

**DEVELOPMENT REQUIREMENTS**

**APPENDICES**

**INDEX**

APPENDIX A: SCHEDULE “G” FORMAT .....1  
    Summary of Cost Estimate (Example) .....2  
    Detailed Cost Estimate (Example) .....3  
APPENDIX B: ENGINEERING SUBMISSION LETTER TEMPLATES .....4  
    Consultant Letter of Retention (Sample Letter) .....5  
    Geotechnical Engineers' Letter of Retention (Sample Letter) .....6  
    Indemnification Letter (For Pre Servicing Subdivisions) (Sample Letter) .....7  
    Ontario Land Surveyors Certification Re: Final M-Plan (Sample Letter) .....9  
APPENDIX C: TERMS OF REFERENCE ..... 10  
    Utility Plan (Terms of Reference) ..... 11  
APPENDIX D: TITLE BLOCK TEMPLATE ..... 13  
    Title Block (Template) ..... 14  
APPENDIX E: COMMENT RESPONSE MATRIX ..... 15  
    Comment Response Matrix (Template) ..... 16

**APPENDIX A: SCHEDULE "G" FORMAT**

**Summary of Cost Estimate (Example)**

**SCHEDULE "G"**

**SECURITIES**

1. **Cost Estimates and Security**

A1)	Street Name	Road Works	Storm Sewer	Sanitary Sewer	Water Mains	Total
(a)	<b>'A' Road</b>	\$	\$	\$	\$	\$
(b)	<b>Storm Sewer Easement</b>	\$	\$	\$	\$	\$
<b>Total</b>		\$	\$	\$	\$	\$

2) a) Miscellaneous (City) \$ \_\_\_\_\_

b) Miscellaneous (Region) \$ \_\_\_\_\_

3) Landscaping \$ \_\_\_\_\_

4) Subtotal of Road Works, Storm Sewers, Miscellaneous (City), Landscaping \$ \_\_\_\_\_

5) Subtotal of Sanitary Sewers, Watermains, Miscellaneous (Region) \$ \_\_\_\_\_

**Total Amount to be secured (No. 4 plus 5)** **\$ \_\_\_\_\_**

**B) Cash Contributions to the City of Mississauga**

(a) \$ \_\_\_\_\_

(b) \$ \_\_\_\_\_

**Subtotal** **\$ \_\_\_\_\_**

**C) Cash Contributions to the Region of Peel**

(a) \$ \_\_\_\_\_

**Subtotal** **\$ \_\_\_\_\_**

### Detailed Cost Estimate (Example)

**A1) Storm Sewers**

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
(a)	'A' Road				
1					\$
2					\$
<b>SUBTOTAL ('A' ROAD)</b>					\$
<b>PLUS 10% ENGINEERING &amp; CONTINGENCY</b>					\$
<b>TOTAL ('A' ROAD)</b>					\$

## **APPENDIX B: ENGINEERING SUBMISSION LETTER TEMPLATES**

## Consultant Letter of Retention (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: \_\_\_\_\_ (Ward \_\_)

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, Suite 800  
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **LETTER OF RETENTION (CONSULTING ENGINEER)**  
(Development Name), Phase \_\_ *(if applicable)*  
(Developer Name)  
(Municipal Address)

This is to state that our firm has been retained by the Owner for the purpose of carrying out those functions as outlined in Schedule D of the proposed Subdivision / Development / Site Plan Agreement for (File Number: \_\_\_\_\_) including the full-time supervision of all grading and drainage works.

Sincerely,

(A Professional Engineer with signing authority for the consulting engineering firm)

(Engineer's stamp)

## Geotechnical Engineers' Letter of Retention (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: \_\_\_\_\_ (Ward \_\_)

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, Suite 800  
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **LETTER OF RETENTION (GEOTECHNICAL ENGINEER)**  
(Development Name), Phase \_\_ *(if applicable)*  
(Developer Name)  
(Municipal Address)

This is to state that our firm has been retained by the Owner to supervise, in total, the installation of the bedding and backfilling of all trenches within the road allowances and easements within the above noted Development.

We understand that we are to certify to the Owner and the City that we have carried out sufficient testing to obtain a representative report as to the compaction of the backfill, and that we find the backfill to be in compliance with City Specifications and requirements.

We shall also confirm that final subgrade conditions are equal or better than those anticipated in the preparation of the pavement design.

Sincerely,

(A Professional Engineer with signing authority for the Geotechnical Firm)

(Engineer's stamp)

## Indemnification Letter (For Pre Servicing Subdivisions) (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: \_\_\_\_\_ (Ward \_\_)

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, Suite 800  
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **INDEMNIFICATION LETTER (PRE-SERVICING)**  
(Development Name), Phase \_\_ *(if applicable)*  
(Developer Name)  
(Municipal Address)

In consideration of the City of Mississauga allowing services to be installed in the proposed subdivision, prior to registration of the plan, [Name of Owner], we as the Owners covenants and agrees as follows:

- 1) The Owners acknowledges that by proceeding with these services in advance of registration of a plan of subdivision, the Owners are doing so totally at their own risk.
- 2) To allow the City, its employees, servants and agents, to enter the lands at all reasonable times and for all reasonable purposes, including and without limiting the generality of the foregoing, for all necessary inspections, and to correct any drainage problems and to correct or eliminate any other nuisance, such as dust, garbage and debris, excavations, old buildings, etc. and the cost incurred by the City in so doing shall be charged to the Owners.
- 3) To submit a security as required by the Transportation and Works Department in the amount of \_\_\_\_\_ representing 100% of the value of Schedule G of the Subdivision Agreement.
- 4) To indemnify the City and Region, its employees, servants and agents (and the Hydro Commission) against all actions, causes of actions, suits, claims and demands whatsoever, which may arise either directly or indirectly by reason of the pre servicing, and the Owners undertaking the construction of the work within the proposed subdivision.
- 5) To proceed with the development in accordance with the schedules of performance as set out in the Subdivision Agreement and should active development of the land come to a termination, to smooth,

grade and seed the site to renew vegetation, and prevent erosion problems, and upon any failure in performing this obligation, to allow the City to enter the lands and carry out the work deemed necessary by the Transportation and Works Department, with the costs incurred by the City to be a charge to the Owners.

- 6) To allow the City to draw on the cash deposit under clause 3 above for the completion of any works considered necessary by the Commissioner, Transportation and Works Department including those indicated under clauses 2 and 5 and other works such as rectification of drainage problems and clean up of existing roads, upon verbal notification to the consulting engineer.
- 7) To limit the hours of work associated with the development from 7:00 a.m. to 7:00 p.m.
- 8) To require these undertakings and covenants to be assumed by any successor in title, to the effect that the obligations and covenants herein shall be binding upon the executor's administrators, successors and assigns.

Sincerely,

(A Professional Engineer with signing authority for the Geotechnical Firm)

(Engineer's stamp)

## Ontario Land Surveyors Certification Re: Final M-Plan (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: \_\_\_\_\_ (Ward \_\_)

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, Suite 800  
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **OLS CERTIFICATION**  
(Development Name), Phase \_\_ *(if applicable)*  
(Developer Name)  
(Municipal Address)

I hereby certify that the Final M-Plan submitted as part of the Final Engineering Submission has not been changed since the Zoning By-Law came into effect.

Yours Truly,

(The Ontario Land Surveyor who signs the Surveyors Certificate on the M-Plan)

(The OLS Stamp)

NOTE: If the certificate cannot be provided because of changes to Draft M-Plan, then three Draft M-Plans and three sets of lots schedules are to be included with final submission for approval by the Zoning Section of the Building Division of the Planning and Building Department. A letter is to be included from the OLS outlining where the changes on the M-Plan have occurred.

**APPENDIX C: TERMS OF REFERENCE**

## Utility Plan (Terms of Reference)

A Utility Plan is to be submitted as part of a complete Development Application (Rezoning / OPA / H-OZ / Site Plan / Draft Plan / Subdivision Agreement / Development Agreement / Excavation Shoring Building Permit, where applicable).

The Utility Plan is to be 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.

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

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

The Utility Plan package is to include both a plan drawing and cross-sections as outlined below.

### (i) Plans

The plan drawing must:

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

### (ii) Cross-Sections

Sections are to:

- be to a scale of 1:50 metric;
- illustrate the area between the property line and the curblines;
- be taken at intervals as required to depict any variation in offsets of existing utilities;

- show the vertical and horizontal locations and applicable dimensions for all existing above and below ground utilities/services.

The applicant's consultant (Professional Engineer) is to certify on the plan that the information on this plan is complete, accurate and based on physical locates by placing the note below on the Utility Plan:

"I hereby certify that the information on this plan is complete, accurate and based on physical locates [specify if test pits OR geophysics], as provided by [Company name], on [date provided]."

\_\_\_\_\_ Engineer's Signature \_\_\_\_\_

**Note:**

Further to the receipt and acceptance of the Utility Plan as part of the development application review process, the streetscape is then to be designed to the satisfaction of the City. The information on the plan will also form the basis of a PUC submission which is required as a condition of the development application.

The applicant will be responsible for all costs associated with relocating any utilities/services as required to accommodate the streetscape design. Streetscape securities are to include these costs.

**APPENDIX D: TITLE BLOCK TEMPLATE**

### Title Block (Template)

<b>FIRST</b> DATE	<b>SECOND</b> DATE	<b>INTERM</b> DATE	<b>FINAL</b> DATE
DESIGN BY  _____		APPROVED BY  _____	
CONSULTING ENGINEERING CO.		ENGINEER'S STAMP, SIGNATURE & DATE	
OWNERS LEGAL NAME AS IN SUBDIVISION/DEVELOPMENT AGREEMENT		ADDRESS, PHONE & EMAIL ADDRESS OF CONSULTING ENGINEERING CO.	
			
			
STREET NAME / EASEMENT DESCRIPTION PLAN AND PROFILE			
STA	TO STA	CITY FILE No. _____	
SCALE H 1:500, V 1:50	AREA Z-	PROJECT No.	
DRAWN BY	CHECKED BY	PLAN No.	
DATE	SHEET OF	<b>C-</b>	

**APPENDIX E: COMMENT RESPONSE MATRIX**

## Comment Response Matrix (Template)

**Department/Agency:**

**Section:**

**Engineering Submission:** *(First/Second/Interim)*

**Date of Comments:**

**Comment #1: (Department/Agency Reviewer Comment)**

*Response #1: (Response to Comment #1)*

**Comment #2: (Department/Agency Reviewer Comment)**

*Response #2: (Response to Comment #2)*

**Comment #n: (Department/Agency Reviewer Comment)**

*Response #n: (Response to Comment #n)*