

SITE PLAN APPLICATION: PROCESS GUIDELINES



Planning and Building Department
JANUARY 2016



TABLE OF CONTENTS

<u>1.0</u>	Introduction	1.0 - 1
<u>1.1</u>	Site Plan Authority.....	1.0 - 2
<u>1.2</u>	Mandate of Site Plan Process.....	1.0 - 2
<u>1.3</u>	Site Plan Process Flow Chart.....	1.0 - 4
<u>1.4</u>	Various Types of Site Plan Applications.....	1.0 - 5
	<u>1.</u> Standard /Major Revision Site Plan Application.....	1.0 - 6
	<u>2.</u> Minor Site Plan Application.....	1.0 - 6
	<u>3.</u> Site Plan Approval Express (SPAX)	1.0 - 6
	<u>4.</u> Infill Housing (New Dwellings, Replacement Housing and Additions)	1.0 - 7
<u>1.5</u>	Special Development Areas and Requirements.....	1.0 - 8
<u>2.0</u>	General Summary of Site Plan Procedures	2.0 - 1
<u>2.1</u>	Prerequisites for Site Plan Application Submission.....	2.0 - 1
<u>2.1.1</u>	Pre-application Meeting	2.0 - 1
<u>2.1.1.1</u>	Utility Plan.....	2.0 - 3
<u>2.1.1.2</u>	Engineer Certified Lighting Plan	2.0 - 5
<u>2.2</u>	Making a Site Plan Submission.....	2.0 - 7
<u>2.3</u>	Who Gets Circulated?	2.0 - 7
	<u>1.</u> Planning and Building	2.0 - 7
	<u>2.</u> Transportation and Works Department.....	2.0 - 8
	<u>3.</u> Community Services.....	2.0 - 8
	<u>4.</u> Mississauga Transit, Hurontario Light Rapid Transit Project, Bus Rapid Transit Corridor	2.0 - 9
	<u>5.</u> Public Utilities Coordination Committee (P.U.C.C.)	2.0 - 9
	<u>6.</u> Region of Peel	2.0 - 10
	<u>7.</u> Conservation Authorities.. ..	2.0 - 10
	<u>8.</u> Ministry of Transportation	2.0 - 10
	<u>9.</u> Enersource Hydro Mississauga	2.0 - 11
	<u>10.</u> Utility Companies	2.0 - 11
	<u>11.</u> Canadian National (CN) and Canadian Pacific (CP) Railways	2.0 - 11
	<u>12.</u> Greater Toronto Airport Authority (GTAA).....	2.0 - 11
<u>2.4</u>	Receiving Site Plan Comments from the Development & Design Division	2.0 - 12



2.5	Landscape Plan Approval	2.0 - 12
2.6	Securities Requirements	2.0 - 13
2.7	Site Plan Undertaking	2.0 - 13
2.8	Final Site Plan Approval	2.0 - 15
2.9	Inactive Site Plan Files	2.0 - 15
2.9.1	Unapproved Site Plans	2.0 - 15
2.9.2	Approved Site Plans	2.0 - 16
2.10	Inspections.....	2.0 - 16
2.11	Site Plan Revisions	2.0 - 16
3.0	Site Plan Requirements – Drawing Notes	3.0 - 1
3.1	Standard Notes on All Site Plan Drawings.....	3.0 - 1
3.2	Additional Standard Notes for Infill Housing Site Plans.....	3.0 - 3
3.3	Condominium Declaration for Multiple Family Residential Developments.....	3.0 - 5
4.0	Site Development Standards.....	4.0 - 1
4.1	Walkways	4.0 - 1
4.2	Curbing/Traffic Islands	4.0 - 2
4.3	Parking/Loading	4.0 - 2
4.4	Accessible Design.....	4.0 - 3
4.5	Waste Management	4.0 - 3
4.6	Signage.....	4.0 - 3
4.7	Fire Routes.....	4.0 - 4
4.8	Existing Vegetation	4.0 - 4
4.8.1	Tree Survey (Arborist Report Requirements)	4.0 - 4
4.8.2	Hoarding Requirements	4.0 - 5
4.9	Landscape Buffers	4.0 - 6
4.10	Environmental Impact Study	4.0 - 6
4.11	Multiple Occupancy Residential Developments	4.0 - 6
	1. Landscaped Screening	4.0 - 6
	2. Ground Floor Amenity Space	4.0 - 6
	3. Recreational Space	4.0 - 7
4.12	Row Dwelling Developments	4.0 - 7



5.0 Landscape Plan Approval..... 5.0 - 1

5.1 Landscape Plan Approval Procedures.....5.0 - 1

5.2 Landscape Architect Requirements..... 5.0 - 2

5.3 Landscape Drawing Requirements..... 5.0 - 2

5.3.1 Grading Notes.....5.0 - 5

5.3.1.1 Specifications for Protection & Preservation of Existing
Vegetation Note.....5.0 - 6

5.3.1.2 Land on Municipal Boulevard Note.....5.0 - 7

5.3.1.3 Street Row Dwellings Note.....5.0 - 7

5.3.1.4 Owner’s Note - Standard..... 5.0 - 8

5.3.1.5 Owner’s Note - Low Impact Development (LID)
Techniques..... 5.0 - 9

5.3.1.6 Owner’s Note for City Projects..... 5.0 - 10

5.4 Landscape Standards..... 5.0 - 10

5.4.1 Sustainable and Low Impact Development Standards..... 5.0 - 10

5.4.2 Landscape Screening Criteria..... 5.0 - 11

5.4.3 Plant Material Specifications..... 5.0 - 11

5.4.4 Streetscape Criteria 5.0 - 12

5.4.5 Perimeter Tree Planting 5.0 - 12

5.4.6 Fencing Requirements 5.0 - 13

5.4.6.1 Solid Wood Screen Fencing 5.0 - 13

5.4.6.2 Heavy Construction Fencing..... 5.0 - 14

5.4.6.3 Chainlink Fencing 5.0 - 14

5.4.6.4 Noise Walls..... 5.0 - 14

5.4.6.5 Perimeter Fencing 5.0 - 14

Fencing Requirements Table..... 5.0 - 15

5.4.7 Traffic Islands..... 5.0 - 16

5.4.8 Walkway/Stair Surfaces 5.0 - 16

5.4.9 Garbage Enclosures 5.0 - 16

5.4.10 Play Areas..... 5.0 - 17

5.4.11 Multiple Residential Development – Private Patios 5.0 - 17

5.4.12 Mechanical Units..... 5.0 - 17

5.5 Site Works Cost Estimate Securities Calculation 5.0 - 18

5.6 Site Plan Undertaking 5.0 - 18

5.7 Landscape Plan Revisions... 5.0 - 19

6.0 Site Inspection Process..... 6.0 - 1

6.1 General Policies 6.0 - 1

6.2 Reductions to Letters of Credit..... 6.0 - 1

6.3 Release of Letters of Credit.. 6.0 - 2

7.0 Development Areas.....7.0 - 1

1.0 INTRODUCTION

These Guidelines are intended to be read in conjunction with the Site Plan application form, other official documents and information related to the Site Plan process, drawing requirements, standard letter of credit format, Site Plan undertaking forms, securities, etc. which are available on the City's website at the following links:

City of Mississauga main webpage:

www.mississauga.ca

Planning and Building Department main webpage:

www.mississauga.ca/portal/residents/planningandbuilding

Planning and Building Department, Site Plan Application webpage:

http://www.mississauga.ca/portal/residents/pbformscentre?paf_gear_id=9700018&item_id=65500051

Mississauga Official Plan webpage:

<http://www.mississauga.ca/portal/residents/mississaugaofficialplan>

Zoning By-law 0225-2007, as amended webpage:

<http://www.mississauga.ca/portal/residents/zoningbylaw>

Mayor and Council Information webpage:

<http://www.mississauga.ca/portal/cityhall/mayorandcouncil>

Ward Mapping webpage:

<http://www.mississauga.ca/portal/cityhall/wardmap>

Applicants should contact the Planning and Building Department through the City's main information line at (905) 615-4311 to determine if a particular development is subject to Site Plan Approval.

Site Plan Approval by the Development and Design Division is one of several prerequisites to the issuance of a building permit. Applicants are to contact the Building Division through the City's main information line at (905) 615-4311 regarding additional requirements for obtaining a building permit.

Information regarding road widenings, dedications and easements and all other transportation related requirements can be obtained from the Transportation and Works Department by calling the City's main information line 905-615-3411.

1.1 SITE PLAN AUTHORITY

Under Section 41 of the [Planning Act](#), the Council of the City of Mississauga passed [Site Plan Control By-law 0293-2006](#), as amended, designating all of the lands within the municipality, with certain exceptions, as a Site Plan Control area. These Guidelines have been prepared to assist applicants with the Site Plan Approval process, in an effort to provide efficient and effective service.

1.2 MANDATE OF SITE PLAN PROCESS

The Site Plan Approval process is a key component of the implementation of the policies in [Mississauga Official Plan](#). These policies are contained in the Urban Structure, Character Area and Land Use Designation sections of the Plan and relate to technical matters such as transportation, environment and design, found policies to:

- Ensure that each project contributes to the character of development envisioned by [Mississauga Official Plan](#), through: landscaping; relationships of buildings to adjacent properties, buildings and the street; streetscape design; developing sites and buildings suitable for gateways into the City
- Address safety issues such as vehicular access and circulation, site and building accessibility, pedestrian safety, fire routes and the principles and concepts of [Crime Prevention Through Environmental Design \(CPTED\)](#)
- Limiting the adverse impacts of a development on surrounding areas. This includes consideration of aesthetic impacts by requiring roof-top mechanical equipment to be screened; limiting acoustic impacts by requiring noise mitigation measures; reducing light trespass and nuisance through shielded lighting and limiting conflicts of use by functional and urban design of sites, and
- The protection and enhancement of existing public resources impacted by the proposed development (e.g. parkland, streetscape, roads, trails, etc.)

Technical issues such as road dedications and easements can be adequately dealt with through the subdivision process. Where a plan of subdivision is not required, these technical factors cannot be addressed through the rezoning process. The [Planning Act](#) permits road widenings and easements to be required as conditions of Site Plan Approval. Information regarding road widening, dedications and easements can be

obtained from the Transportation and Works Department by calling the City's main information line 905-615-3411.

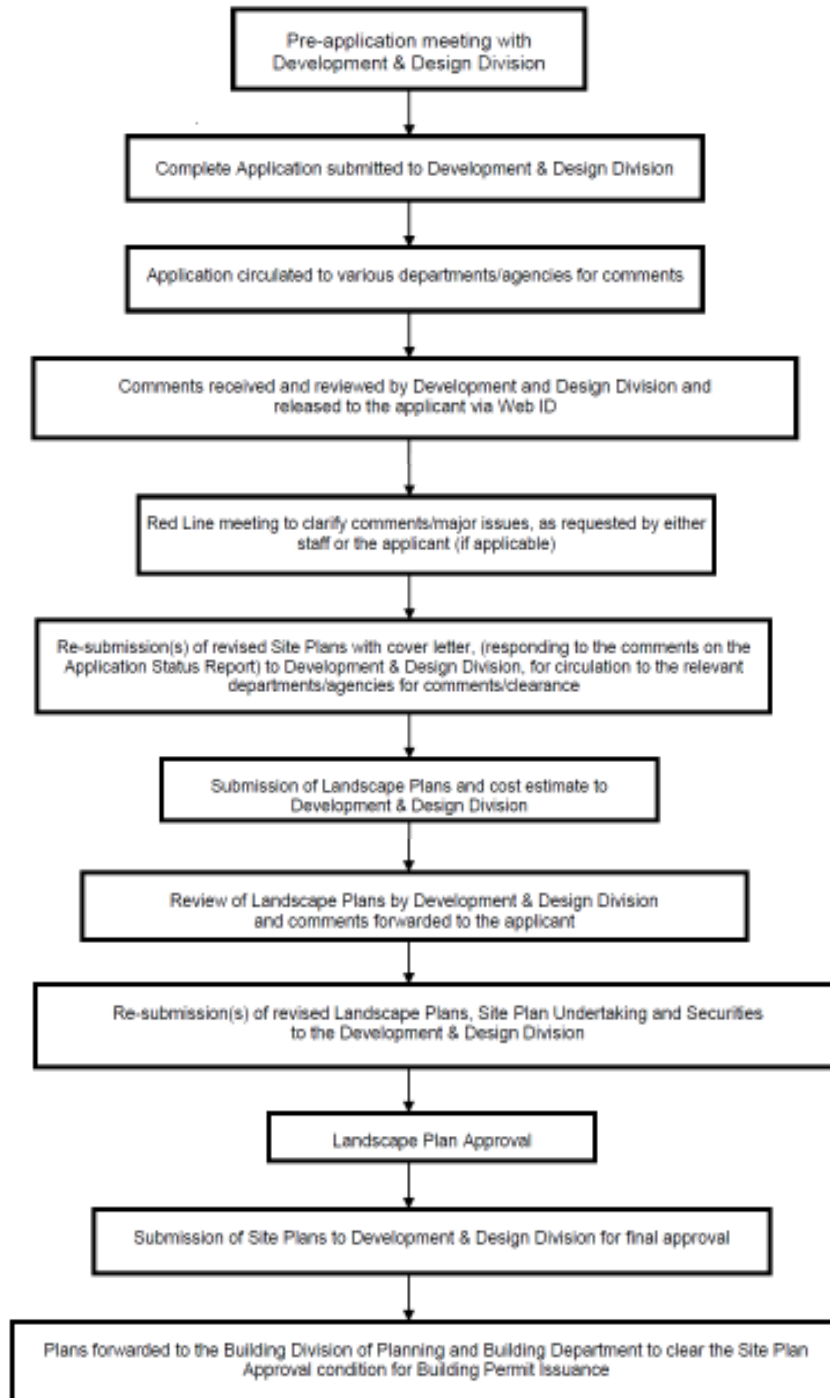
In many instances it is the Site Plan process which implements the technical policies of the [Mississauga Official Plan](#). The [Planning Act](#) sets out what may be requested as a condition of Site Plan Approval which includes:

- Location of buildings and structures
- Massing/conceptual design of buildings
- The provision for public spaces
- Matters related to exterior design
- Sustainable design elements on any adjoining municipal roadway, and
- Design of facilities for accessibility for persons with disabilities

In addition, site design issues such as access, parking, loading, garbage handling facilities, walkways, lighting, fencing, landscaping and grading can also be required. The maintenance of the site can also be controlled and the City is empowered to enter onto sites to address issues agreed upon through the Site Plan Approval process.

1.3 SITE PLAN PROCESS FLOW CHART

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



1.4 VARIOUS TYPES OF SITE PLAN APPLICATIONS

Generally, the following classes of development are subject to Site Plan Approval. Schedules/Mapping for specific areas is illustrated in [Site Plan Control By-law 0293-2006](#):

- All development on lands zoned for employment purposes which abut major arterial or collector roads and/or all types of green spaces (natural areas/greenbelts and City Parks)
- All development on lands within the Sheridan Park Corporate Centre Character Area (refer to Mississauga Official Plan for the [Sheridan Park Corporate Centre Character Area map](#))
- All commercial, institutional and office developments
- All multi-unit residential developments
- Detached and semi-detached dwellings that do not have frontage on a public street
- Detached dwellings within certain areas of Wards 1 & 2 and the Gordon Woods and Doulton Drive neighbourhoods in Ward 7 and 8 respectively (Note: Ward boundaries are identified on the Development Areas Map ([Section 7.0](#)) and at the following link:

<http://www.mississauga.ca/portal/cityhall/wardmap>

- All development in [Heritage Conservation Districts](#) (contact the Heritage Planning Section of the Community Services Section for more information regarding Heritage Conservation Districts or visit their website at:

<http://www.mississauga.ca/portal/residents/heritageconservationdistricts>; and,

- All development on lands abutting Mississauga Road, extending from Lakeshore Road West to north of Eglinton Avenue West, including public buffer lands

Contact the Planning Services Centre of the Planning and Building Department (3rd floor, Parking Elevators, Civic Centre) or by phone at 905-615-4311 to determine which type of application is most appropriate for the proposal.

Site Plan applications fall into four categories:

1. Standard / Major Revision Site Plan Application (full circulation) includes

- New multi-unit residential developments
- Commercial and Industrial development
- The construction of a new building(s)
- Major additions to existing buildings
- Major changes to the site layout
- If there are major impacts on site access or to the City or Regional transportation infrastructure, and
- If a greenbelt or park may be impacted

2. Minor Site Plan Application (limited circulation) includes:

When Site Plan Approval is a requirement for building permit issuance, but the proposed project is minor in nature, the application shall be taken as a "Minor" Site Plan application and given a limited circulation for comments. This type of application includes temporary sales centres/pavilions, minor building alterations or site revisions that do not significantly reduce landscaped areas or interfere with fire routes/emergency access.

3. Site Plan Approval Express (SPAX) (limited circulation)

Certain projects, located in areas subject to Site Plan Control, may be eligible for Site Plan Approval Express (SPAX), without a formal Site Plan application submission or full circulation of the drawings. These proposals must be very minor in nature.

Inquiries with respect to specific projects should be made to the Planning Service Centre within the Planning and Building Department Customer Service Centre on the 3rd Floor, Civic Centre. If the project is potentially eligible for a SPAX approval, the applicant/agent is to submit the following information for consideration:

- Current application fee
- 3 copies (or more, to be determined upon review of project) of the Site Plan (including the site statistics) and Elevation drawings
- Site Plan drawing showing setbacks to any new or existing buildings, structures, amenity areas, vegetation, greenbelt, etc
- Site Plan Statistics
- Elevation drawings with dimensions and building colours and materials
- Photographs showing the existing site conditions
- Information regarding existing trees, fences, landscaped areas, paved areas that are to be removed or altered
- Information regarding additional proposed planting
- Relation of proposed work to adjacent buildings/streets
- Adjacent land uses and zoning which may impact how the site is developed, such as City-owned parkland, schools, etc
- Conformity with requirements of [Zoning By-law 0225-2007](#), as amended, or the requirement for a minor variance, and
- Tree preservation and privacy for adjacent landowners are important considerations when reviewing these projects

The information will be taken for further research and/or a site check. Consultation with the appropriate Development Manager may also be required. A determination should be available in 2-3 business days.

4. Infill Housing (New Dwellings, Replacement Housing and Additions)

City Council has designated specific residential areas in the City as Site Plan Control Areas under its [Site Plan Control By-law 0053-2012](#), as amended to ensure that the construction of new dwellings, replacement housing and additions retain and complement the overall character of the community's existing housing stock and natural areas, and contribute to the diversity and unique qualities of the neighbourhood.

For these areas, City Council has endorsed specific design guidelines for dwellings that are applied when the City reviews Site Plan applications. The Development and Design Division has produced a design reference document

titled "[New Dwellings, Replacement Housing and Additions – Design Guidelines and Site Plan Requirements](#)" which is intended to assist homeowners, designers, architects and landscape architects by outlining the framework and design principles on which the guidelines for Site Plan Approval Infill Housing are based. The document includes photo and diagram examples to clearly demonstrate the preferred design options that meet the City's design guidelines.

Some R1, R2 and R3 exception zones in the City's [Zoning By-law 0225-2007](#), as amended, incorporate the provisions of the former "Infill" By-laws 610-90 and 247-94.

1.5 SPECIAL DEVELOPMENT AREAS AND REQUIREMENTS

The following list of reference material including [design policies, guidelines, studies and reference notes](#) are available on the Development & Design Division, Urban Design webpage at:

<http://www.mississauga.ca/portal/residents/urbandesign>

These reference materials include the following documents:

- [Downtown Core Built Form Standards](#)
- [Standards for Shadow Studies](#)
- Urban Design Guidelines for High Density Apartments
- Balconies in Medium and High Density Residential Developments
- [Urban Design Handbook - Low-Rise Multiple Dwellings](#)
- [Standards for Children's Outdoor Play Spaces Design Reference Notes](#)
- Standards for Senior's Outdoor Amenity Areas
- Vacant Land and Common Element Road Condominiums
- Condominium Townhouse Design Standards
- Single Detached Condominiums
- [New Dwellings, Replacement Housing and Additions – Design Guidelines and Site Plan Requirements](#)
- [Green Development Strategy](#)
- [Crime Prevention Through Environmental Design Principles](#)

- [City of Mississauga Accessibility Design Handbook](#)
- [Heritage Cultural Landscape Inventories](#)
- [Historic Streetsville Design Guidelines](#)
- Mississauga Road Scenic Route Study
- McLaughlin Road Streetscape Guidelines (Eglinton Avenue West to Britannia Road West)
- Hurontario Street Streetscape Guidelines (Matheson Boulevard to Highway 401)
- Upper Hurontario Corridor – A Design Mandate for Excellence (north of Highway 401)
- Design Guidelines for Industrial Areas
- Screening for Rooftop Mechanical Units
- Noise Attenuation Walls Along Rail Lines Design Guidelines
- Alternatives to Noise Attenuation Walls
- Design Guidelines for Automobile Service Stations, Car Washes and Accessory Uses
- [Drive Thru Stacking Lane Design Reference Notes](#)
- Standards for Hydro Meter Walls

Streetsville, Clarkson Village and Port Credit are Business Improvement Areas and subject to additional design criteria. Further, Lakeview, Port Credit and Clarkson Village are the subject of ongoing design studies, which when complete will form part of the development and design criteria for Site Plan Approval in those areas.

See also the: Streetsville Storefront Improvement Study; Streetsville CAUSE Report (1983); Streetsville Community Improvement Plan; Clarkson Community Improvement Plan; Clarkson Urban Design Guidelines Study; Port Credit Storefront Improvement Study; and, Port Credit Community Improvement Plan.

In addition to the above noted reference materials, special design consideration will be given to the following areas and types of development. Schedules/Mapping for specific areas is illustrated in [Site Plan Control By-law 0293-2006](#):

- Gordon Woods Area
- Doulton Drive area
- Cooksville
- Meadowvale Village Heritage Conservation District
- Commercial Development located at major intersection

2.0 GENERAL SUMMARY OF SITE PLAN PROCEDURES

2.1 PREREQUISITES FOR SITE PLAN APPLICATION SUBMISSION

There are two prerequisites for the submission of a Site Plan application:

1. **A municipal address** - All properties must be assigned a municipal address before the Site Plan application will be processed. To receive a municipal address, contact the Transportation and Works Department at (905) 615-3200 ext. 3215.
2. **A pre-application meeting** - Prior to the submission of an application, a pre-application meeting must be scheduled to discuss the proposed project with Planning Services Centre staff of the Development and Design Division, and other Departments and agencies as needed. Contact Administrative Staff at (905) 615-3200 ext. 5516 to set up a meeting time.

2.1.1 PRE-APPLICATION MEETING REQUIREMENTS

Contact the Planning Services Centre of the Planning and Building Department (3rd floor, Parking Elevators, Civic Centre) or by phone at 905-615-3411 to determine which type of application is most appropriate for the proposal.

All of the information/plans/drawings required for a pre-application meeting must be received approximately **7 business days prior to having a meeting date** scheduled.

The purpose of the pre-application meeting is to allow the applicant to present their proposal, provide an opportunity for discussion based on the review of the documentation by staff, which may include staff identified modifications/redlining plans for reference by the applicant, and identifying studies required as part of a Site Plan application submission.

Required information for a pre-application meeting is included as part of the Site Plan Application Form, which is available at the Planning Services Centre (3rd floor, Parking Elevator, Civic Centre) or online at:

http://www.mississauga.ca/portal/residents/pbformscentre?paf_gear_id=9700018&item_id=65500051.

In addition, the following information is particularly useful when assessing a detailed site plan:

- The Site Plan must identify spot elevations at property boundaries, corners of the proposed structures, base of significant vegetation and the proposed site development. The Surveyor must base any topographic surveys on the City of Mississauga benchmarks and not geodetic elevations. Refer to [Plan of Survey note](#) below.
- Adjacent land uses and zoning which may impact how the site is developed, such as City-owned parkland, schools, etc
- Conformity with Zoning By-law 0225-2007, as amended so that changes will not be required at the Building Permit stage

In some instances, where the proposed project is of a significant size or in a key location in the City (i.e. City Centre), the pre-application meeting may be held at the Development Application Review Committee (DARC) instead of only with Development and Design staff. The applicant will be notified of this prior to making a submission. DARC submission requirements can be found in the combined Official Plan Amendment, Rezoning and/or Plan of Subdivision application form located at:

http://www.mississauga.ca/portal/residents/pbformscentre?paf_gear_id=9700018&item_id=65500052 .

NOTE: SITE PLAN MUST BE PREPARED BY AN ACCREDITED ARCHITECT

Subject to the qualifications and exemptions set out in the Ontario [Architects Act](#), 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 [Architects Act](#), Refer to the Ontario [Architects Act](#) or contact [the Ontario Association of Architects](#) for more information.

NOTE: PLAN OF SURVEY MUST BE BASED ON CITY OF MISSISSAUGA BENCHMARKS

The Site Plan must identify spot elevations at property boundaries, corners of the proposed structures, base of significant vegetation and the proposed site development. The 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. Contact the Transportation and Works Department at 905-615-4950 for more information.

2.1.1.1 UTILITY PLAN REQUIREMENTS

Utility Plans are required for all types of development applications including Site Plan applications. Utility Plans are required to the City's satisfaction for development proposals located along Corridors, Intensification Corridors, within Major Nodes, Community Nodes and Downtown as depicted on [Schedule 1b and 1c of Mississauga Official Plan](#).

Utility Plans are for information/review in conjunction with streetscape plans when upgraded streetscapes are required. The information on the Utility Plan also forms the basis for a Public Utilities Coordination Committee (P.U.C.C.) submission which is required as a condition of Site Plan approval.

Utility plans are based on the physical locates of all existing utilities/services within the municipal boulevard along the frontage(s) of the site. The physical locates must be obtained from test pits at reasonable intervals and/or by surface geophysics. The applicant/owner is responsible for all costs associated with relocating any utilities/services as required to accommodate the streetscape design. Streetscape securities are to include these costs.

Utilities are defined as any structures above or below ground which exist on City property and include, but not limited to:

- buried and aerial hydro cable and ducts
- telephone, cable, television and internet communication cables
- trees
- water, including underground pipes, hydrant and valves
- sanitary and storm sewer pipes, including catch basins and manholes
- gas lines, and
- meters, handwells and vaults

The Utility Plan must illustrate:

- a clear legend
- drawings to a scale of 1:200 metric
- the limits of the development application, streetline, abutting municipal boulevards, curb line, sidewalk, splash pad, street names, existing above and below ground utilities/services
- all relevant dimensions and offsets from the property line, and
- identify all existing easements with the associated registration number

The Utility Plan Cross Sections must illustrate:

- drawings to a scale of 1:50 metric
- the area between the property line and the curb line
- the vertical and horizontal locations and applicable dimensions for all existing above and belowground utilities/services, and
- must be taken at intervals as required to depict any variation in offsets of existing utilities

The consulting professional engineer is to certify on the [plan that the information on the plan is complete, accurate and based on physical locates as described above.

2.1.1.2 ENGINEER CERTIFIED LIGHTING PLAN REQUIREMENTS

Engineer Certified Lighting Plans are required for the exterior lighting on a property for all Site Plan applications within 60 m (196.8 ft.) of a residentially zoned property. Site Plan applications for detached and semi-detached dwellings are excluded.

The Engineer Certified Lighting Plan must illustrate:

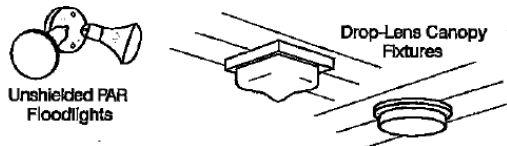
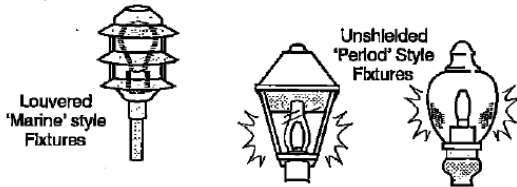
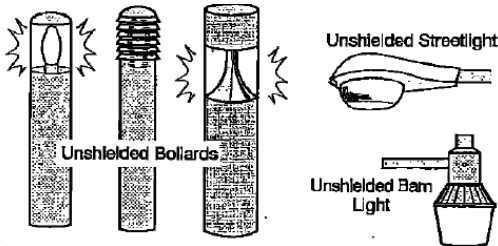
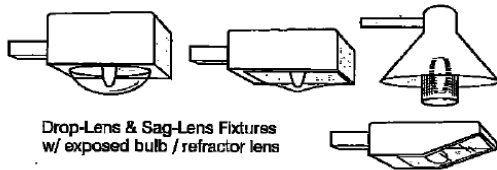
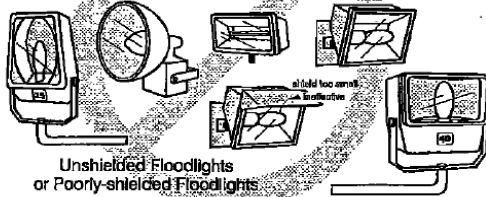
- The location, number, type, position, elevation and mounting height of all exterior light fixtures including exterior lighting on timers
- The Elevation drawings must show the height and type of "shielded" lighting fixture. All proposed exterior lighting is required to be "shielded" (examples of acceptable/unacceptable lighting fixtures).
- The light spread pattern drawing along with all the exterior light fixture information must be shown on the Engineering Certified Lighting Plan
- The Engineer Certified Lighting Plan must conform to the Site Plan
- Site works securities are required to ensure that the lighting is "shielded" and installed correctly as per the approved Site Plan and Engineer Certified Lighting Plan. The Site Plan securities for exterior lighting include the external 'freestanding' fixtures, including pole-mounted lighting, bollards, in-ground lighting, flood-lights, etc. A lump sum security will be required for wall mounted fixtures.

Refer to the following page or the last page of the [Corporate Report dated November 13, 2012 titled "The City of Mississauga - Outdoor Lighting Review"](#) (Appendix 2) for examples of acceptable/unacceptable outdoor lighting fixtures.

Examples of Acceptable / Unacceptable Lighting Fixtures

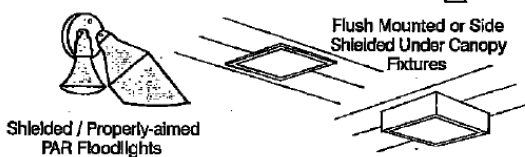
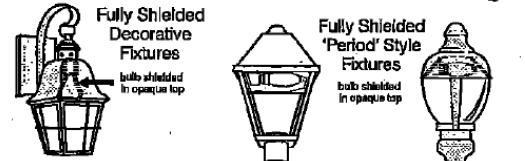
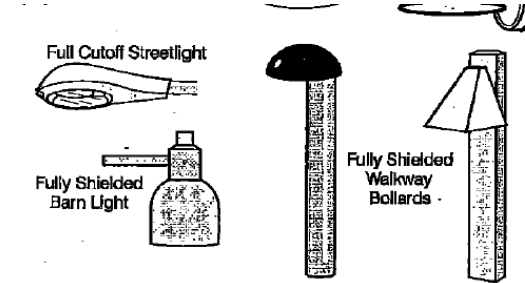
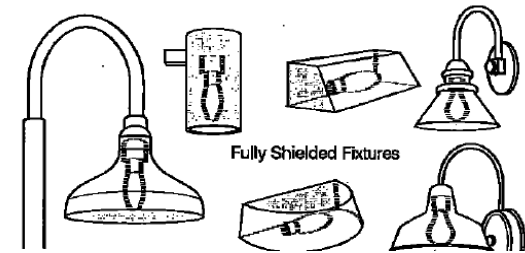
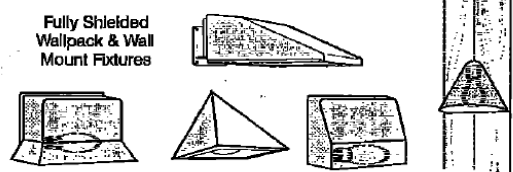
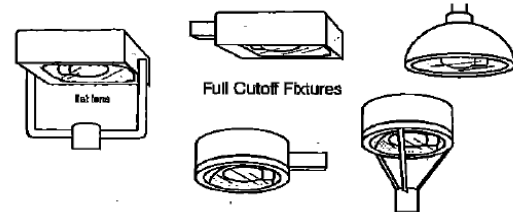
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



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2.2 MAKING A SITE PLAN SUBMISSION

Following the pre-application meeting, Site Plan application submissions are made by appointment at the Development and Design Division reception (6th floor, Tower Elevator, Civic Centre). The appropriate number of folded plans, required studies/documentation and the full application fee are required at this time. This requirements/information will have been determined at the pre-application meeting.

Payment of the application fee may be made by credit card, debit, cash or cheque payable to the City of Mississauga. Current fees are found in the document entitled [Typical Development Approval Cost Guidelines](#) and are calculated as per the [Planning Act](#) Processing Fees By-law in effect at the time of the application submission. The applicant will receive a receipt for the fee paid.

NOTE: [Incomplete applications will not be accepted](#)

Upon receipt of the application, a Development Planner, with the assistance of a Project Coordinator, will be responsible for processing the application to its approval. The Planner will determine which departments and agencies the plans will be circulated to for comments.

2.3 WHO GETS CIRCULATED?

Depending on the type of Site Plan application submitted, some or all of the following departments and agencies may be requested to comment on the application:

1. PLANNING AND BUILDING DEPARTMENT:

- **Development and Design Division** - responsible for the coordination and review of all aspects of site design and landscaping, including but not limited to built form, building elevations, site layout, impact on adjacent land uses, natural features, streetscape, vehicular and pedestrian circulation, green development standards, accessibility standards, signage and personal safety through the principles, concepts of [Crime Prevention Through Environmental Design](#); and responsible for environmental issues, including Terms of Reference for Environmental Impact Studies
- **Zoning Section** - responsible for reviewing the plans to ensure compliance with [Zoning By-law 0225-2007](#), as amended, with respect to permitted uses, building setbacks, provision of required parking and loading, etc

- **Plumbing Section** - review Site Plans which propose the use of a private sewage system (or relocation or extension to an existing system)

General Planning and Building Department information is available on the City website at the following link:

<http://www.mississauga.ca/portal/residents/planningandbuilding>

2. Transportation and Works Department

- **Transportation and Infrastructure Planning** - responsible for the review of the Site Plan for grading, drainage, compliance with Council Resolutions and Department policies, entrance locations, geometrics, road widenings, the impact of the proposed development on existing roadways and streetscapes and the identification of required modification
- **Mississauga Transit** - reviews transit routes, stops and other impacts on public transit
- **Engineering and Works** - considers the requirement for Lot Grading Approval (certification by an Ontario Land Surveyor or Professional Engineer) prior to building permit issuance

More information regarding the Transportation and Works Department Customer Service Counter is available at the following link:

<http://www.mississauga.ca/file/COM/TW-Customer-Service-Counter-2010.pdf>

3. Community Services Department

- **Parks Planning** - responsible for the assessment of fencing, tree protection, rehabilitation/landscape plans and grading in regard to properties adjacent to parkland and public open space and streetscape review. Will review proposals for potential land dedication/easement or access requirements related to parkland or greenbelt needs.
- **Fire and Emergency Services** - responsible for the review and approval of Fire and Emergency Services access to buildings, location of fixed fire protection equipment, water supply and the location of storage facilities for hazardous materials and community signage

- **Forestry** - Public trees: Responsible for the protection and preservation of City owned trees. Forestry will administrate review of the proposal as it relates to the tree inventory, tree assessment, hoarding, tree protection deposits, tree removals, tree replacement, administration fees and general arboriculture requirements. Private trees: Responsible for the administration of the Private Tree By-law (0254-12) and administer the Tree Permit Process. Information regarding the Forestry Section is available at the following link:

<http://www.mississauga.ca/portal/residents/urbanforestry>

- **Culture Division** - responsible for reviewing projects that impact properties that are listed on the City's Heritage Register or designated under the [Ontario Heritage Act](#)

4. Mississauga Transit, Hurontario Light Rapid Transit Project, Bus Rapid Transit Corridor

- Mississauga Transit reviews site plan proposals to ensure adequate provisions of transit facilities (i.e. bud pads, bus shelters, signage, etc)
- [Hurontario Light Rapid Transit Corridor](#) project (north-south connection from Port Credit to Main Street in the City of Brampton)
- [Bus Rapid Transit Corridor](#) (east-west connection between Winston Churchill/Highway 403 through Downtown to Eglinton Avenue East/Renforth Drive)

5. Public Utilities Coordination Committee (P.U.C.C.)

- Circulated all applications where there may be impacts or conflicts with the existing utilities within the municipal boulevard as well as on potential impact of proposed streetscape design

6. Region of Peel

- Responsible for Regional Roads, water and sanitary sewer servicing, on-site waste storage and removal arrangements, and sanitary landfill sites

More information regarding the Region of Peel, Planning Department is available at the following link:

<http://www.peelregion.ca/planning/>

7. Conservation Authorities

- Review proposals for impacts on floodplains, valley lands and bank stability, stormwater management, erosion and sedimentation

There are three conservation authorities regulating lands in Mississauga:

Credit Valley Conservation Authority (CVC):

<http://www.creditvalleyca.ca/planning-permits/contact-planning/>

Toronto and Region Conservation Authority (TRCA):

<http://trca.on.ca/planning-services-permits/>

Halton Region Conservation:

<http://www.conservationhalton.on.ca/ShowCategory.cfm?subCatID=779>

8. Ministry of Transportation

- Responsible for review of impacts on Provincial highways and interchanges

More information regarding the Ministry of Transportation planning requirements is available at the following link:

<http://www.mto.gov.on.ca/english/engineering/management/corridor/municipal-guideline/standards.shtml>

9. Enersource Hydro Mississauga

- Responsible for the review of proposals with respect to electrical service to ensure there are no on-site conflicts with site design, landscaping and service provision

More information regarding Enersource requirements is available at the following link:

<http://www.enersource.com/Pages/index.aspx>

10. Utilities Companies

- Bell Canada, Enbridge Gas, Rogers Cable and Enersource Hydro Mississauga - circulated to advise the utility companies of future residential developments which may require special consideration for utility connections

11. Canadian National (CN) Railway and Canadian Pacific (CP) Railway

- All applications which are adjacent to or within 300 metres of a rail line

12. Greater Toronto Airport Authority (GTAA)

- All applications for lands bounded by Eglinton Avenue to the south, Winston Churchill Boulevard to the west, the Brampton/Mississauga boundary to the north and the City of Toronto/Mississauga boundary as illustrated on Schedule 2.1.23 (Lester B. Pearson International Airport Operating Area Map) in [Zoning By-law 0225-2007](#), as amended

More information regarding Greater Toronto Airport Authority requirements is available at the following link:

<http://www.torontopearson.com/gtaa.aspx#>

2.4 RECEIVING SITE PLAN COMMENTS FROM THE DEVELOPMENT AND DESIGN DIVISION

Once all or the majority of the comments have been received and reviewed, the Project Coordinator will provide the applicant with a WEBID which can be used to access the comments contained within the Application Status Report (ASR) are available on the City's "[Development Application Status](#)" webpage:

<http://www.mississauga.ca/portal/services/devapplications>

It is the responsibility of the applicant to address each of the comments on the Site Plan and Elevation drawings and to resubmit the appropriate number of revised drawings, accompanied by a covering letter indicating how each of the items were addressed. The application will not be circulated with out a satisfactory cover letter outlining how all of the comments have been addressed. If the revised drawings do not address all of the comments, the Project Coordinator will return them to the applicant.

If the comments are of a significant nature, or the applicant is unsure how to address some or all of the comments, the Project Coordinator will arrange a **red-line meeting** with the applicant and the relevant Departments or agencies to expedite the process. The attendees of the red-line meeting will mark duplicate Site Plan drawings to clarify the required changes.

Once the applicant has addressed all issues related to the location of any buildings or structures on the site, the location of parking and loading areas, the size and configuration of landscaped areas, grading information, and Fire and Emergency Services approval, they may submit Landscape Plans for review and approval by the Landscape Architect. This should occur no later than the second submission for recirculation, and the applicant will be notified via a comment from the Landscape Architect included in the Application Status Report.

2.5 LANDSCAPE PLAN APPROVAL

Landscape Plan approval is a part of the Site Plan Approval process to ensure that an acceptable level of site works is provided by the proponent as part of their proposed development in order to contribute to the overall objectives of [Mississauga Official Plan](#). Authority to issues Landscape Plan Approval is mandated under Section 1 of the Ontario [Planning Act](#), R.S.O. 1990, c.P.13.

Refer to [Section 5.0](#) of this manual for detailed Landscape Plan Approval procedures

2.6 SECURITIES REQUIREMENTS

As a condition of Site Plan Approval, the Development and Design Division may request securities to ensure that site works comply with the approved plans.

Securities in the form of a letter of credit, certified cheque, bank draft or cash must be received **prior** to Landscape Plan Approval and/or Site Plan Approval. The amount of the security is based on a cost estimate for site works which is prepared by the consulting landscape architect and is determined through the review of the application. The amount of securities varies depending on the extent of the proposed development and site works.

Securities may also be required for on-site tree protection and preservation. This is generally applicable for all applications including Infill Housing projects (new dwellings, replacement housing and additions) in Wards 1, 2, 7, 8 and 11. Ward boundaries are identified on the Development Areas Map ([Section 7.0](#)) and at the following link:

<http://www.mississauga.ca/portal/cityhall/wardmap>

The Transportation and Works and Community Services Department may require additional securities or deposits for items such as boulevard reinstatement, streetscape works and parkland fencing/protection/reinstatement. The amounts will be determined as part of the application review. The Forestry Section of the Community Services Department will require securities to ensure for the protection and preservation of City owned trees. Information pertaining to the Forestry Section (i.e. Tree Permit By-law; tree removal and replacement; hoarding information for City owned trees; requirements for Arborist Reports; general fees and deposit information for tree permits and inspections is available at the following link:

http://www.mississauga.ca/portal/residents/urbanforestry?paf_gear_id=9700018&itemId=104803033n

Acceptable Letters of Credit must be drawn from a bank set out in Schedule 1 of the Bank Act (R.S.C. 1985, C.B-1.01, and any amendments thereto) or a bank listed in Schedule 2 of the Bank Act (R.S.C. 1985, C.B-1.01, and any amendments thereto) having a Dominion Bond Rating Service of R-1.

Certified cheques, bank drafts or cash are also acceptable forms of security.

The [Standard Unit Cost List](#), [Standard Cost Estimate form](#) and standard [Letter of Credit format](#) for the Development and Design Division can be found on the Planning and Building, Site Plan Application webpage at the following link:

http://www.mississauga.ca/portal/residents/pbformscentre?paf_gear_id=9700018&item_id=65500051

2.7 SITE PLAN UNDERTAKING

A Site Plan Undertaking is required for all applications to ensure that the approved site works are completed as shown on the approved plans.

A complete, original copy of the Site Plan Undertaking is required as part of Site Plan Approval. The undertaking must be signed by the owner, and must reflect the amount of securities posted for the application. The name on the Site Plan undertaking must be the same as the name providing the site works securities.

There are two undertaking forms available: one for Corporations and one for individuals. The applicant must ensure the correct form is submitted. Refer to the following links for the standard format for the Corporate or Homeowner Site Plan Undertaking Forms:
Corporation's Site Plan Undertaking:

<http://www6.mississauga.ca/onlinemaps/planbldg/forms/planning/SitePlanUndertaking%20may%2016%2007%20corporations.pdf>

Homeowner's Site Plan Undertaking:

<http://www6.mississauga.ca/onlinemaps/planbldg/forms/planning/SitePlanUndertaking%20may%2016%2007%20homeowner.pdf>

NOTE: In certain circumstances, special provisions, conditions or requirements may be warranted relating to the phasing of development, interim site conditions, timing issues associated with the construction of boulevard streetscaping and works, noise attenuation and/or environmental issues. Also on occasion, previous Development Agreements applying to the lands may need to be amended or modified. In these situations, the City may require the land owner to enter into a Site Plan Agreement that will be registered on title to the lands in lieu of or in addition to requiring a Site Plan Undertaking.

2.8 FINAL SITE PLAN APPROVAL

Final Site Plan Approval will be issued once all comments have been addressed and cleared, the Landscape Plans have been approved, the required securities posted and the Site Plan undertaking have been received and deemed acceptable.

NOTE: The appeal period for an associated Committee of Adjustment and/or Land Division application(s) must be lapsed prior to issuance of Site Plan Approval.

Upon receipt of the approved Site Plan, the applicant may obtain a building permit from the Building Division if all other requirements for the issuance of a building permit are met.

Site Plan Approval is valid for one year from the date of approval by the Development and Design Division. If a building permit is not issued during this time, Site Plan Approval is void.

The applicant may request an extension of Site Plan Approval prior to the approval lapsing. The request is to be submitted to the Director, Development and Design Division. Two copies of the Site Plan should be submitted at this time. The Development and Design Division will consider the request in light of current requirements and, if warranted, may require a new application for Site Plan Approval.

2.9 INACTIVE SITE PLAN APPLICATION

2.9.1 UNAPPROVED SITE PLANS

If there is no activity on a file for three months or longer from the date of the last activity by either the City or the applicant, a letter will be sent to the applicant informing them that unless a resubmission addressing outstanding matters is received within a month, the file will be closed by the Development and Design Division without further notice. Inspection fees and securities will be returned to the applicant prior to the closing of the file.

If after the file is closed and the applicant wishes to again pursue the application, a new file and application fee in accordance with the current [Planning Act Processing Fees By-law](#) will be required. If the applicant submits a written request to withdraw or discontinue the application or if the Development and Design Division closes the application due to inactivity, refunds of application fees are available.

2.9.2 APPROVED SITE PLANS

If Site Plan Approval has been issued and the owner chooses not to pursue the development, written authorization on corporate letterhead (if applicable), will be required from the owner indicating their intent to close the file.

Staff will confirm that no building permits have been issued and no site works have been undertaken, then Site Plan Approval will be revoked and the securities held for site works completion will be returned.

2.10 INSPECTIONS

Upon completion of all site works, including construction, landscaping, sodding and paving, the applicant is to submit a Landscape Completion Notification Certificate and inspection fee to the Landscape Architectural Technologist and arrange a site inspection. Securities will be returned to the owner after the inspection and approval of the built works.

Under the terms of the Site Plan Undertaking or Agreement, as applicable, the owner has 18 months to complete the site works from the date of Site Plan Approval. After this time, the City may draw upon the securities to complete the site works. Note that tree preservation assessments may require an additional growing season, and that securities may be held for two years if the hoarding is not in place during all phases of construction or if damage due to construction practices is observed.

If applicable, additional inspections may be required by the Community Services Department for the release of securities held for the preservation of City owned trees, for parkland protection, reinstatement, streetscape works and fencing.

Additional inspections may be required by the Transportation and Works Department for the release of securities depending on the nature of site issues.

Refer to [Section 6.0](#) of this manual for more information on the inspections process.

2.11 SITE PLANS REVISIONS

Subsequent to receiving Site Plan Approval the applicant may wish to make changes to the project. In this instance, the applicant will meet with Development and Design staff to discuss the proposed revisions. If the revisions are significant, and increase the size and/or usability of the site, the applicant will be required to submit a revised Site Plan application that will be processed as a Standard/Major Revision Site Plan application

requiring full circulation. However, if the proposed changes are minor in nature, (ie. do not increase the size and/or usability of the site, and do warrant review by all Departments/External Agencies, the revisions may be processed as a Minor Site Plan application or as a Site Plan Approval Express (SPAX).

Refer to [Section 1.4](#) of this manual for more information on the various types of Site Plan applications as well as [Section 2.1.1](#) for preliminary meeting requirements.

Revised Landscape Plans may be required as part of a Site Plan revision, if the scope of the work affects the landscaped areas. Refer to [Section 5.7](#) of this manual for further details.

3.0 SITE PLAN REQUIREMENTS - DRAWING NOTES

3.1 STANDARD NOTES ON ALL SITE PLAN DRAWINGS

The following notes are to be included on all site plan drawings, where relevant:

- i. "I hereby certify that this drawing conforms in all respects to the site development plans as approved by the City of Mississauga under file number SP....."

Architect or Engineer's Signature (if applicable) and Professional Seal

- ii. "The City of Mississauga requires that all working drawings submitted to the Building Division as part of an application for the issuance of a building permit shall be certified by the architect or engineer as being in conformity with the site development plan as approved by the City of Mississauga."
- iii. "All exterior lighting will be directed onto the site and will not infringe upon the adjacent properties."
- iv. "All roof top mechanical units shall be screened from view by the applicant."
- v. "Parking spaces reserved for people with disabilities must be identified by a sign, installed at the applicant's expense, in accordance with the design specifications of Schedules 2 & 3 of By-law 001-2009."
- vi. "The applicant will be responsible for ensuring that all plans conform to Transport Canada's restrictions."
- vii. "Grades will be met within a 33% maximum slope at the property lines and within the site."
- viii. "All damaged areas are to be reinstated with topsoil and sod prior to the release of securities."
- ix. "Signage shown on the site development plans is for information purposes only. All signs will be subject to the provisions of Sign By-law 0054-2002, as amended, and a separate sign application will be required through the Building Division."
- x. "Any fencing adjacent to municipal lands is to be located 15 cm (6.0 in.) inside the property line."

-
- xi. Only “shielded” lighting fixtures are permitted for all development, except for detached and semi-detached dwellings within 60 m (196.8 ft.) of a residentially zoned property and must conform to the Engineer Certified Lighting Plan.
 - xii. The Engineer Certified Lighting Plan must be signed by the consulting Engineer.
 - xiii. The Owner covenants and agrees to construct and install “shielded” lighting fixtures on the subject lands, in conformity with the Site Plan and Engineer Certified Lighting Plan to the satisfaction of the City of Mississauga.
 - xiv. The applicant will be responsible for ensuring that all plans conform to Transport Canada’s restrictions.
 - xv. Where planting is to be located in landscaped areas on top of an underground parking structure, it is the responsibility of the applicant to arrange the coordination of the design of the underground parking structure with the Landscape Architect and the Consulting Engineer. Underground parking structures with landscaping are to be capable of supporting the following loads:
 - 15 cm of drainage gravel plus 40 cm topsoil for sod
 - 15 cm of drainage gravel plus 60 cm topsoil for shrubs
 - 15 cm of drainage gravel plus 90 cm topsoil for trees

OR

- Prefabricated sheet drain system* with a compressive strength of 1003 Kpa plus 40 cm topsoil for sod
 - Prefabricated sheet drain system* with a compressive strength of 1003 Kpa plus 60 cm topsoil for shrubs
 - Prefabricated sheet drain system* with a compressive strength of 1003 Kpa plus 90 cm topsoil for trees
- * Terradrain 900 or approved equal
- xvi. The structural design of any retaining wall over 0.6 m in height or any retaining wall located on a property line is to be shown on the Site Grading Plan for this project and is to be approved by the Consulting Engineer for the project.
 - xvii. Continuous 15 cm high barrier type poured concrete curbing will be provided between all asphalt and landscaped areas throughout the site.

xviii. **Tree Protection Note:**

The applicant is responsible for ensuring that tree protection hoarding ([Section 4.8.2](#)) is maintained throughout all phases of demolition and construction in the location and condition as approved by the Planning and Building Department. No materials (building materials, soil, etc.) may be stockpiled within the area of hoarding. Failure to maintain the hoarding as originally approved or the storage of materials within the hoarding will be cause for the Letter of Credit to be held for two years following completion of all site works. Hoarding must be inspected prior to the removal of any tree hoarding from the site.

Owner's Signature: _____

Date: _____

3.2 ADDITIONAL STANDARD NOTES FOR INFILL HOUSING SITE PLAN

- xix. All excess excavated materials will be removed from the site.
- xx. There are no existing or proposed easements on the property (if applicable).
- xxi. At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance.
- xxii. All proposed curbing at the entrances to the site is to stop at the property line or at the municipal sidewalk.
- xxiii. The portions of the driveway within the municipal boulevard will be paved by the applicant.
- xxiv. The existing drainage pattern will be maintained.
- xxv. All Utility Companies will be notified for locates prior to the installation of the hoarding that lies within the limits of the City boulevard area.
- xxvi. The applicant will be responsible for the cost of any utilities relocations necessitated by the Site Plan.

- xxvii. Should the installation of below ground services require hoarding to be removed, Planning and Building staff are to be contacted prior to the commencement of such work. Should an alternative service route not be possible, staff will inspect and document the condition of the vegetation and servicing installation in order to minimize damage to the vegetation.

3.3 CONDOMINIUM DECLARATION FOR MULTIPLE FAMILY RESIDENTIAL DEVELOPMENTS

Standard Signed Condominium Declaration for Multiple Family Residential Developments:

I hereby certify that the Landscape Plan conforms to the Site Grading and Drainage Plan for this application.

As follows:

DOMINIUM OF CANADA)	IN THE MATTER OF A
PROVINCE OF ONTARIO)	MULTIPLE RESIDENTIAL
)	BUILDING DEVELOPMENT
REGIONAL MUNICIPALITY)	ON THE PROPERTY LOCATED IN
OF PEEL)	THE CITY OF MISSISSAUGA
)	BEING KNOWN AS
TO WIT:)	_____
)	_____
)	_____
)	_____

I, _____

MAKE OATH AND SAY AS FOLLOWS:

- I AM THE PRESIDENT OF _____ WHICH IS THE OWNER AND BUILDER OF MULTI RESIDENTIAL BUILDING(S) ON THE PROPERTY DESCRIBED ABOVE.
- THAT THE SAID MULTI RESIDENTIAL BUILDING(S) IS BEING BUILT TO BE SOLD / RENTED AS CONDOMNIUM / RENTAL TOWNHOUSES / APARTMENTS (AS APPLICABLE).

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS ON THE SAME FORCE AND EFFECT AS IF I MAKE IT UNDER OATH.

DECLARED BEFORE ME AT THE)	_____
_____)	_____
)	_____
IN THE MUNICIPALITY OF)	_____
_____)	_____
THIS _____, DAY OF _____)	_____
20 _____)	_____
)	_____
A COMMISSIONER ETC.)	_____

4.0 SITE DEVELOPMENT STANDARDS

All required plans (Site Plan, Landscape Plan, Tree Preservation Plan, Grading Plan etc) should be consistent and must include the following information

- Layout of the proposal, showing building locations, driveways/parking, walkways, etc
- Existing and proposed grades (contours and spot elevations)
- Location and type of services, utilities and easements, and
- Construction area requirements (area around the proposed buildings required for excavation of foundations and access during construction or areas for stockpiling)

All trees allocated for preservation should be properly tagged on-site in accordance with the Tree Survey Plan and protected with hoarding beyond their drip line prior to issuance of Tree Removal Permission and/or Site Plan Approval.

For zoning requirements, refer to the City's Zoning By-law 0225-2007, as amended for more information or contact the Zoning Section by phone at the City's main information line 905-615-4311.

Zoning By-law 0225-2007, as amended webpage:

<http://www.mississauga.ca/portal/residents/zoningbylaw>

4.1 WALKWAYS

- Pedestrian walkways must be raised approximately 15 cm from vehicular traffic to provide definition and protection of pedestrian traffic
- Standard minimum width of a pedestrian walkway is 1.5 m
- Standard minimum width of a pedestrian walkway adjacent to the end of parking spaces is 1.8 m
- Walkways must be a hard surface material other than asphalt

- Pedestrian walkways to building entrances are to be provided from the following areas:
 - Parking areas
 - Municipal sidewalks (including adjacent bus stops)
 - Park pathways (only for multi-unit residential applications)
 - Common amenity areas
 - Accessibility routes to be 1.8 m wide

4.2 CURBING/TRAFFIC ISLANDS

The type and location of curbing shall be indicated on the Site Plan. Continuous 15 cm high barrier type poured concrete curbing will be required between vehicular routes/parking stalls and landscaped areas.

Major internal vehicular routes are to be defined with minimum 3 m wide raised and curbed traffic islands.

Vehicular accesses to the site are to be defined by a minimum 3 m wide landscaped area.

4.3 PARKING/LOADING

The location and dimension of parking spaces and loading areas shall be included on the Site Plan based on the following minimum dimension:

- Typical parking space is 2.6 m x 5.2 m
- Parallel parking space is 2.6 m x 6.7 m
- Parking space for persons with disabilities is 4.6 m x 5.2 m, and will be located in proximity to building entrances with appropriate signage
- Loading spaces are 3.5 m x 9 m
- Width of all aisles is 7 m, except one-way aisles which are 5.5 m

4.4 ACCESSIBLE DESIGN

Accessible design requires that the building be accessible to persons with disabilities and shall conform to Ontario Building Code, Section 3.8, as amended. In addition, please refer to the guidelines in the “Mississauga Accessibility Design Handbook” available on-line at <http://www.mississauga.ca/portal/residents/accessibilityhandbook>.

4.5 WASTE MANAGEMENT

- Indicate and dimension the location of interior and/or exterior garbage, recycling and composting storage and handling facilities
- Indicate if there will be private or municipal garbage pick-up
- For further Regional Site Plan criteria contact Waste Management Division at (905) 791-9499

4.6 SIGNAGE

- All signage is to comply with the provisions of Sign By-law 0054-02, as amended, and is to be shown on the Site Plan, Elevation drawings and Landscape Plans FOR INFORMATION PURPOSES ONLY. Contact the Sign Unit of the Planning and Building Department at (905) 615-4046.
- For commercial and multiple industrial complexes, the location of all fascia signs should be shown on the Elevation drawings for information only. For automobile service station sites, all signage must be shown on the Site Plan for information only.
- All tenant fascia signs should be coordinated and be an integral part of the building design.

4.7 FIRE ROUTES

Fire and Emergency Services access routes will:

- Be connected to a public thoroughfare by an entrance not less than 6 m wide
- Have a clear driving width not less than 6 m
- Be located not less than 3 m and not more than 15 m from the face of the building (measured horizontally and at right angles)
- Have an overhead clearance not less than 5 m
- Have a center line turning radius of not less than 12 m for any change in direction of the access route complete with 3 m clearance from the centre line to any obstruction such as islands or parking
- Have turn-around facilities for any dead end portion of the access route exceeding 90 m
- Be designed to provide access to the building face which contains the principal entrance when only one building face is accessible
- Be designated as per By-law 1036-81, as amended, prior to occupancy of the building
- Be constructed of hard surface material such as asphalt, concrete or lockstone and designed to support a load of not less than 11 363 kg per axle and have a change in gradient of not more than 1 in 12.5 (8%) over a minimum distance of 15 m

4.8 EXISTING VEGETATION

4.8.1 TREE SURVEY (ARBORIST REPORT REQUIREMENTS)

An Arborist Report is an independent report prepared by a qualified professional arborist containing specific observations and information on tree identification, size, condition, location and tree health. It may also include recommended actions, potential impacts of development, and mitigation measures relating to one or more trees on an individual lot or project site. The report may require amendments as conditions change over time. The report may address specific requirements for a project or jurisdiction.

The Arborist Report shall include the following administrative information:

- Property owner(s) and applicant's name, address, phone number and e-mail
- Certified Arborist (Tree Professional's) name, address, phone number and e-mail
- Reference the Tree Protection Plan and current date of the Plan
- Indicate supporting Development Application file number (Site Plan, Zoning, Subdivision, Condominium, etc.)

4.8.2 HOARDING REQUIREMENTS

Framed Hoarding is temporary fencing, to be in place around existing trees to be preserved for the duration of construction. Framed hoarding is defined as plastic safety fencing supported by iron "T" stakes at 2.0 m (6 ft. 7 in.) on centre and supported with a wooden frame of "1x3" slats across the top and bottom.

Solid Wood Hoarding is temporary fencing, to be in place for the duration of construction activity, placed around significant existing trees to be preserved and/or where site conditions are constrained, adjacent to tree preservation areas. Hoarding is defined as a solid wood structure/fence, generally of plywood, with a minimum height of 1.2 m (4 ft.).

The Development and Design Division hoarding specification detail can be found on the City's website at:

http://www6.mississauga.ca/onlinemaps/planbldg/Forms/Planning/DD_ConstructHd_June%202014.pdf

Hoarding Specifications for the Community Services Department can be found within the Community Services Department's Subdivision Requirements Manual at the following link:

<http://www.mississauga.ca/portal/business/requirementsmanualdetail>

See also Tree Protection Note, [Clause 3.1, xviii](#)

4.9 LANDSCAPED BUFFERS

Landscape buffers for all types of development are included in the City's Zoning By-law 0225-2007, as amended, which is available on-line at the following link:

<http://www.mississauga.ca/portal/residents/zoningbylaw>

4.10 ENVIRONMENTAL IMPACT STUDY

The purpose of an Environmental Impact Study (EIS) is to determine the impact of the proposed development on the existing site conditions and the surrounding area, and recommend ways to minimize environmental impacts. The Terms of Reference for this type of study is often scoped to address the specific issues pertaining to each property. The applicant will be advised at the pre-application meeting if an EIS is required, after which they will work with Planning Department, Community Services Department, and often the relevant Conservation Authority staff, to prepare an acceptable Terms of Reference to scope the EIS.

4.11 MULTIPLE OCCUPANCY RESIDENTIAL DEVELOPMENTS

1. Landscape screening is required for:

- Privacy areas adjacent to pedestrian walkways, internal roadways, recreational amenities and service areas
- The rear yard setbacks between privacy areas of townhouse blocks
- Special landscape treatment, including trees, is required:
 - At the intersections of municipal and internal roadways;
 - Along the internal roads, and
 - Between internal roadways and public roads where they are parallel

2. Ground Floor Amenity Spaces:

- Front entrance walks are required from the driveways to the front entrances of the units. The standard width of a front entrance walk is 0.75 m minimum and should be of a hard surface material other than asphalt.

- Privacy screens (1.8 m high wood screen fence) are required between the rear privacy areas of the units. The standard length of the screens is 3 m minimum between privacy areas and 4.5 m minimum at the ends of the townhouse blocks.

3. Recreational Spaces:

- Children's and senior's recreational facilities are to be identified, located and fully dimensioned on the Site Plan. The recreational facilities should be screened from adjacent units, privacy areas of adjacent properties, roadways, parking and service areas while providing adequate security. Access connections are to be provided to the recreational facilities. Recreational amenities are to be detailed in the applicant's Landscape Plan submission.
- Refer to the Design Reference Notes entitled "[Standards for Children's Outdoor Play Spaces](#)" or "Standards for Seniors Outdoor Amenity Areas", as relevant to the application

4.12 ROW DWELLING DEVELOPMENTS

- Fencing adjacent to public roads is to be 0.3 m inside the City's property line
- Side property line fencing adjacent to public roads must extend from the rear property line along the side property line then return to the unit to a location within 3 m in front of the rear wall of the unit, with provision for a gate
- Any noise wall or fencing included in the developer's subdivision Servicing Agreement will supersede these requirements
- Front entrance walks are required from the driveways to the front entrance of the units. The standard width of a front entrance walk is 0.75 m minimum and is to be of a hard surface material other than asphalt.
- A minimum of one tree per lot (space permitting) is to be provided along the street. The use of small ornamental trees is encouraged to complement the streetscape.

5.0 LANDSCAPE PLAN APPROVAL

5.1 LANDSCAPE PLAN APPROVAL PROCEDURES

When the Site Plan has reached a stage where Landscape Plan review can begin, a comment will be added to the Application Status Report to advise the applicant that Landscape Plans may be submitted directly to the Landscape Architect for review. This comment will identify how many drawings are required, and what types (ie. grading, planting, furnishings and details/specifications drawings).

The applicant is to submit a covering letter indicating the name, location and Site Plan file number and the name, address and telephone number of the applicant, Landscape Architect and contact person together with the required drawing which must be folded when submitted to the Landscape Architect.

The Landscape Plans will be reviewed and the comments forwarded to the applicant and/or consultant.

When the Landscape Plans are acceptable, the applicant is to submit a Cost Estimate based on site works illustrated on the drawings. Once the cost estimate is reviewed and accepted, five (or more as specified) sets of landscape drawings signed by the owner and signed and sealed by the consulting Landscape Architect, the original copy of the [Site Plan Undertaking \(Corporation\)](#) / [Site Plan Undertaking \(Homeowner\)](#), where applicable, signed and sealed by the owner/lessee/purchaser, as applicable) and a [Letter of Credit](#), certified cheque or cash security based on approved cost estimate and rounded off to the nearest dollar is to be submitted to the Landscape Architect.

The [Standard Cost Estimate Form](#), [Site Plan Undertaking Form \(Corporation\)](#), [Site Plan Undertaking Form \(Homeowner - Infill Housing\)](#) and [Letter of Credit](#) are available on the Planning and Building Department, Site Plan Application webpage at the following link:

http://www.mississauga.ca/portal/residents/pbformscentre?paf_gear_id=9700018&item_id=65500051

The approved Landscape Plans will form part of the Site Plan Approval package.

5.2 LANDSCAPE ARCHITECT REQUIREMENTS

Where it has been determined by the Manager of Urban Design, Development and Design Division that a proposed industrial or commercial development will have minimal environmental impact on its site or surrounding area, the requirement in to have the lans stamped by a Professional Landscape Architect will be waived with the provision that it will be reinstated if satisfactory Landscape Plans have not been produced after two submissions.

5.3 LANDSCAPE DRAWING REQUIREMENTS

All landscape drawings must have:

- Ontario Association of Landscape Architects Professional stamp
- Owner's Note (see [Section 5.3.1.5](#) and [Section 5.3.1.6](#))
- a metric scale of 1:200 or legible alternative
- a key plan, a north arrow and the Site Plan application file number
- the applicant's and owner's name, address and telephone number
- project name, municipal address and legal description
- all bearings and dimensions of the property
- adjacent land uses, zoning and existing structures, bus bays, stops or shelters, above and below ground utilities, municipal sidewalks, boulevards and curbs
- location of sidewalk, tree planting corridor, splash pad, street furniture, etc. (if streetscape plans are required)
- existing and proposed easements and rights-of-way
- location of parking spaces, aisles, loading spaces and location and type of curbing
- all vehicular entrances, driveways, roads and fire routes
- existing trees and other vegetation, including tree species, caliper, canopy and condition (see also S. 4.8) - larger groupings or zones of vegetation that are to be preserved or removed are to be identified by the predominant tree species, average diameter and general condition within the zone; the outside limit of the canopy and base of trunk are to be clearly shown
- landscaped areas and existing natural features and location of preservation hoarding

- type and location of all hard surface areas/walkways/stairs/ramps/pervious stable surfaces/bioswales
- garbage storage and handling areas
- neighbourhood sign locations, dimensions, setbacks and elevations
- type, height and location of all existing and proposed free standing walls, retaining walls and fencing
- location, dimension and size of all exterior recreational amenities (at grade or rooftop)
- location of all building entrances/access/service areas, ground floor privacy areas and screens
- all items to be provided by the developer of a subdivision (eg. fencing, streetscaping)
- location of all street furniture, lighting, entry features, bicycle racks and site layout plan (if required)
- green roofs
- low impact development (LID) techniques being incorporated in the plans
- Grading information, including existing and proposed contours, drainage arrows to illustrate surface flow, 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, finished floor elevations of existing and proposed buildings and flush thresholds, underground garage roof slab elevations and extent of structure, all walls, freestanding retaining walls, stairs, ramp and hard surface grading as shown on the Site Plan. The grading shown on the Landscape Plans is to conform to the Site Grading and Drainage Plan submitted with the application.
- Provide construction details and/or specifications for the following items:
 - planting
 - garbage enclosures
 - hard surface paving and pervious stable surfaces
 - parking and signage for persons with disabilities
 - fencing and acoustic barriers
 - protective tree preservation hoarding
 - neighbourhood signs

- site furniture (i.e. seating, bike racks etc.)
- free standing structures (i.e. pergolas, gazebos etc.)
- play areas and equipment
- on slab planting and structures
- other features such as LID techniques
- retaining walls (top and bottom of wall spot elevations), specify material of be used for walls: those over 0.6 m in height require a safety fence at the top of the wall or approval from the Transportation and Works Department
- catch basin and sub-drain locations, and
- drainage swales: sodded with gradually sloping banks for stabilization and easy maintenance
- Plant material is to be clearly located and labelled. A plant list is to include the following:
 - legend/key
 - full botanical name
 - common name
 - quantity
 - size: caliper, height and spread, and
 - special remarks

5.3.1 GRADING NOTES

This note is to be included on all Landscape Plans:

Grading Note:

I hereby certify that the Landscape Plan conforms to the Site Grading and Drainage Plan for this application.

Signature of Landscape Architect _____
Print Name of Landscape Architect

Date

If a Landscape Architect is not required to prepare the Landscape Plans, the following note is to be included instead of the above noted:

I hereby certify that this Landscape Plan conforms to the Site Grading Plan and Drainage Plan for this application.

Signature of Consultant _____
Print Name of Consultant

Date

5.3.1.1 SPECIFICATIONS FOR THE PROTECTION AND PRESERVATION OF EXISTING VEGETATION NOTE

Include the following note on all Landscape Plans where existing vegetation is to be preserved:

Protection and Preservation of Existing Vegetation Note:

All existing trees which are to remain shall be fully protected with hoarding erected beyond the drip line of the tree canopy to the satisfaction of the Planning and Building Department prior to the issuance of the building permit. Groups of trees and other existing vegetation are to be protected with hoarding around the entire area. Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials and equipment.

The Planning and Building Department will be responsible for inspection of trees on private property, while the Community Services Department is responsible for the inspection of hoarding for public trees. Hoarding must remain in place until an inspection by the Landscape Architectural Technologist, Development and Design Division, and appropriate removal time has been agreed upon.

Hoarding must remain in place until an inspection by Landscape Technologist, Development and Design Division, and an appropriate removal time has been agreed upon.

No rigging cables shall be wrapped around or installed in the trees and surplus soil, equipment, debris or materials shall not be placed over the root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist.

The developer or agents shall take every precaution necessary to prevent damage to the vegetation to be retained.

Where limbs or portions of trees are removed to accommodate construction, they will be removed in accordance with accepted arboriculture practice.

Where root systems of protected trees adjacent to construction are exposed or damaged they shall be neatly trimmed and the area backfilled with appropriate material to prevent desiccation.

No open trenching shall occur through tree preservation zones (TPZ). Only directional boring can be used for service installation in these areas.

Where necessary, vegetation will be given an overall pruning to restore the balance between roots and top growth, or to restore its appearance.

Trees that have died or have been damaged beyond repair shall be removed and replaced at the owners' expense with trees of a size and species approved by the Planning and Building Department.

If grades around trees to be protected are to change, the owner shall be required to take precautions such as dry welling, retaining walls, and root feeding to the satisfaction of the Planning and Building Department.

5.3.1.2 LANDSCAPING ON MUNICIPAL BOULEVARD NOTE

The following note is to be included on the Landscape Plans where site and landscape works are proposed on the adjacent municipal boulevard. All existing and proposed street trees abutting the site are to be shown.

Landscaping on Municipal Boulevard Note:

The applicant will be responsible to acquire the necessary utility stake outs and approvals from the Public Utilities Coordinating Committee (P.U.C.C.) and/or Transportation and Works Department prior to Site Plan Approval and prior to the installation of the landscape works on the municipal boulevard.

5.3.1.3 STREET ROW DWELLINGS NOTE

The following note is to be included on the Landscape Plans for street row dwelling developments:

Street Row Dwelling Note:

We the owners will be responsible to advise all purchasers and potential purchasers of the requirement of the Landscape Plans as they pertain to their lot. We further agree to make the appropriate arrangement with the occupants of units for the implementation of landscape works.

Signature of the Owner: _____
Name of the Owner: _____
Address: _____
Date: _____

5.3.1.4 OWNER'S NOTE - STANDARD

The following standard Owner's Note to be included on the Landscape Plan:

Owner's Note:

We agree to implement the approved Site Plan, Landscape Plans and Engineer Certified Lighting Plan within 18 months after the execution of the Site Plan Undertaking and will retain the Landscape Architect to make periodic site inspections. Upon completion of the works we will forward to the City of Mississauga a copy of the Completion Notification Certificate from the Landscape Architect and the applicable Inspection fee.

Any revisions to the Site Plan, Landscape Plans and Engineer Certified Lighting Plan (if applicable) will be submitted to the Planning and Building Department, City of Mississauga for review and approval, prior to the commencement of the works.

We hereby authorize the City, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents and save them harmless from any and all actions arising out of the exercise by the City, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of change of ownership of the said lands.

Signature of Owner: _____

Name of Owner: _____

Address: _____

Date: _____

5.3.1.5 OWNER’S NOTE - LOW IMPACT DEVELOPMENT (LID) TECHNIQUES

The following note is to be included on all Landscape Plans where Low Impact Development (LID) techniques are proposed:

Owner's Note - Low Impact Development (LID) Techniques:

We agree to implement the approved Site and Landscape Plans within 18 months after the execution of the Site Plan Undertaking and will retain the Landscape Architect to make periodic site inspections. Upon completion of the works we will forward to the City of Mississauga a copy of the Completion Notification Certificate from the Landscape Architect and the applicable inspection fee. The Landscape Architect or Consulting Engineer will provide certification to indicate that the (identify the LID techniques for this project):

have been installed in accordance with the approved Site Plan drawings.

Any revision to the Site Plan, Landscape Plans and Engineer Certified Lighting Plan (if applicable) will be submitted to the Planning and Building Department, Development and Design Division, City of Mississauga for review and approval, prior to the commencement of the works.

We hereby authorize the City, it’s authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents and save them harmless from any and all actions arising out of the exercise by the City, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of any change of ownership of the said lands.

We hereby authorize the City, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of change of ownership of the said lands.

Signature of Owner: _____
Name of Owner: _____
Address: _____
Date: _____

5.3.1.6 OWNER'S NOTE - CITY PROJECTS

The following note is to be included on the Landscape Plans for all City projects:

Owner's Note - City Projects:

Upon completion of the works, we will forward a copy of the Completion Notification Certificate from the Landscape Architect to the Development and Design Division, Planning and Building Department.

Any revision to the Site and Landscape Plans will be submitted to the Planning and Building Department for review and approval prior to the commencement of the works.

We hereby authorize the City, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of change of ownership of the said lands.

Department Contact Signature: _____
Print Name: _____
Date: _____

5.4 LANDSCAPE STANDARDS

The following sections are landscape standards. Applicants are encouraged to work with their consultants to provide innovative or alternative designs that address the criteria outlined in the General Principles.

5.4.1 SUSTAINABILITY AND LOW IMPACT DEVELOPMENT TECHNIQUES

Mississauga encourages sustainable stormwater management by maximizing the natural infiltration and retention of rainwater through site development. Consider permeable pavement, rainwater harvesting, bioretention systems, green roofs and other technologies. Indicate in the covering letter how sustainable stormwater management has been addressed through the current proposal. Refer to the following website for more information: www.sustainabletechnologies.ca

5.4.2 LANDSCAPE SCREENING CRITERIA

Landscape screening and/or fencing is required to reduce the impact of exposed parking, driveways, storage, services, garbage, loading areas, and other non-compatible uses and is to be provided in addition to perimeter tree planting requirements. This shall consist of one or a combination of the following alternatives:

- Berming (1 m high minimum with a maximum 33% slope) and planting consisting of shrubs and coniferous planting;
- Planting consisting of shrubs and trees with 50% being coniferous planting;
- Low decorative screen walls (1 m high); and,
- Other site specific methods appropriate to the application

5.4.3 PLANT MATERIAL SPECIFICATIONS

Minimum acceptable sizes for plant material are:

Deciduous trees	60 mm caliper
Ornamental trees	50 mm caliper
Coniferous trees	1.8 m height
Deciduous shrubs	60 cm height
Coniferous shrubs	60 cm height

Also note:

- All plant material to conform to the Canadian Nursery Trades Association Metric Guide Specifications and Standards
- All sod is to conform to the Canadian Nursery Sod Growers' Specifications
- No planting will be permitted within a drainage swale
- All shrubs to be installed in continuous planting beds, and
- All grassed areas are to be sodded, unless otherwise agreed to by the Development and Design Division

5.4.4 STREETScape CRITERIA

Where it has been determined that streetscape plans will be required within the municipal boulevard, the applicant must provide a concept proposal for the works, a utility plan that identifies that the intended works can be completed and a cost estimate for the proposal. Streetscape plans will be reviewed by the Planning and Building, Community Services and the Transportation and Works Departments. Once the proposal and estimates are approved, securities must be provided to the Transportation and Works Department and they will schedule the streetscape works.

5.4.5 PERIMETER TREE PLANTING REQUIREMENTS

Minimum on Centre Spacing (in metres) internal to the site.						
Proposed Land Use	Commercial	City Centre/ Employment/ Office	Institutional	Residential	Municipal Street	Greenbelt and Park
Commercial	12	9	9	6	7.5	9
City Centre / Employment/ Office	9	N/A	9	6	7.5	9
Institutional	9	9	9	6	7.5	9
Residential	6	6	6	6	7.5 *	9
Municipal Street	7.5	7.5	7.5	7.5 *	N/A	N/A
Greenbelt and Park	9	9	9	9	N/A	N/A

Note: The requirements of this chart are in addition to any landscape screening requirements.

It is acceptable to provide an equivalent number of trees (based on the spacing formula) in groupings along the property line.

Quantities calculated are to be high branching deciduous trees with an additional minimum 10% to be coniferous trees.)

Common Element Townhouses and On-Street Townhouses require one tree per lot (space permitting) along the street. Planting is not allowed on the parcel of tied land/property lines.

The use of small ornamental trees is encouraged to compliment the streetscape, where space is restricted.

5.4.6 FENCING REQUIREMENTS

Types of fencing will be reviewed on their own merit on a site-by-site basis. For all fencing requirements adjacent to Parkland or Greenbelt, please reference the Community Services Department's Subdivision Requirements Manual <http://www.mississauga.ca/portal/business/requirementsmanualdetail>

5.4.6.1 SOLID WOOD SCREEN FENCING

Solid fencing requirements:

- Height is to be 1.8 m to 2 m
- Footings minimum 1.2 m deep in poured concrete
- Posts spacing maximum 2.4 m on centre
- Construction grade wood material is not acceptable
- All hardware to be galvanized
- Step fencing on slopes in 0.3 m increments

Acceptable details must be provided upon request, but alternatives for all types of fencing will be reviewed.

5.4.6.2 HEAVY CONSTRUCTION FENCING

Heavy construction fencing is used to separate residential development from commercial or industrial development. This fencing is an upgrade to the solid wood screen fence. The following standards apply:

- Minimum post size 150 mm x 150 mm
- Minimum section thickness 50 mm
- Heavy construction fencing may also take the form of concrete or masonry acoustical walls, where applicable
- Locate 0.3 m within commercial property from adjacent residential use

5.4.6.3 CHAINLINK FENCING

Black vinyl coated chain link fence is required for areas not secured through Plan of Subdivision. Please reference the Community Services Department's Subdivision Requirements Manual:

<http://www.mississauga.ca/portal/business/requirementsmanualdetail>.

5.4.6.4 NOISE WALLS

The acoustical design and structure of the acoustical walls are to be designed by the Consulting Engineer and reviewed and approved by the Planning and Building and Transportation and Works Departments.

5.4.6.5 PERIMETER FENCING

Fencing that abuts municipal roadways require an upgraded treatment (eg. decorative tubular fencing with plant material, masonry pillars, upgraded wood detailing) and must be located 0.3 m within the property line.

SITE PLAN APPLICATION: PROCESS GUIDELINES



FENCING REQUIREMENTS								
Land Use	Parks / Greenbelt	Commercial *	Automotive Service Commercial *	Industrial	Schools	Churches, Libraries, other Community Uses	High Density Residential	Multiple Occupancy Residential
Public Roads	At the discretion of Community Services	N/A	N/A	N/A	N/A	N/A	1.2 m decorative metal	1.2 m decorative metal
Parks / Greenbelts	N/A	1.5 m black vinyl chain link	1.5 m black vinyl chain link	1.5 m black vinyl chain link	At the discretion of Community Services	1.5 m black Vinyl chain link	1.5 m black vinyl chain link	1.5 m black vinyl chain link
Commercial	1.5 m black vinyl chain link	N/A	N/A	N/A	1.8 m black vinyl chain link	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction
Automotive Service Commercial	1.5 m black vinyl chain link	N/A	N/A	N/A	1.8 m black vinyl chain link	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction
Industrial	1.5 m black vinyl chain link	N/A	N/A	N/A	1.8 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
Schools	At the discretion of Community Services	1.8 m black vinyl chain link	1.8 m black vinyl chain link	1.8 m black vinyl chain link	N/A	1.8 m black vinyl chain link	1.8 m black vinyl chain link	1.8 m black vinyl chain link
Churches, Libraries, other Community Uses	1.5 m black vinyl chain link	1.5 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
High Density Residential	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
Multiple Occupancy Residential	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
Detached Residential	1.5 m black vinyl chain link **	1.8 m heavy construction	1.8 m heavy construction	1.8 m solid screen	1.8 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen

* 1.8 m heavy construction fencing required if any Commercial development is adjacent to residential development. Acoustic fencing must be installed where required.

** Fencing between detached residential dwellings and parks/greenbelt shall be installed at the owner's expense. If adjacent to a greenbelt, fencing is to be located entirely on municipal property, 0.15 m inside the greenbelt. If adjacent to a park, fencing is to be located entirely on private property, 0.15 m inside the subject site.

5.4.7 TRAFFIC ISLANDS

- Traffic islands are to be a minimum of 3 m wide to accommodate high branching deciduous trees and 0.8 m shorter than the length of the parking stalls
- The islands are to be raised and designed to include low maintenance and salt tolerant plant material. Any hard surface paving utilized for islands are to be of a material other than asphalt.

5.4.8 WALKWAY/STAIR SURFACES

- Surfaces for all walkways are to be of a hard surface other than asphalt, with the exception of park path connections
- Exterior stairs are to be poured in place if more than 2 risers high
- Walkways are to be a minimum of 1.5 m wide and a minimum 1.8 m where abutting parking
- Walkways to be installed in accordance with the Mississauga Accessibility Design Handbook, and are to be a minimum of 1.8 m wide

5.4.9 GARBAGE ENCLOSURES

- Garbage enclosures are required for external garbage storage areas, in compliance with [By-law 654-98](#)
- Garbage enclosures in non-residential zones shall be set back 6 m from a residential zone.
- Enclosures are to be detailed in a material similar to that of the building (e.g. masonry)
- Collection areas are to be adequately screened by planting and fencing
- Enclosures will be a minimum 2 m high with swinging gates

5.4.10 PLAY AREAS

- Play areas must comply with current Canadian Standards Association and are required for multiple residential dwellings over 20 units
- Minimum 1.2 m hard surface apron around play areas
- Appropriate setbacks from structure to edge of play area
- Include mounting details for structures built on slab and at grade
- Adequate drainage
- Edging around play areas
- See design reference note entitled "[Standards for Children's Outdoor Play Spaces](#)"

5.4.11 MULTIPLE RESIDENTIAL DEVELOPMENT - PRIVATE PATIO AREAS

- All ground level privacy areas must include a patio area and the proposed materials are to be specified and detailed
- Patios, including wood decks, are to be a minimum 11 m² in size, not including stairs

5.4.12 MECHANICAL UNITS

Mechanical units such as air conditioners and heat pumps should be located at the rear of units and must not be within landscape or buffer areas.

5.5 SITE WORKS COST ESTIMATE SECURITIES CALCULATIONS

On January 13, 1992 Council approved Recommendation CPD-9-92 which included the following policy regarding cost estimates for Site Plans:

"That Letters of Credit for all types of Site Plan and Landscape Plan applications be referred to as Site Plan Letters of Credit and be applicable to all items shown on both the Site and Landscape Plans" and "That the cost of landscape works remains the basis for the amount of the Site Plan Letter of Credit".

The applicant is to submit a cost estimate for review by the Development and Design Division. The estimate is to be prepared and stamped by a Landscape Architect who is in good standing with the Ontario Association of Landscape Architects.

The cost estimate will be reviewed using the Standard Unit Costs Schedule for Site Works, as developed by the Department and representatives from the Ontario Association of Landscape Architects.

The City of Mississauga Landscape Architects will review each application to determine if there are landscape items which have not been included in the cost estimate.

NOTE: Costs will not be required for items that are bonded by the developer in the subdivision servicing agreement.

5.6 SITE PLAN UNDERTAKING

One original copy of the Site Plan Undertaking must accompany the final submission of drawings for Landscape Approval. The City of Mississauga has two types of undertakings, one for homeowners and one for corporations. It is the applicant's responsibility to ensure they are using the correct form.

NOTE: For Site Plan applications where it is determined that a Site Plan Agreement is required, submission of a Site Plan Undertaking is not necessary.

5.7 LANDSCAPE PLAN REVISIONS

Revised Landscape Plans may be required as part of a Site Plan revision if the scope of work affects the landscape works.

Revisions to approved Landscape Plans must be submitted to the Planning and Building Department.

- **Condominiums:** No revisions to approved Landscape Plans will be permitted after the registration of the condominium without written consent from the condominium board.
- **Street Row Dwellings:** No revisions to approved Landscape Plans will be permitted without the written consent of the owner of the property.
- **Rezoning Applications:** Drawings submitted in support of a rezoning application may have minor revisions made to them as part of the Site Plan Approval process, but major changes to the scope of work will not be permitted.

6.0 SITE INSPECTION PROCESS

6.1 GENERAL POLICIES

- All site and landscape works are to be completed in accordance with the approved Site Plans
- Inspection dates are posted 18 months from the time of Site Plan Approval or in accordance with the Site Plan Undertaking provided by the owner
- Inspection fees must be submitted at the time of the inspection request for every initial and each additional inspection (Refer to [Typical Development Approval Cost Guidelines](#))
- The owner must ensure that the following items are completed prior to requesting an inspection for approval:
 - final coat of asphalt and parking lines
 - parking stalls for persons with disabilities (curb cuts, flush thresholds) and signs
 - roof top mechanical unit screening
 - park reinstatement works
- Any revisions to the approved works must be approved by the Development and Design Division, which may require a revised Site Plan submission or as-built Landscape drawings, if the built works are substantially different from the approved drawings
- Contractors' warranties will not be accepted in the place of site works completion for the purpose of a security release
- Securities will be drawn upon by the City if steps are not taken by the owner to rectify deficient works

6.2 REDUCTIONS TO LETTERS OF CREDIT

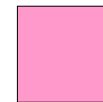
- Reductions to the Letter of Credit may be done between November 1st and April 30th, and will be based on the staff assessment of outstanding site works
- The minimum reduction to the Letter of Credit will be 20% of the total value or not less than \$5,000.00 dollars. Only one reduction to the Letter of Credit may be permitted prior to the approval of the site works by the Planning and Building Department.

- The consulting Landscape Architect is to submit an original Letter of Credit Reduction Request noting substantial completion
- Securities provided for Site Plan Approval are solely for the completion of site works, and cannot be used for the payment of unpaid consultant's accounts or to pay for required site works and/or inspection fees (refer to authority of the municipality in the *Planning Act*)
- Upon satisfactory inspection, an approval notice will be issued to the Finance Division, who will hold the notice for reduction of securities request for five days before processing. This gives Council adequate time to review/appeal the release.
- Upon written notice of the site works completion and receipt of inspection fee, staff will re-visit the site for a final inspection

6.3 RELEASE OF LETTERS OF CREDIT

- Final approval of site works and release of Letters of Credit may be done between May 1st and October 31st (weather dependent)
- The consulting Landscape Architect must submit an original Landscape Completion Notification Certificate and applicable Inspection Fee
- Staff will inspect the site to confirm installation of the works shown on the drawings included in the Site Plan Approval package
- An Inspection Report will be forwarded to the applicant and the consulting Landscape Architect if there are site deficiencies
- Upon acceptance of the site works, an approval notice will be issued to the Finance Division, who will hold the notice for release of securities request for five days before processing. This gives Council adequate time to review/appeal the release.
- Please contact all commenting Departments/agencies who have requested securities as part of the site plan application, to make arrangement for the reduction or release of their respective securities (i.e. Community Services/Forestry/Parks Planning and Transportation and Works Department).

7.0 DEVELOPMENT AREAS



North Development Area

Acting Manager, Development & Design Division, Hugh Lynch
Ward 5 – Councillor Carolyn Parrish
Ward 9 – Councillor Pat Saito
Ward 10 – Councillor Sue McFadden
Ward 11 – Councillor George Carlson



Central Development Area

Manager, Development & Design Div., Marianne Cassin
Ward 3 – Councillor Chris Fonseca
Ward 4 – Councillor John Kovac
Ward 6 – Councillor Ron Starr
Ward 7 – Councillor Nando Iannicca



South Development Area

Manager, Development & Design Division, Ray Poitras
Ward 1 – Councillor Jim Tovey
Ward 2 – Councillor Karen Ras

Link to Mayor and Ward Councillor Information on the City's website:
<http://www.mississauga.ca/portal/cityhall/mayorandcouncil>

Link to Ward Mapping on the City's website:
<http://www.mississauga.ca/portal/cityhall/wardmap>

[http://teamsites.mississauga.ca/sites/18/Manuals and Training/Internal Manuals/External Guidelines - Site Plan - September 2014.doc](http://teamsites.mississauga.ca/sites/18/Manuals%20and%20Training/Internal%20Manuals/External%20Guidelines%20-%20Site%20Plan%20-%20September%202014.doc)