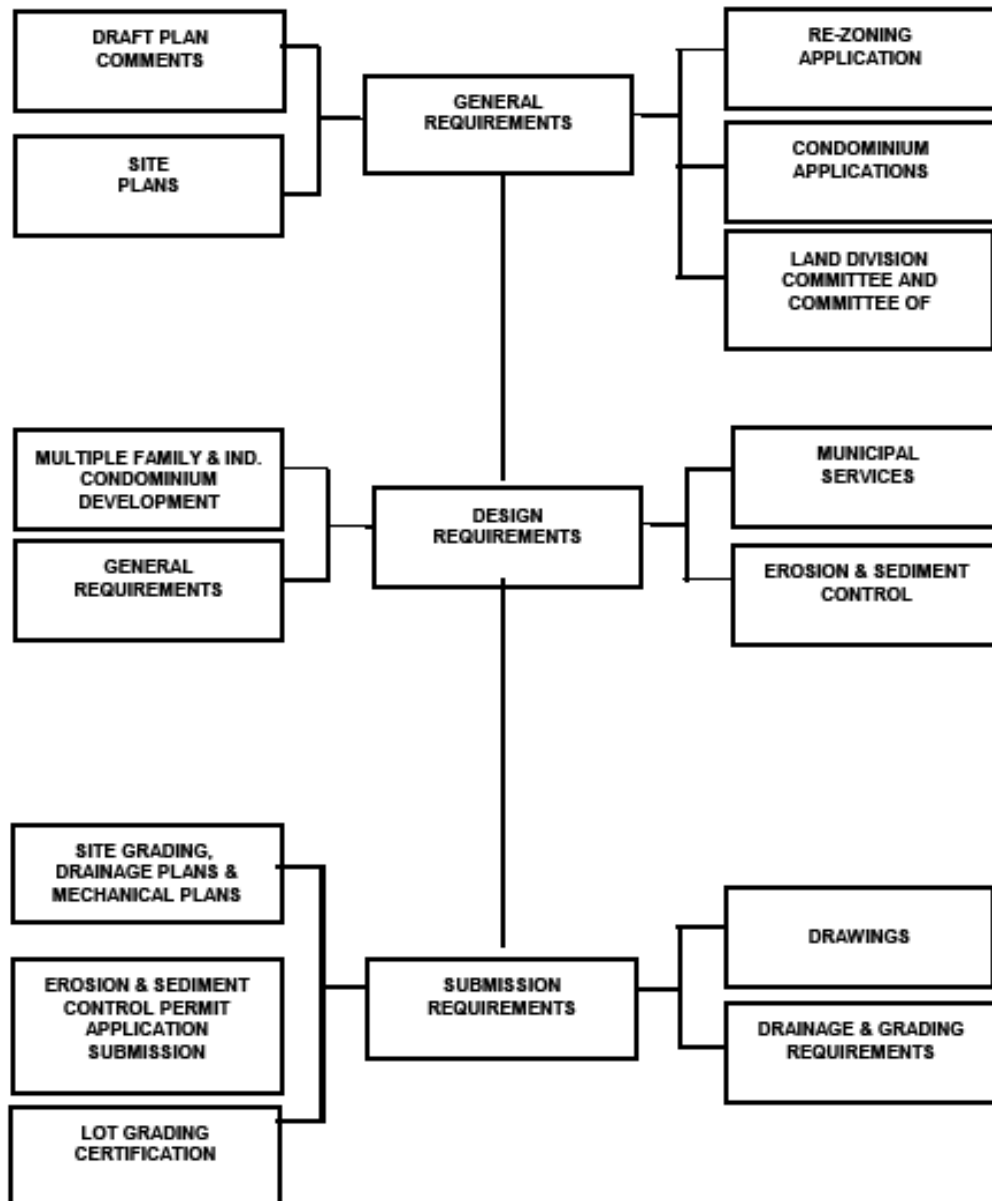


## **Division 'B'**

### **Site Plans, Rezoning, Condominium and Land Division Requirements**

**DEVELOPMENT REQUIREMENTS MANUAL  
DIVISION 'B'  
SITE PLAN, REZONING AND CONDOMINIUM REQUIREMENTS**



# **SITE PLANS, REZONING, LAND DIVISION AND CONDOMINIUM**

## **SECTION 5 – GENERAL REQUIREMENTS**

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**5.01 DRAFT PLAN COMMENTS**

Prior to the submission of an application for a draft plan of subdivision, a Development Application Review Committee (DARC) meeting is to be scheduled through the Planning and Building Department. At the DARC meeting staff from the Transportation and Works Department will provide the applicant with a list of studies, reports or relevant information required to be provided with the application. These may include but not be limited to a traffic study, functional storm drainage report, acoustical feasibility study, an environmental site assessment (ESA), geotechnical report, etc. or any other relevant information required for a complete application.

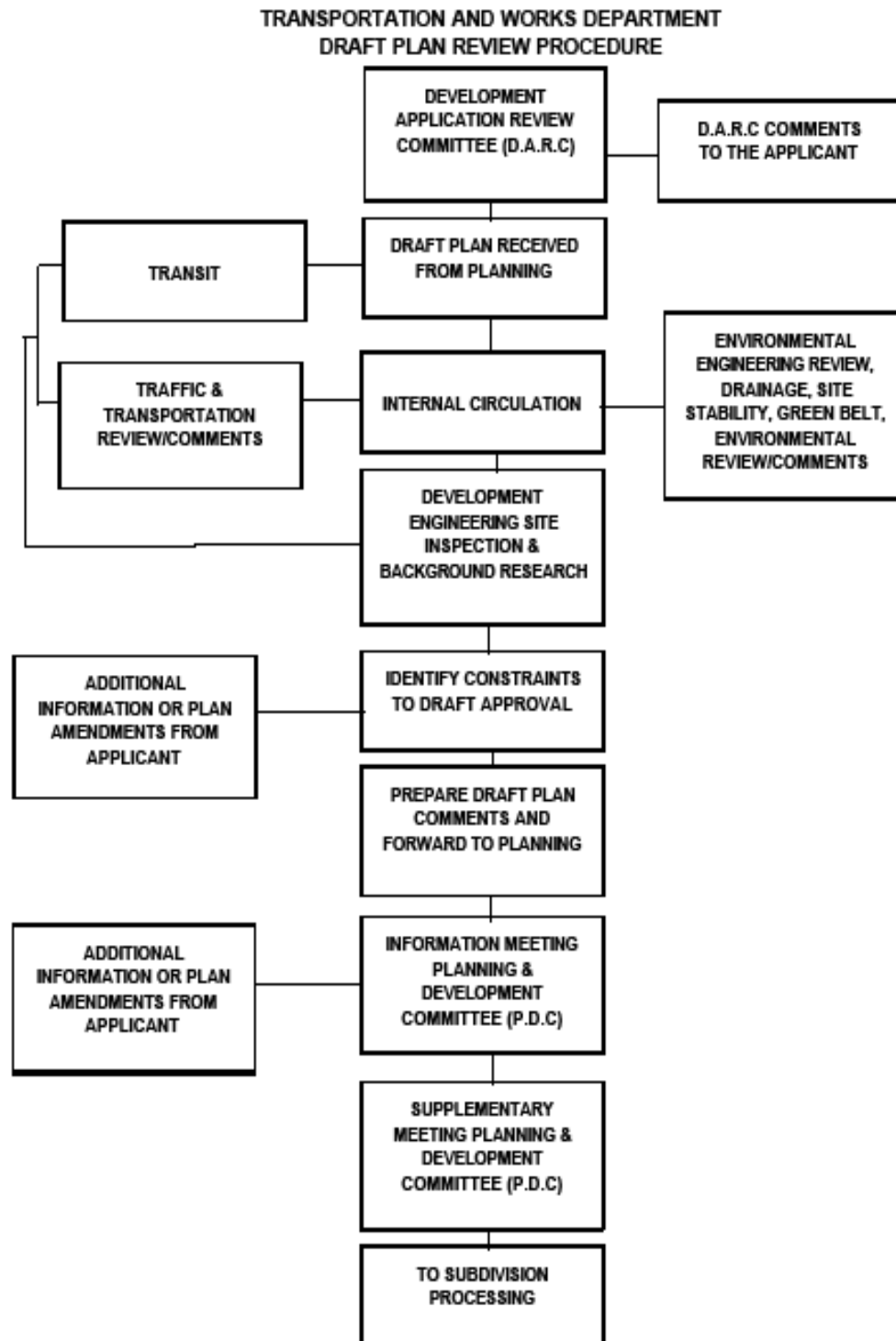
Upon receipt of a draft plan of subdivision circulated by the Planning and Building Department, the application is circulated internally within the Transportation and Works Department to determine the Engineering Development conditions that will be required to be satisfied by the Developer in support of the proposed plan of subdivision.

Comments are then prepared and forwarded to the Planning and Building Department itemizing the Transportation and Works Department's comments and conditions. Generally speaking, these comments include:

- identification of any items or requirements to be resolved by the applicant prior to draft plan approval, i.e. prior to the Supplementary Meeting of the Planning and Development Committee, including any revisions to the plan or any other matters impacting the feasibility of the development proposal,
- identification of the storm drainage outlet and servicing requirements for the concerned property and any storm water management facilities or external works required by the applicant to adequately accommodate post development stormwater discharge from the lands.
- identification of the traffic related requirements with respect to the alignment of the proposed roads within the plan and the impact of the proposed development on the existing road system,
- identification of any road reconstruction works or cash contributions necessary to support the development and any credits to the Development Charges By-law that may be applicable,
- identification of the required land conveyances, i.e. road widenings, sight triangles, 0.3 m reserves, buffer blocks, green-belts, easements, etc.

The completed draft plan comments are forwarded to the Planning and Building Department along with comments from all other relevant City departments and outside agencies to be incorporated as conditions of draft approval.

Compliance with the draft plan comments and conditions is dealt with during the processing of detailed engineering submissions and finalization of the Servicing and Development Agreements.



## 5.02 SITE PLANS

Copies of new and revised site plans are circulated to the Transportation and Works Department by the Planning and Building Department.

The Site Plan Coordinator distributes the site plans to the following sections:

**Traffic Engineering:** This section reviews the site plan with regard to access location(s) and geometric, road widenings, sight triangles, proximity to existing aboveground utilities, and modifications required to the abutting roadways and curbs to accommodate the proposed development.

**Infrastructure and Environmental Planning Storm Drainage Section:** This section reviews the site plan with regard to site drainage, storm drainage outlets, erosion and sedimentation control works, existing or required drainage easements, and watercourse dedications.

**Infrastructure and Environmental Planning Environmental Engineer:** This section reviews the Environmental Site Screening Questionnaire submitted with the application for completeness along with any Environmental Site Assessment Reports and prepares comments that are to be satisfied prior to site plan approval.

**Mississauga Transit:** This section reviews the site plan for its impact on any existing bus platforms or shelters along with the need for new facilities to accommodate the proposed development. They also provide comments on pedestrian walkways from developments to transit platforms and bus stops.

**Site Plan Coordinator:** As a member of the Development Engineering Section of Transportation and Works the Site Plan Coordinator reviews the site plans with regard to preliminary grading and drainage information, special conditions from Servicing Agreements, Development Agreements, Rezoning Applications of Land Division/Committee of Adjustment Conditions, applicable City policies and procedures including any special concerns that arise from inspections of the sites and prepares comments that must be satisfied prior to Site Plan approval.

The Site Plan Coordinator reviews the comments from the Infrastructure and Environmental Engineering Section and prepares the final site plan comments which are then forwarded to the Planning and Building Department.

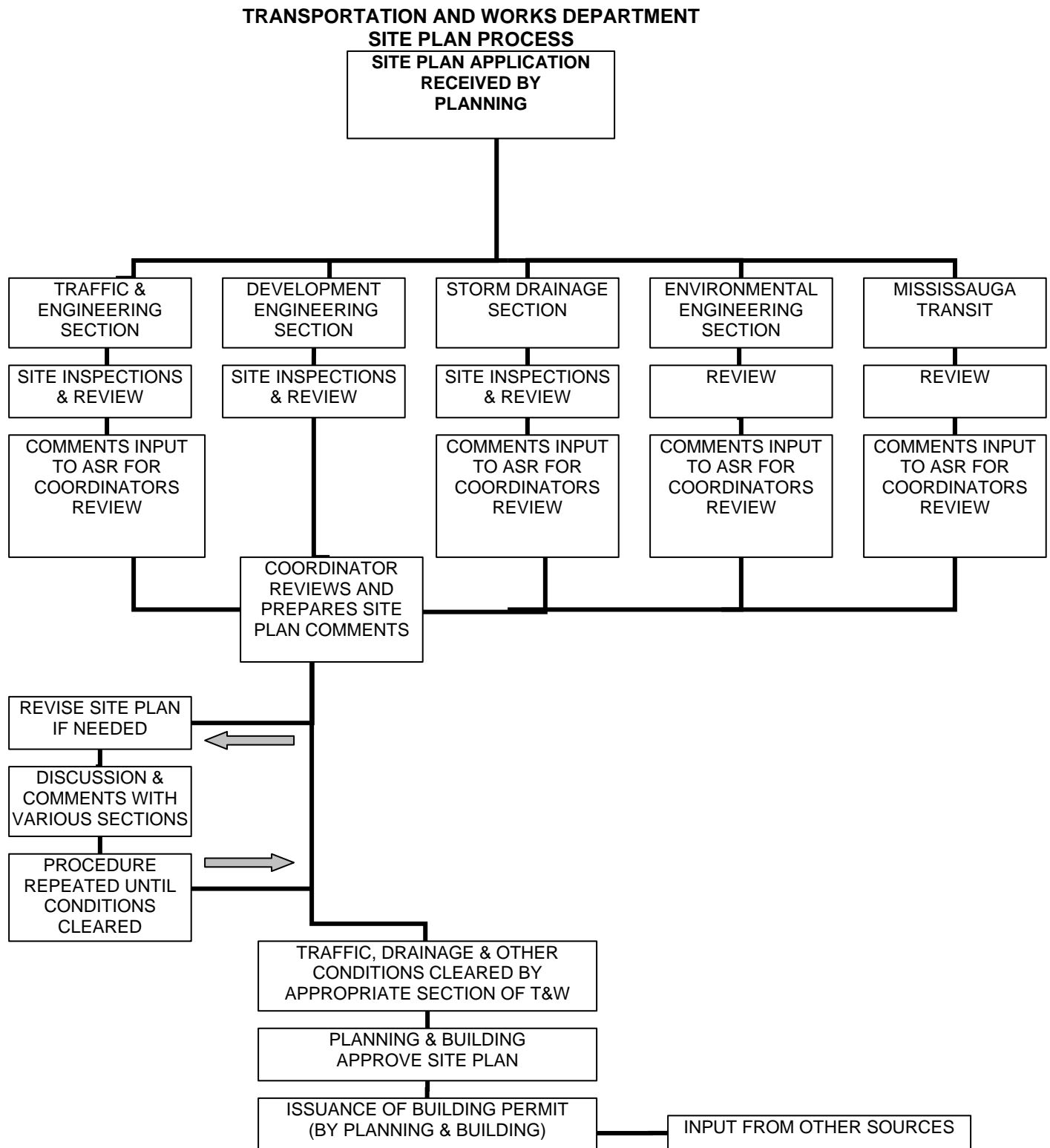
The Site Plan Coordinator provides the applicants, their architects and planners with clarification of site plan comments and advises them how to satisfy the site plan conditions.

### ***Region of Peel - Planning***

#### **Note:**

Revised site plans are submitted to the Planning and Building Department and they recirculate to the Transportation and Works Department via the site plan coordinator.







### 5.03 REZONING APPLICATIONS - COMMENTS AND CLEARANCE PROCEDURES

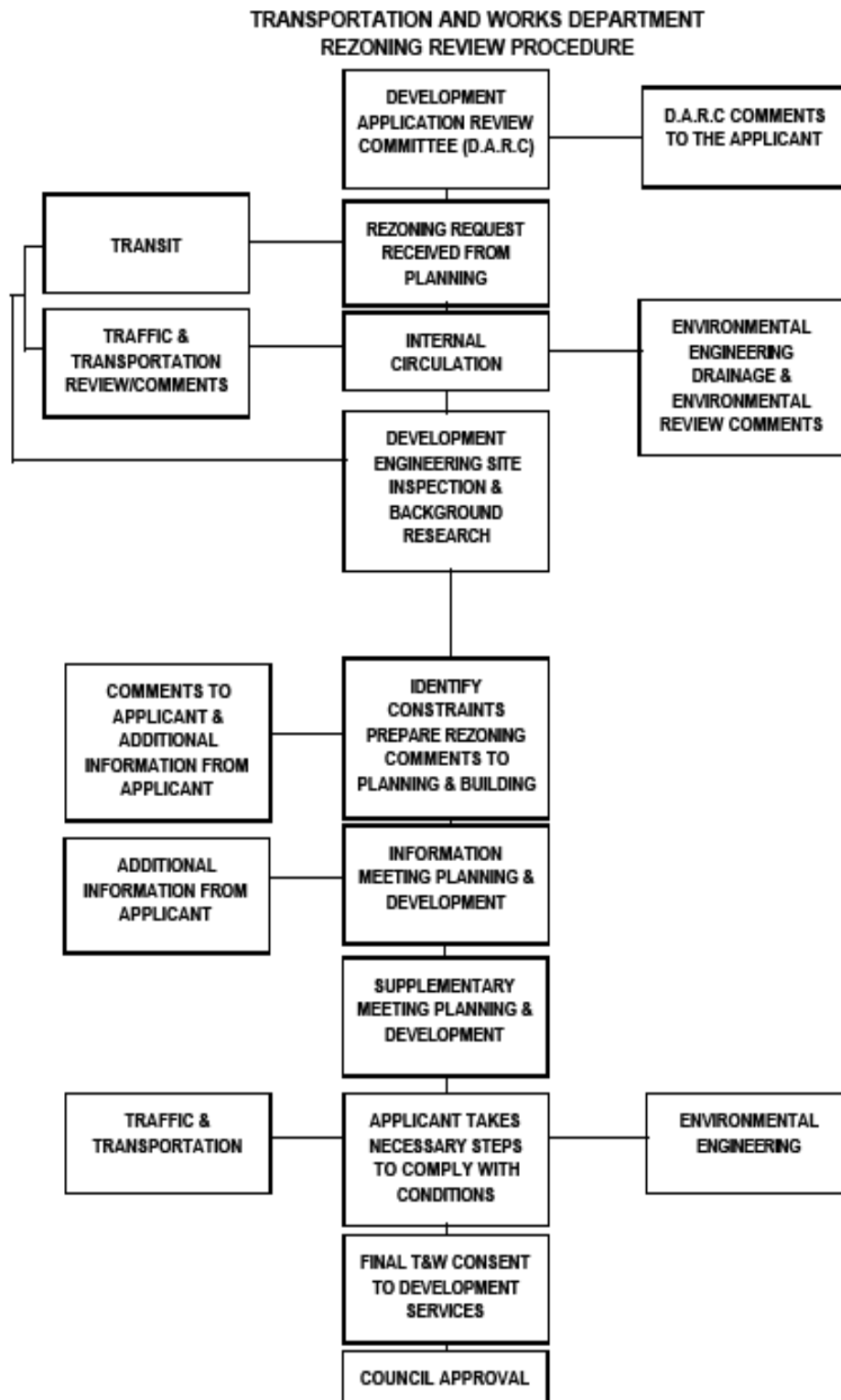
Prior to the submission of a rezoning application, a Development Application Review Committee (DARC) meeting is to be scheduled through the Planning and Building Department. At the DARC meeting staff from the Transportation and Works Department will provide the applicant with a list of studies, reports or relevant information required to be provided with the application. These may include but not be limited to a traffic study, functional storm drainage report, acoustical feasibility study, an environmental site assessment (ESA), geotechnical report, etc. or any other relevant information required for a complete application.

Upon receipt of a rezoning application circulated by the Planning and Building Department, the application is circulated internally within the Transportation and Works Department to determine the development engineering conditions that will be required to be satisfied by the applicant in support of the development proposal.

Comments are then prepared and forwarded to the applicant and the Planning and Building Department itemizing the Transportation and Works Department's comments and conditions. Generally speaking, these comments include:

- identification of any items or requirements to be resolved by the applicant prior to approval in principle, i.e. prior to the Supplementary Meeting of the Planning and Development Committee, including any revisions to the application or any other matter impacting the feasibility of the development proposal,
- identification of the storm drainage outlet and servicing requirements for the concerned property and any storm water management facilities or external works required by the applicant to adequately accommodate post development stormwater discharge from the lands
- identification of the traffic related requirements with respect to the alignment of the proposed roads within the plan and the impact of the proposed development on the existing road system,
- identification of any road reconstruction works or cash contributions necessary to support the development and any credits to the Development Charges By-law that may be applicable,
- identification of the required land conveyances, i.e. road widenings, sight triangles, 0.3m reserves, buffer blocks, greenbelt lands, easements, etc.

The Transportation and Works Department's rezoning comments are forwarded to the applicant and the Planning and Building Department and any relevant comments are included in the Planning and Building Department's Staff Report to the Planning and Development Committee for the Information and Supplementary Meetings. The applicant must make satisfactory arrangements with respect to compliance with the Transportation and Works Department's comments and conditions as required prior to passage of the rezoning by-law.



#### **5.04 STANDARD CONDOMINIUM APPLICATIONS - COMMENTS AND CLEARANCE OF CONDITIONS**

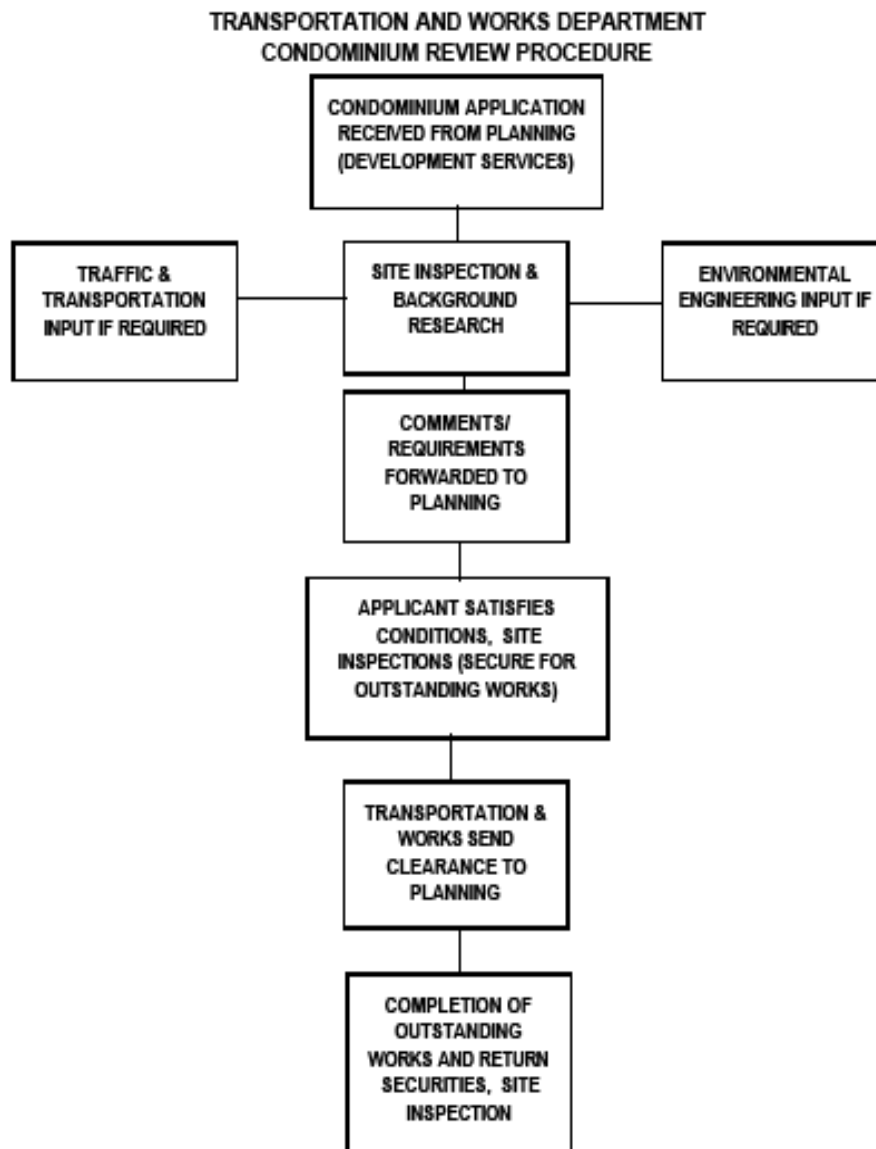
Upon receipt of the draft plan of Condominium circulation from the Development Services Section of the Planning and Building Department, Transportation and Works related comments and conditions for condominium registration are prepared. These comments identify but are not limited to the following conditions and requirements:

- final lot/block grading certification by the applicant's Consulting Engineer including certification of the structural adequacy of any retaining walls or fencing works associated with the condominium development,
- inspection and rectification of any damages caused to the municipal works within the municipal road allowance(s) immediately abutting the condominium development,
- pavement construction certification by the applicant's Geotechnical Consultant confirming that the "as constructed" pavement structure for the internal roads, parking areas and driveways as applicable meets or exceeds the City's minimum design standard,
- in cases where the draft plan of condominium involves multiple condominium registration, where the site is interdependent on one or more adjacent condominium applications with respect to services, rights of way, parking areas, etc.; combined certification is required from the applicant's Consulting Engineer, Surveyor and Solicitor confirming that any and all easements required for the use and maintenance of all internal utilities, services and access ways among and between the various parcels of land, buildings or parts thereof which may be capable of separate ownership, have been registered.
- payment of the Transportation and Works Department inspection fee,

The above noted comments are forwarded to the Planning and Building Department to be included in the Planning and Building Department's Staff Report to the Planning and Development Committee and ultimately form part of the City's draft plan conditions for condominium registration. A copy of the comments is also forwarded directly to the applicant/owner and must be complied with to the satisfaction of the Transportation and Works Department prior to condominium registration.

The City may allow the condominium to be registered in advance of the completion of all the internal roads and services, subject to the completion of all underground services and utilities curb base and base asphalt; and receipt of securities to guarantee the completion of all outstanding works including the appropriate certificates of completion and undertakings.

Design standards and servicing policies for condominium developments is included in Section 6.01 of the City of Mississauga Transportation and Works Department Development Requirements Manual.



**5.05 LAND DIVISION COMMITTEE (HEREAFTER REFERRED TO AS L.D.C.) AND COMMITTEE OF ADJUSTMENT (HEREAFTER REFERRED TO AS C. OF A.)****APPLICATIONS**

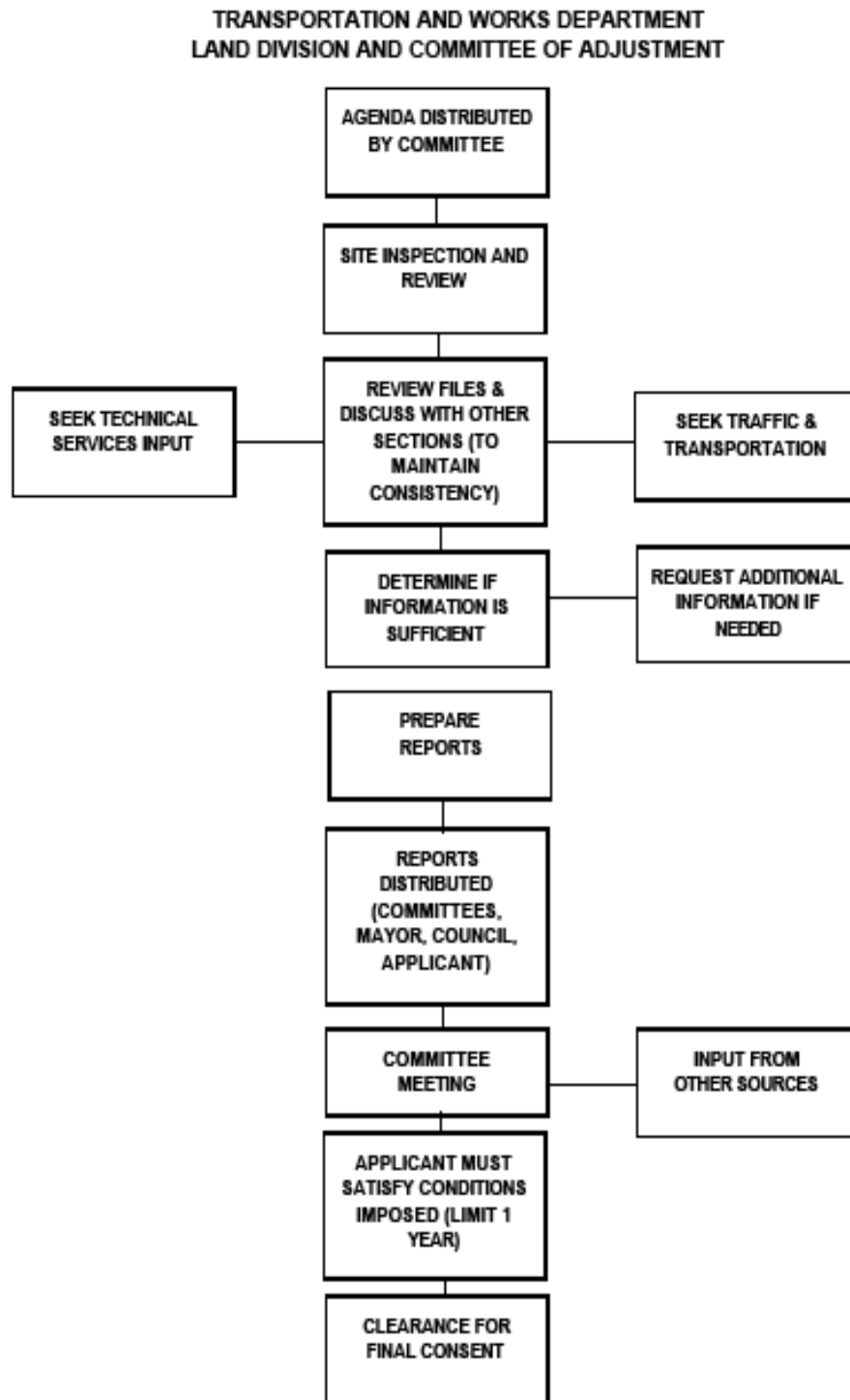
The office of the C. of A. receives all L.D.C. and C. of A. applications for the City. They then set an agenda and establish hearing dates for the various applications. The agendas are then circulated to the various commenting agencies, one of those being the Transportation and Works Department. Upon receipt of an agenda, we usually have 5 or 6 days in which to research our files, inspect the sites and prepare our comments recommending approval or refusal of the applications. If we see merit in the applications we outline in our reports our recommendations with respect to conditions/requirements to be imposed as conditions of approval. Upon committee review our requirements are (99% of the time) imposed as conditions of approval. We emphasize that the committee members have the final judgement as to whether applications are to be approved (and if approved) what the conditions of approval will be.

The following are examples of some of the Transportation and Works Department requirements imposed on L.D.C. and C. of A. applications. The owners enter into a servicing agreement to extend roads and services, the owners gratuitously convey to the City land for road extensions, road widenings and easements, the owners make arrangements for service lateral installations, sidewalk construction, tree preservation and blvd. tree planting, submission of plans for lot grading etc.

Following L.D.C. and C. of A. approving applications it is not uncommon to have to meet with applicants or their agents to review our requirements and give advice as to how to satisfy the various requirements. Once our requirements have been satisfied, we send a letter of clearance to committee to that effect.

In the case of L.D.C. applications the owner has one year from the date of mailing of the decision to satisfy the conditions of approval and obtain consent, if the consent is not issued in that time frame the decision becomes null and void.

L.D.C. and C. of A. decisions can be appealed to the Ontario Municipal Board, appeals may be submitted by the applicants, interested parties or the City.



**5.06 ENVIRONMENTAL SITE ASSESSMENT RELATED TO DEVELOPMENT APPLICATIONS**

A completed Environmental Site Screening Questionnaire and Declaration (ESSQD) form must be submitted with every development application (i.e. Official Plan Amendments, Rezoning, Draft Plan of Subdivision, Site Plan, minor variances and consents).

In accordance with Corporate Policy 09-08-02, upon review of the ESSQD form and other information relevant to the site, the City may require that a Phase 1 Environmental Site Assessment (ESA) report be prepared for the site to be submitted to the City for review.

The phase 1 ESA report(s) should follow CSA standard Z768-94 (April, 1994) and shall be prepared to the satisfaction of the City's Commissioner of Transportation and Works.

Should the phase 1 ESA determine that further investigation is warranted, a Phase 2 ESA will be required. Any and all contaminated areas of the site identified through the Phase 2 investigation must be remediated in conformity with Ministry of the Environment Guidelines.

All ESA report(s) must include a clause which allows the City of Mississauga to rely on the findings and conclusions presented in the report(s) and shall be dated, signed and sealed by a Professional Engineer.

All ESA report(s) must include a clear statement by the Consultant regarding the suitability of the site for the intended land use and a statement that no public lands abutting the site, nor any lands to be conveyed to the City of Mississauga, Region of Peel and the Conservation Authority having jurisdiction, exceed the appropriate full-depth criteria set out in the Ministry of the Environment "Guide for use at Contaminated Sites in Ontario" as revised, due to contamination of the site.

Should off-site impact to public lands be indicated by the Phase 2 investigation, further investigation and remediation, if necessary, will be required.

Upon completion of the remediation of the site or abutting public lands, the proponent must submit a complete Record of Site Condition (RSC), revised September, 1998. The RSC shall include an Affidavit of Compliance from the Consultant and a statement from the property owner, and include acknowledgment of receipt of the RSC by the Ministry of the Environment.

**For further information, please contact the Environmental Unit at (905) 615-3124.**

Note: The above list of requirements is provided to assist in the preparation of development applications, in accordance with Corporate Policy 09-08-02. Please be advised that it is the property owner's responsibility to ensure they are in compliance with all governmental and quasi-governmental authorities, including federal, provincial and municipal legislative enactments, by-laws and other regulations pertaining to contaminated sites and other environmental matters.