Mississauga Zoning By-law 0225-2007. <input type="checkbox"/> Existing/proposed easements and rights-of-way and restrictions registered on title. <input type="checkbox"/> Location and dimension of parking spaces (including parking spaces for persons with disabilities), aisles, and loading spaces. <input type="checkbox"/> All vehicular entrances (widths and radii) and the location of any existing centre medians and/or turning lanes external to the site. <input type="checkbox"/> Dimensions of landscape and amenity areas. <input type="checkbox"/> Existing and proposed grades around the perimeter of the site and critical points within the site, including the base of existing trees to be preserved. <input type="checkbox"/> Standard Notes. <p>NOTE: Subject to the qualifications and exemptions set out in the Ontario <i>Architects Act</i>, R.S.O., 1990, CHAPTER A.26, design drawings accompanying a site plan application should be prepared, sealed and signed by an accredited architect. It should be noted that this does not relate to the design of buildings which are exempted under Section 11(3) and (4) of the <i>Architects Act</i>. Refer to the Ontario Architect Act or contact the Ontario Association of Architects for more information.</p>
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Application Submission Checklist

The following is the checklist of the required information to be provided with the application, including information that is required on the site plan, building elevation and floor plan drawings. To ensure your application is complete, please ensure the following is included with your application:

General Requirements: - (continued)

- Existing natural features and vegetation.
- Type and location of all hard surface areas/walkways/ stairs/ramps.
- Garbage storage and handling areas.
- Legal information pertaining to road widenings, including reference plan numbers, instrument numbers, etc. and any widenings required by the City or the Region of Peel.
- Professional stamp (architect or engineer).
- The location of exclusive use areas or private amenity areas for new condominium townhouse developments.
- The location and turning radii for Fire and Emergency Service access route is to be clearly delineated.
- The location of Community Mailbox equipment for new condominium townhouse projects, detached condominium developments and proposed new industrial and commercial developments.
- A signed condominium declaration for multiple family residential developments.
- Other Site Plan Development Standards.

For applications on proposed private sewage systems:

- Type of sewage system, size and capacity.**
- Setbacks from all property lines and water sources, including, but not limited to, wells, ponds, reservoirs, lakes, creeks and rivers.
- Spot and grading elevations around the perimeter of the system.
- Approximate location of trees, shrubs and other vegetation that may be impacted by the system.
- Gross Floor Area of the dwelling.
- Proposed number of bedrooms.
- Detailed list of the proposed plumbing fixtures for the purpose of load calculations. (*separate letter*)
- Three (3) copies of a Soils Analysis along with the results of percolation tests.

All other questions regarding private sewage systems are to be directed to the Building Division, Plumbing Inspection group at 905-896-5612.

For sites adjacent to Greenbelt lands:

- Top of bank location
- Stable slope line
- Limit of floodline

Building Elevations:

Elevation drawings shall illustrate:

- Location of roof-top mechanical units and proposed screening.
- Building materials colours and glazed areas.
- Building dimensions.

Floor plans are for information purposes only, to determine the proposed use of spaces and the location of door and window openings.

Floor Plans shall illustrate:

- Proposed use of spaces.
- All building access points.
- Building dimensions.
- Any below grade or structured parking levels.
- Roof plan (which may be shown on the site plan).

Office Use Only

File Number: _____

Counter Planner's Initials: _____

Date: _____

Environmental Site Screening Questionnaire and Declaration

For Development Applications
Reference Corporate Policy 09-08-02



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File No: _____

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: _____

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

Check relevant Conservation Authority

- The Toronto and Region Conservation Authority
5 Shoreham Drive, Downsview, Ontario M3N 1S4 416-661-6600 www.trca.on.ca \$ _____
fee amount
- Credit Valley Conservation
1255 Old Derry Road West, Meadowvale, Ontario L5N 6R4 905-670-1615 www.creditvalleycons.com \$ _____
fee amount
- Conservation Halton
2596 Britannia Road West, R.R. #2, Milton, Ontario L9T 2X6 905-336-1158
www.conservationhalton.on.ca \$ _____
fee amount

Date: Year _____ Month _____ Day _____

File No.:			
Contact Information:			
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 the Conservation Authority if these additional fee requirements are applicable.

Tree Injury or Destruction Questionnaire and Declaration

(This is Not an Application for a Tree Permit)



**City of Mississauga
Community Services Department**
Forestry Division
950 Burnhamthorpe Road West
MISSISSAUGA ON L5C 1T7
Tel: 3-1-1 (905-615-4311 outside City limits)
Fax: (905) 615-3098
www.mississauga.ca

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 No: _____

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 treesNo 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?	<input type="radio"/> YES	<input type="radio"/> NO	If yes, has an application for a Tree Permit been submitted? <input type="radio"/> YES <input type="radio"/> 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.			

Development Application Review Committee (DARC) Requirements for Site Plan 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.

Site Plan Application Requirements

Prior to making a major site plan application, some applicants may be required to attend a pre-application meeting with the Development Application Review Committee (DARC) on Wednesdays at 2:30 p.m. To book a (DARC) pre-application meeting, contact Hyacinth Richards at 905-615-3200 ext. 5516, or by e-mail at hyacinth.richards@mississauga.ca.

The following types of issues may be discussed at the meeting:

- the site plan approval process;
- relevant policies and recent directions of Council;
- application submission requirements;
- other types of approvals and/or fees which may be required i.e. Conservation Authority, Committee of Adjustment, etc.;
- potential areas of concern about the proposal.

At least seventeen business days prior to the meeting (Mondays by 4:00 p.m.), the following information must be provided to Hyacinth Richards:

- 1) A covering letter which includes the following information:
 - owner/applicant name;
 - brief description of the proposal;
 - current official plan and zoning information;
 - previous application number(s), if relevant and,
 - who will attend the meeting in support of the proposal.
- 2) Nineteen copies of a concept sketch/plan* of the proposal, including:
 - building footprint/dimensions;
 - setbacks to all lot lines;
 - access/driveway location(s) and dimensions;
 - existing site conditions (any natural, heritage or man-made features, including significant vegetation);
 - proposed elevations (conceptual sketch and proposed heights);
 - proposed floor plans;
 - preliminary grading information;
 - easement information and restrictions, and;
 - parking and other relevant site statistics
- 3) Nineteen copies of a Map of the site showing adjacent street names, key plan, north arrow, municipal address, legal description.
- 4) Nineteen copies of a plan of survey* (if available).
- 5) Images of the property and surrounding area.

***All measurements on all drawings must be in metric.**

NOTE: Additional information may be required during the processing of any development application.

Date of Meeting: _____

Planner: _____

Applicant Name: _____

Location of Site: _____

Ward No: _____

- Complete Application Form and fees (check website for up to date fee schedule)
- 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
- Functional Storm Drainage Report
- Storm Water Management Study
- Site Remediation Studies (which may include 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
- On-Street Parking Analysis
- Park Concept Plan
- Archaeological Assessment
- Heritage Impact Statement
- Above and below ground Utility locations (City and Subject Lands)
- Utility Plan (*see Terms of Reference*)
- Condominium type
- Restrictions on Title /Easements
- Other Information: _____
- Grading Drawings _____
- Total Site Plan _____
- Total Elevations _____

Applications such as minor variance or part lot control may be required 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 pending review of the formal site plan application.

Fee Calculation Worksheet 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

300 City Centre Drive
MISSISSAUGA, ON L5B 3C1
Tel: (905) 896-5511 Fax: (905) 896-5553
www.mississauga.ca

NOTE: This fee calculation worksheet is to be completed by the applicant and reviewed by the Planning Services Centre prior to application submission.	File No.:
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Standard / Major Revision Site Plan Application				
BASE FEE ^A :		= \$ 8,194.00	1	
PLUS Residential :				
For first 25 units	\$ 557.00 x	units	= \$	2
For units 26 to 100	\$ 336.00 x	units	= \$	3
For additional units beyond 100	\$ 115.00 x	units	= \$	4
TOTAL NUMBER OF UNITS		units		
Residential SUBTOTAL (Add Lines 2 to 4) – Maximum \$ 70,596.00 (\$ 78,790.00 Maximum Charge minus \$ 8,194.00 Base Fee) ^{B,C}		= \$	5	
PLUS Non-Residential (Industrial / Commercial / Institutional) :				
For first 2,000 m ²	\$7.00 x	m ²	= \$	6
For 2,001 to 4,500 m ²	\$ 5.00 x	m ²	= \$	7
For 4,501 to 7,000 m ²	\$ 3.06 x	m ²	= \$	8
Beyond 7,000 m ²	\$ 1.47 x	m ²	= \$	9
TOTAL GROSS FLOOR AREA Non-Residential		m ²		
Non Residential SUBTOTAL (Add Lines 6 to 9) – Maximum \$ 46,436.00 (\$ 54,630.00 Maximum Charge minus \$ 8,194.00 Base Fee) ^D		= \$	10	
SUBTOTAL (Add Lines 1, 5 and 10)		= \$	11	
MINUS Development Application Review Committee Fee (if applicable) ^E :		= \$	12	
TOTAL Standard Site Plan Application Fee ^F (Line 11 minus Line 12)		= \$	13	

Minor Site Plan Application – Building Alterations or Site Revisions				
BASE FEE :		= \$ 2,521.00	14	
PLUS Applicable Site Plan Minor Surcharge Fees :				
Planning & Building Department – Site Inventory Review	\$630.00	= \$	15	
Transportation & Works Department – Development Engineering Review	\$357.00	= \$	16	
Transportation & Works Department – Storm Drainage Review	\$126.00	= \$	17	
Transportation & Works Department – Environmental Review	\$94.00	= \$	18	
Community Services Department – Fire Review	\$73.00	= \$	19	
Community Services Department – Forestry Review	\$188.00	= \$	20	
TOTAL Minor Site Plan Application Fee (Add Lines 14 to 20)		= \$	21	

Infill Housing Site Plan Application – New Dwellings, Replacement Housing and Additions				
BASE FEE :		= \$ 8,034.00	22	
TOTAL Infill Housing Site Plan Application Fee ^F		= \$	23	

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.

^A Notwithstanding that the base fee for Site Plan Control – Except for Infill Residential is \$8,194.00, in the case of Non-Residential Commercial Site Plan Control applications, the fee is \$4,560.00 with no additional per square metre charge for applications up to a maximum of 220 m² in C4, CC1 and CC2 base or exception zones. Where a Non-Residential Commercial Site Plan Control application in C4, CC1 and CC2 base or exception zones exceeds 220 m², the \$8,194.00 base fee and other per square metre charges apply.

^B Maximum residential charge per application is \$78,790.00. 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.

^C For residential apartment applications with more than one (1) apartment building, maximum charge applies to each building.

^D Maximum non-residential charge per application is \$54,630.00. 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.

^E Amount paid for submission for Development Application Review Committee to be credit towards total application fee applicable at time of application submission.

^F Major revision to application requiring recirculation of application to commenting agencies is 50% of the total application fee, including infill housing.