Applicant User Guide for Pre-Application Meetings and Site Plan Approval

MISSISSAUGA

Planning and Building Department
Development and Design Division

Rev 2015-10-27

Table of Contents

About Mississauga ePlans

Mississauga ePlans is a web-based solution for applicants to submit development applications on-line for electronic plan submission, review and approval.

The type of applications that can be processed through ePlans are:

- Pre-Application Meetings for Development Applications
- Site Plan Approval
- Building Permits
- Sign Permits
- Zoning Certificate of Occupancies

Requirements for Pre-Application Meetings

Prior to submitting a development application, applicants are required to attend a pre-application meeting with the Planning Services Centre of the Development and Design Division, Planning and Building Department.

A pre-application meeting will allow City staff and other external agencies, where applicable, an opportunity to identify application submission requirements and high level issues prior to application submission.

Drawings

As a minimum submission standard, the following drawings must be uploaded:

1. Site Plan / Concept Plan, including the following information:
    - Building footprint and dimensions (existing and proposed)
    - Building setbacks from all lot lines (existing and proposed)
    - Site statistics (e.g. lot area, existing and proposed gross floor area, parking required and provided, etc.)
    - Landscaped areas/buffers and dimensions
    - Site access, driveway locations, parking areas and dimensions

2. Elevations with height dimensions (i.e. floor-to-floor and overall building heights).

3. Floor Plans and Survey Plan, if available.

Documents

It is recommended that a cover letter be submitted. The cover letter should include the applicant and property owner name, description of the proposal and who will be attending the meeting.

Other documents and images, such as photos of the property and surrounding area, planning justification report, etc., can also be uploaded, if available.

Preparing Drawings & Documents

Drawing Standards

The top right corner of all drawing sheets shall be left blank with the exception of the boarder for the purpose of a City of Mississauga electronic approval stamp. Refer to the chart below for the approval stamp / location depending on the sheet size.

Sheet Size	Approval Stamp Size / Location
36" x 48"	• 3" width x 2" height • ¾" from edge of sheet in both directions
24" x 36"	• 3" width x 2" height • ¾" from edge of sheet in both directions
18" x 24"	• 3" width x 2" height • ½" from edge of sheet in both directions
11" x 17"	• 3" width x 2" height • ½" from edge of sheet in both directions

Drawing sheets should be saved with the proper view orientation, so that the drawings do not require to be rotated to a proper view.

File Naming Standards for Drawings

File names for all drawings submitted through ePlans should include the first character of the discipline name followed by a 3-digit sheet number and drawing type.

Each drawing plan sheet must be an independent file and the file name cannot exceed 70 characters. Files submitted with multiple drawing plan sheets will not be accepted.

Refer to the chart below for sample file naming conventions.

Drawing Type	Character – Discipline	Sample File Name
Site Plan	A – Architectural	A100 – Site Plan
Elevations	A – Architectural	A200 – North Elevation
Floor Plans	A – Architectural	A300 – Ground Floor Plan
Concept Plan	A – Architectural	A400 – Concept Plan
Grading Plan	C – Civil	C100 – Grading Plan
Survey Plan	C – Civil	C105 – Survey Plan
Tree Inventory Plan	L – Landscape	L200 – Tree Inventory Plan

File Naming Standards for Documents

File names for all documents should clearly identify the type of document, such as an arborist report, shadow study, traffic impact study or stormwater management report.

File name cannot exceed 70 characters.

File Type Standards

Only PDF or vector PDF (preferred) files will be accepted for drawings and documents. If drawings are created in AutoCAD, please convert the files to vector PDF by using the Autodesk Vector Graphic Converter "DWG to .pc3 plotter driver".

File Size Restrictions

Individual File up to 1GB

Login to Mississauga ePlans

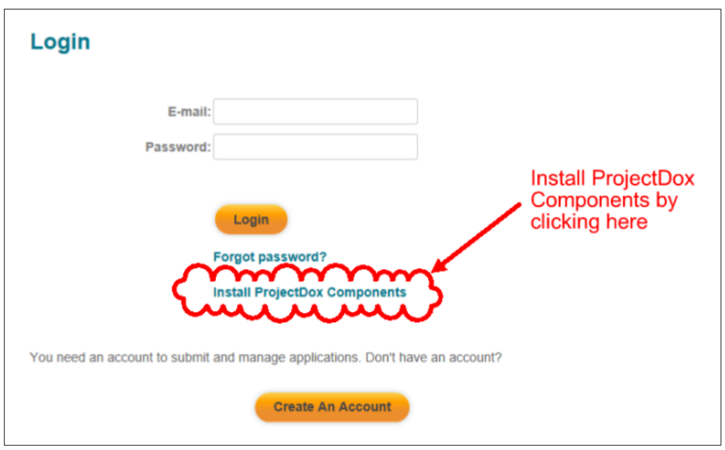
Access

Mississauga ePlans can be accessed at https://www.mississauga.ca/eplans

System Requirements

Internet Explorer version 10 or higher is the recommended internet browser. Other internet browsers, such as Google Chrome, Safari and Firefox, may provide a limited experience.

When using Internet Explorer V10 or higher, you must install the ProjectDox components on your computer to have the full experience of Mississauga ePlans. To install the components, access Mississauga ePlans login page and click on the “Install ProjectDox Components” and follow the instructions to complete the installation.



New Users – Creating an Account

Before logging into Mississauga ePlans, a new account must be created using a valid email address. To create a new account, access the ePlans login page and follow the steps below:

1. Click on the “Create an Account” button.

2. Complete the requested information. Fields with a red asterisk are required fields.

3. Passwords must have at least 8 characters; contain at least one (1) digit, one (1) upper case letter and one (1) lower case letter; and must not contain any special characters.

4. Click on the “Create My Account” button.

5. Retrieve your verification code from your email account.

6. Enter the verification code and click on the “Continue” button. Note that the verification code is only valid for 2 hours. If the verification code has expired, follow the “Existing Users – Forgot Password” instructions below.

7. Now you can login with your new password.

Existing Users – Forgot Password

If you are a returning user and forgot your password, access ePlans login page and follow the steps below:

1. Click on “Forgot Password?”.

2. Enter your email address you used to create the ePlans account to re-set your password and click on the “Go” button.

3. You will receive an email with a verification code and link to reset your password.

4. Click on the reset password link provide on the email.

5. Enter the verification code provided on the email.

6. Click on the “Continue” button.

7. Enter a new password and confirm the new password. Passwords must have at least 8 characters; contain at least one (1) digit, one (1) upper case letter and one (1) lower case letter; and must not contain any special characters.

8. Click on the “Update” button.

9. Now you can login with your new password.

Submitting an Application Request

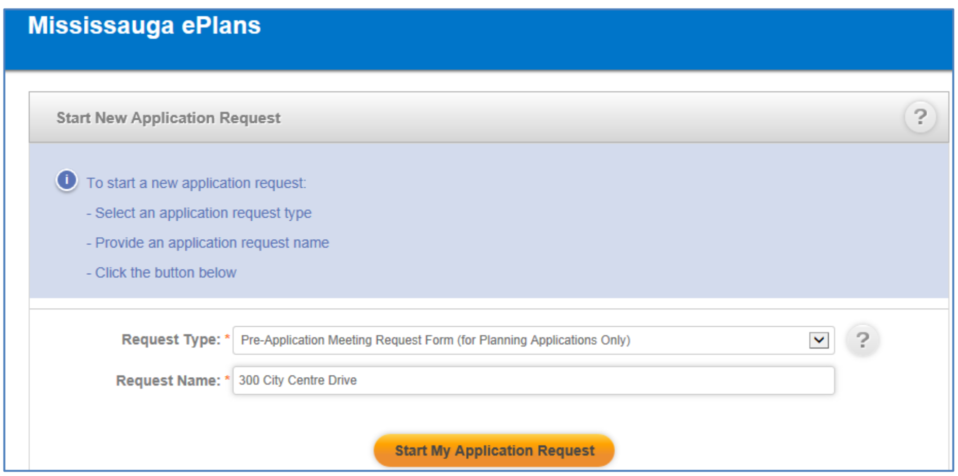
Prior to submitting a development application, a pre-application meeting may be required to discuss the proposed project with Development and Design Division, other departments and external agencies, as needed.

To submit a request for a Pre-application Meeting (planning applications only), access the ePlans login page and follow the steps below:

1. Select the request type "Pre-application Meeting (planning applications only)" by using the drop-down menu.

2. Provide a temporary request name for your reference only (e.g. site address, project name, etc.). Please note that the temporary request name will not be attached to the application request after you submit the request to the City.

3. Click the "Start My Application Request" button and a new request form will appear.



4. Read and agree the terms and conditions.

5. Review the Applicant Information. The applicant Information is based on your applicant profile. If any information needs to be changed, click on the "Profile" button and update/save your profile information before proceeding to the next step.

6. Complete each step accordingly (e.g. Property Information, Project Information, etc.). The red astricks are required fields. Hover over the question mark beside each step for more information on completing the step.

7. If you do not have all the required information, save the request form by scrolling down and clicking on the "Save for Later" button.

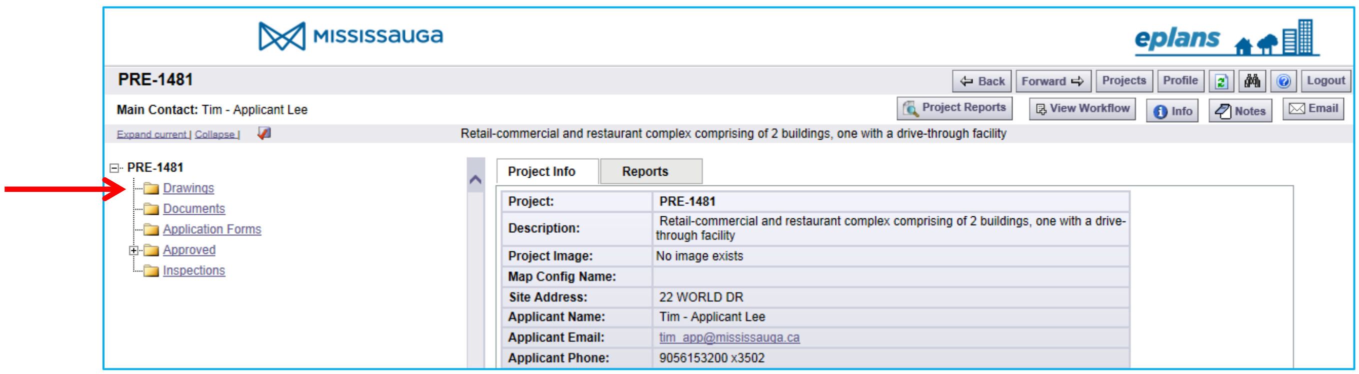
8. Click on the “Save & Calculate Administrative Fees” button under the last step – Sign Application and Pay Fees.

9. Click on the “Submit Request” button.

10. You will receive an invitation to upload email with instructions to upload your drawings, documents and/or application forms.

11. On the Invitation to Submit Plans email, click on “Project Access” link and you will be directed to your project (see below). Note: You may be prompted to login by entering your email address and password.

12. Click on the Drawings folder then click on the “Upload Files” button.

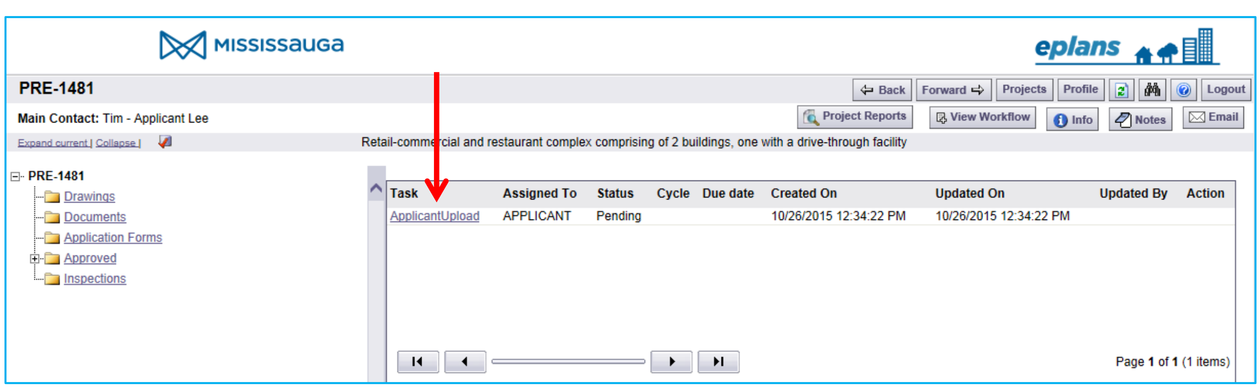


13. Click the “Browse for Files” button to search and select the files you want to upload. When done selecting the files, click the “Upload Files & Save Metadata” button.

14. Click on the view folders button to return to the folders and repeat the upload process for the “Documents” folder, where applicable.

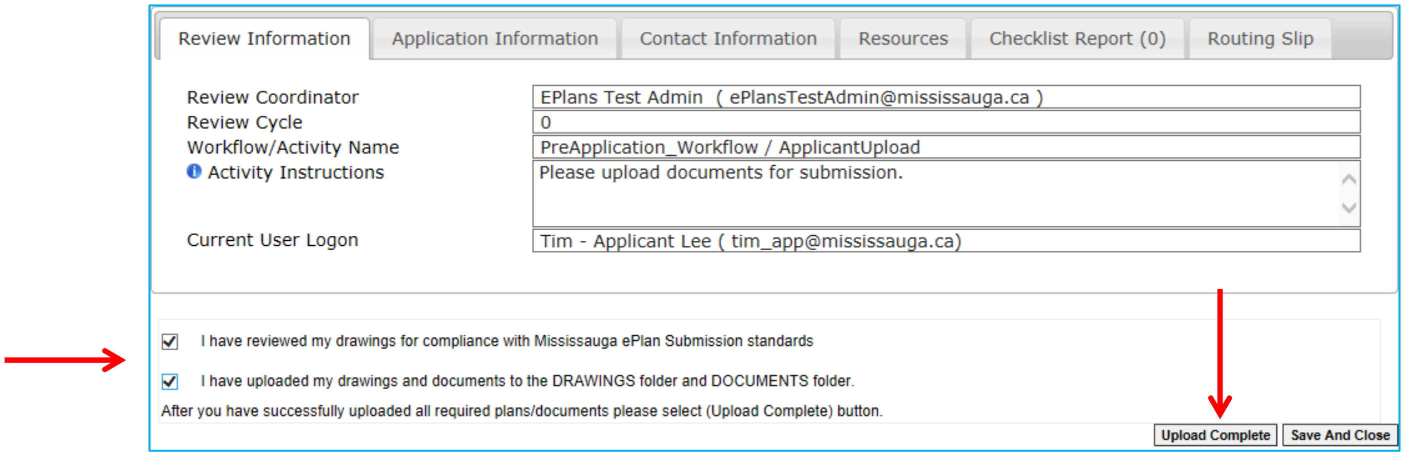
15. When all files have been uploaded, **you must complete the Applicant Upload task in order to notify the City of the application request**.

16. Click the “View Workflow” button, then the “Applicant Upload” under the task column (see below).



17. Accept the task and a new window will appear.

18. Acknowledge that you have successfully uploaded all required drawings, documents and application forms in the applicable folders and click on the "Upload Complete" button.



19. You have now submitted your application request to the City for pre-screening.

Pre-Screening & Acceptance of an Application Request

Pre-screening is a review of your application request by the Planning Services Centre to ensure that all required information has been uploaded and meets the submission standards.

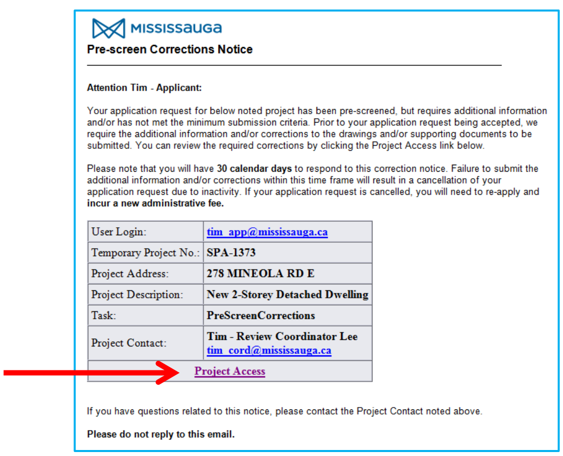
Once an application request is acceptable, a meeting or application fee may be required before the application request is accepted and proceeds to the next step.

Pre-screen Corrections Task

If an application request has been pre-screened, but requires additional information and/or does not meet the minimum submission standards, you will receive an e-mail to complete a pre-screen corrections task. The task will outline what corrections will be required before the application request can be accepted.

To complete your pre-screen corrections task, follow the steps below:

1. Retrieve your pre-screen corrections email and click in the Project Access link.


MISSISSAUGA

Pre-screen Corrections Notice

Attention Tim - Applicant:

Your application request for below noted project has been pre-screened, but requires additional information and/or has not met the minimum submission criteria. Prior to your application request being accepted, we require the additional information and/or corrections to the drawings and/or supporting documents to be submitted. You can review the required corrections by clicking the Project Access link below.

Please note that you will have **30 calendar days** to respond to this correction notice. Failure to submit the additional information and/or corrections within this time frame will result in a cancellation of your application request due to inactivity. If your application request is cancelled, you will need to re-apply and **incur a new administrative fee.**

User Login:	tim_app@mississauga.ca
Temporary Project No.:	SPA-1373
Project Address:	278 MINEOLA RD E
Project Description:	New 2-Storey Detached Dwelling
Task:	PreScreenCorrections
Project Contact:	Tim - Review Coordinator Lee tim_cord@mississauga.ca
Project Access	

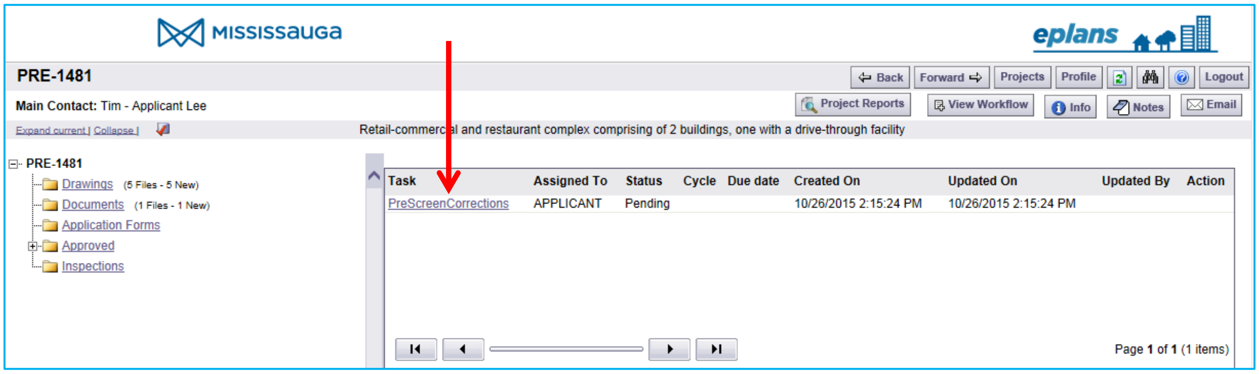
If you have questions related to this notice, please contact the Project Contact noted above.

Please do not reply to this email.

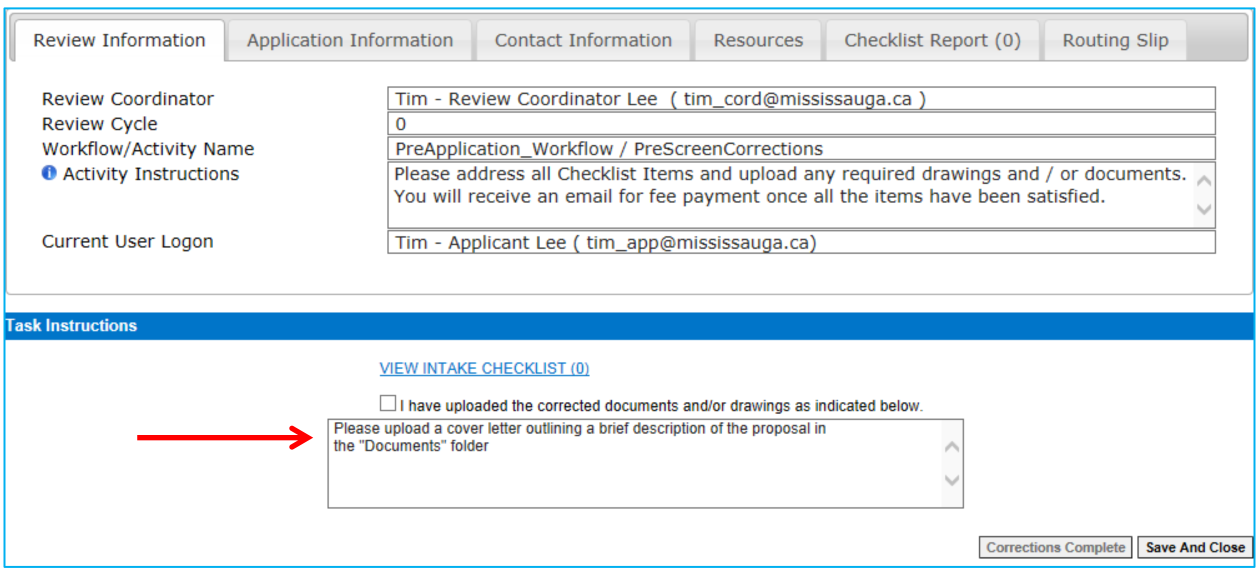
2. Enter your email address and password, if instructed.

3. Click on the “View Workflow” button.

4. Click on the Pre-screen Corrections task under the Task column and accept the task.



5. Review and complete the required corrections under the task instructions (see below).



6. When all required corrections have completed, return to the screen above and click on the "I have uploaded the correct documents…", then the "Corrections Complete" button.

7. You have submitted your corrections to the City for further pre-screening review.

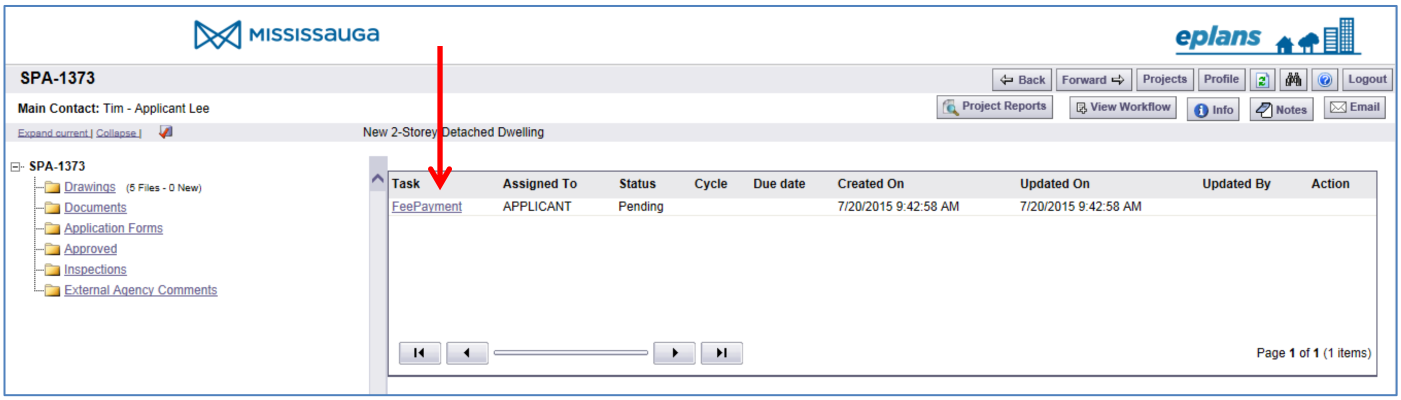
Fee Payment Task

When your application request has been pre-screened to the Planning Services Centre's satisfaction, you may receive a fee payment notice via email. Prior to your application request being accepted, you are required to pay a meeting or application fee and complete the fee payment task.

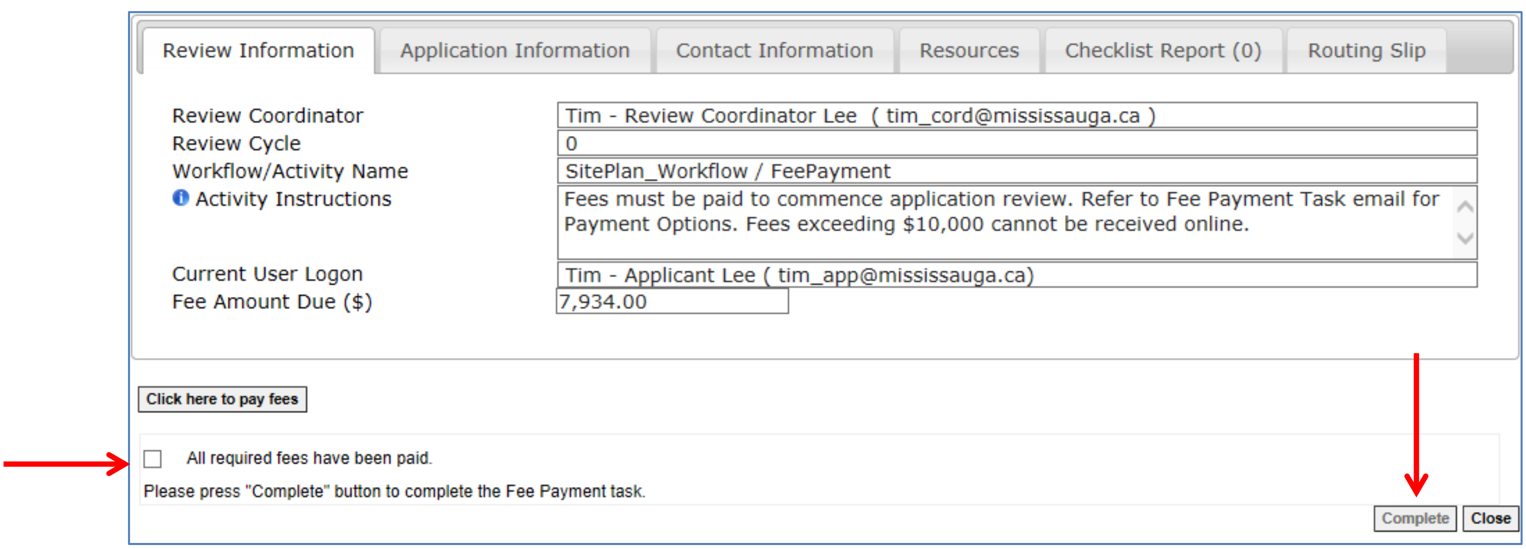
Making a Fee Payment Online

To make a fee payment online, follow the steps below:

1. Retrieve your fee payment notice email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the "View Workflow" button.



4. Click on the Fee Payment task under the Task column and accept the task.
5. Click on the "Click here to pay fees" button and you will be redirected to a secure site to pay your fee.
6. Once you have entered your information and your payment has been confirmed, you must complete your fee payment task by clicking on the check box and then the "Complete" button.



7. You have now completed your fee payment task.

Making a Fee Payment by Mail or In Person

Payments can be delivered to / made at:

City of Mississauga
Planning and Building Department
Development and Design Division, 6th Floor
300 City Centre Drive
Mississauga, ON L5B 3C1

Office Hours – Monday to Friday 8:30 am to 4:30 pm (except statutory holidays)

Please ensure you reference your temporary Project No. and Project Address with your payment.

When your payment has been received, you will receive instructions to complete your fee payment task. **The fee payment task must be completed by you in order for your application request to proceed to the next step.**

Acceptance of Application Request – Temporary Project No. Changed

When your fee payment task has been completed, where applicable, a formal project number will be created. You will be notified via email that your temporary project number (e.g. PRE-1373) is no longer valid, as it has been changed to a formal project number (e.g. DARC 15-123 W2 or PAM 15-321 W5).

When you receive this notification, this means that your application request has been accepted and is being processed.

Pre-Application Meeting Comments

Checklist Items and Changemarks

A checklist item is a textural comment, whereas, a changemark is markup on the drawing or document with a textual comment attached to it.

Viewing Checklist Report

A checklist report is a list of textural comments for your project. The information contained in the checklist report is intended for preliminary information and/or discussion purposes only and shall not be construed as the City's position on the project. Comments are not comprehensive and additional comments will be provided through a formal application submission review.

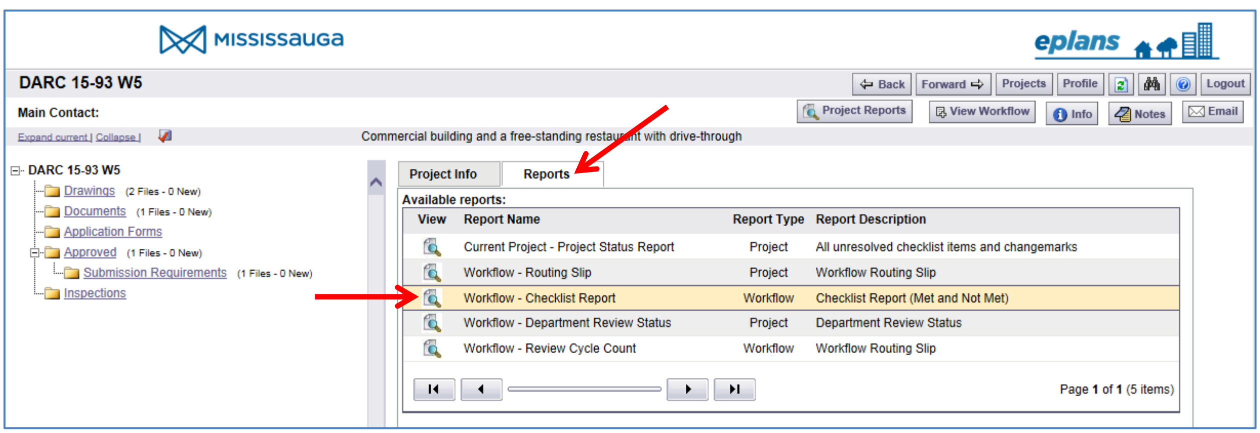
To view your Checklist Report, follow the steps below:

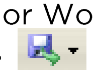
1. Retrieve your “Pre-Application Meeting Completion Notice” email and click in the “Project Access” link.

2. Enter your email address and password, if instructed.

3. Click on the “Reports” tab.

4. Click on the view icon beside the “Workflow – Checklist Report”.



5. To export the Checklist Report to a PDF, Excel or Word document, click on the Export button (disk icon with green arrow). 

Viewing / Publishing Changemarks

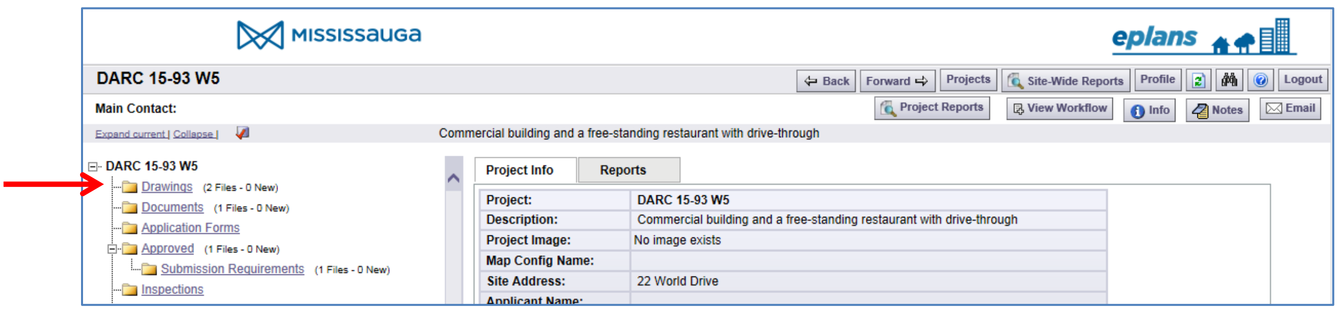
To share the changemarks with consultants, design professionals, etc., you can publish the drawings and/or documents and email it to them. It is not recommended that you share your user account for security purposes.

To publish changemarks on drawings and/or documents, follow the steps below:

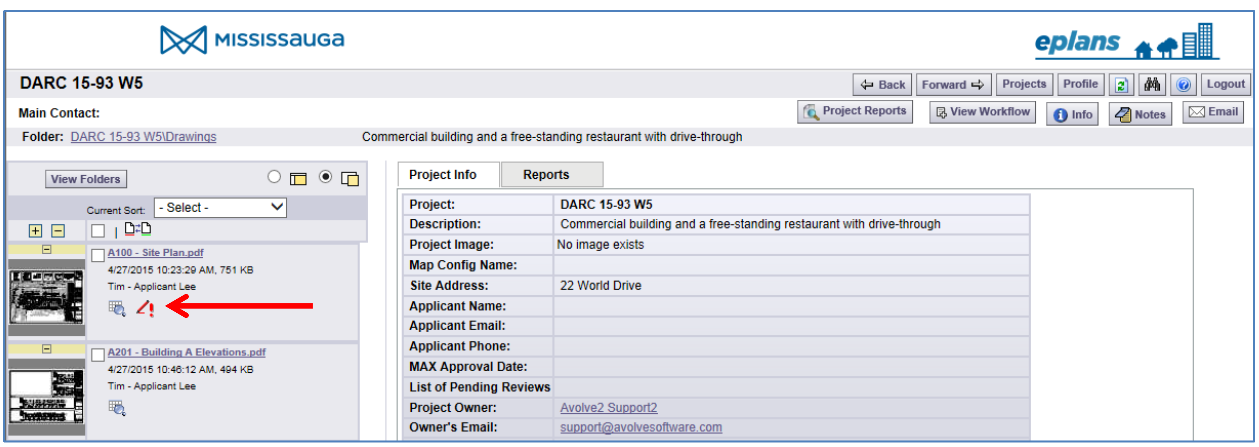
1. Retrieve your “Pre-Application Meeting Completion Notice” email and click in the “Project Access” link.

2. Enter your email address and password, if instructed.

3. Click on the “drawings” folder.

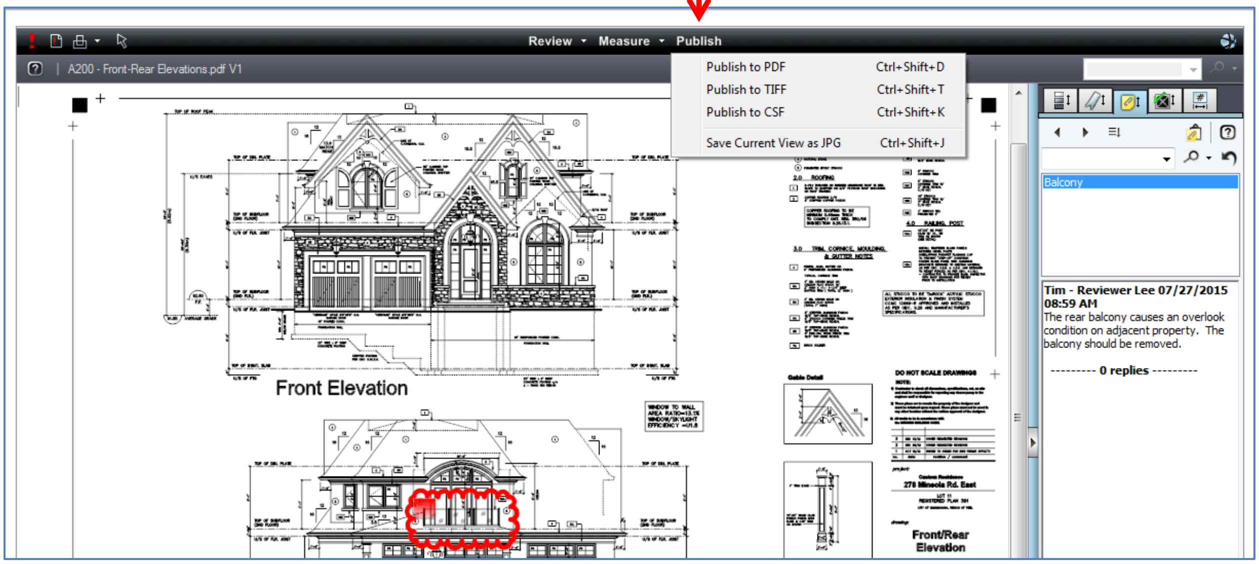


4. Click on the icon with a red pencil with an exclamation mark beside the applicable drawing or document thumbnail. If there is no red icon beside the drawing or document thumbnail, that means there are no changemarks on the drawing or document.



5. Select the mark-ups you want to view and click the “view” button.

6. If you want to publish the drawing or document, click the publish button and select “Publish to PDF” to send the file via email.



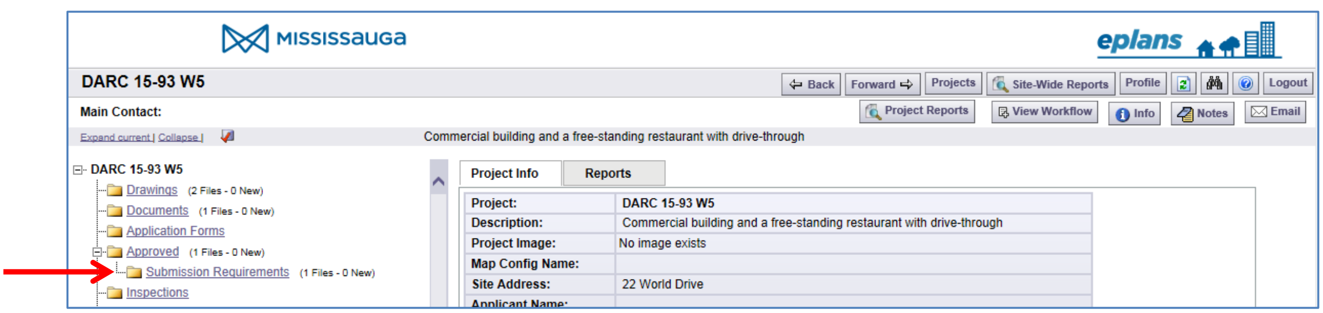
Submission Requirements and/or other applicable Documents

To view the list of requirements for a formal application submission and other applicable documents, follow the steps below:

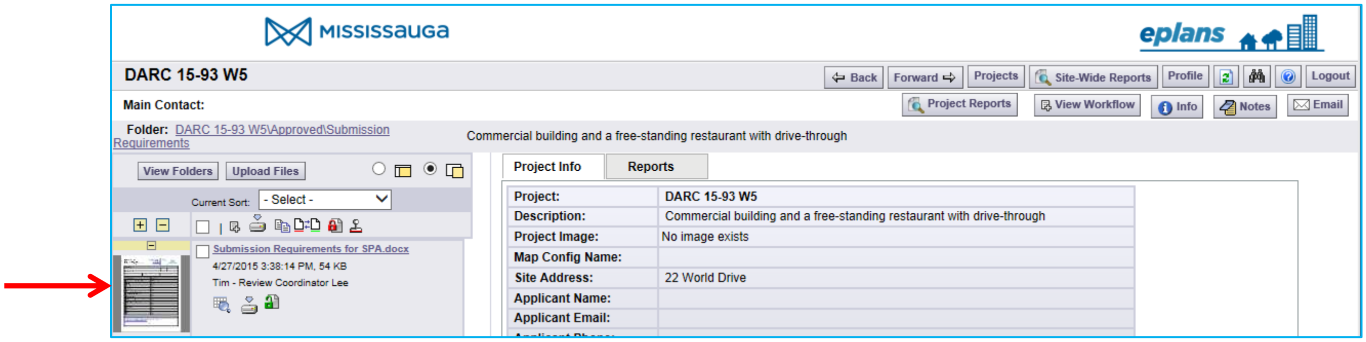
1. Retrieve your “Pre-Application Meeting Completion Notice” email and click in the “Project Access” link.

2. Enter your email address and password, if instructed.

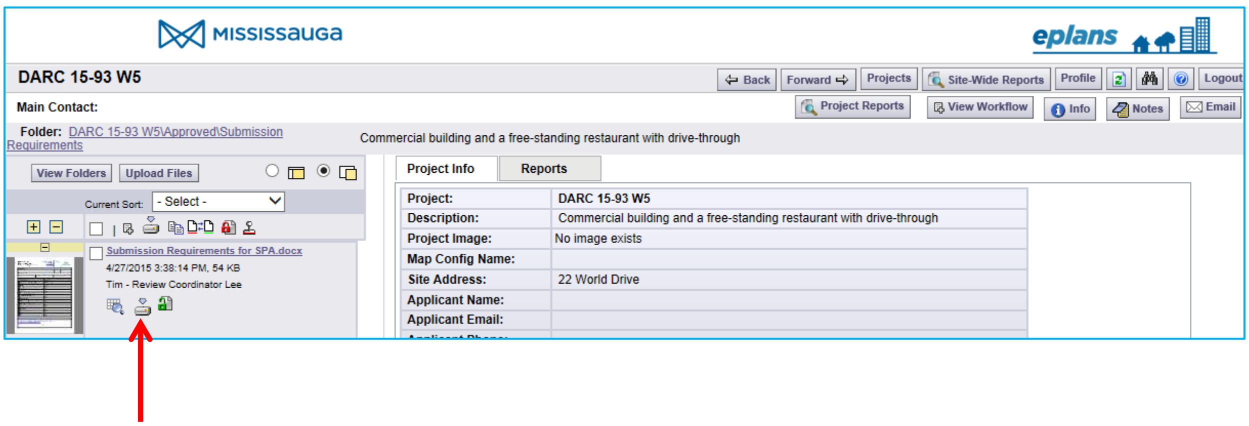
3. Click on the “Submission Requirements” folder.



4. Click on the thumbnail to view the document.



5. To download the document, click on the download icon.



Plan Review Comments & Resubmissions for Site Plan Applications

Plan Review Comments Notice

When your Site Plan application has been reviewed, but has generated comments and/or requires corrections, you will receive a Plan Review Comments Notice via email. You can review the comments and drawing markups by accessing the ePlans site.

Checklist Items and Changemarks

A checklist item is a textural comment, whereas, a changemark is markup on the drawing or document with a textual comment attached to it.

Viewing the Project Status Report

A project status report (PSR) is a list of comments and unresolved checklist items and changemarks for your project.

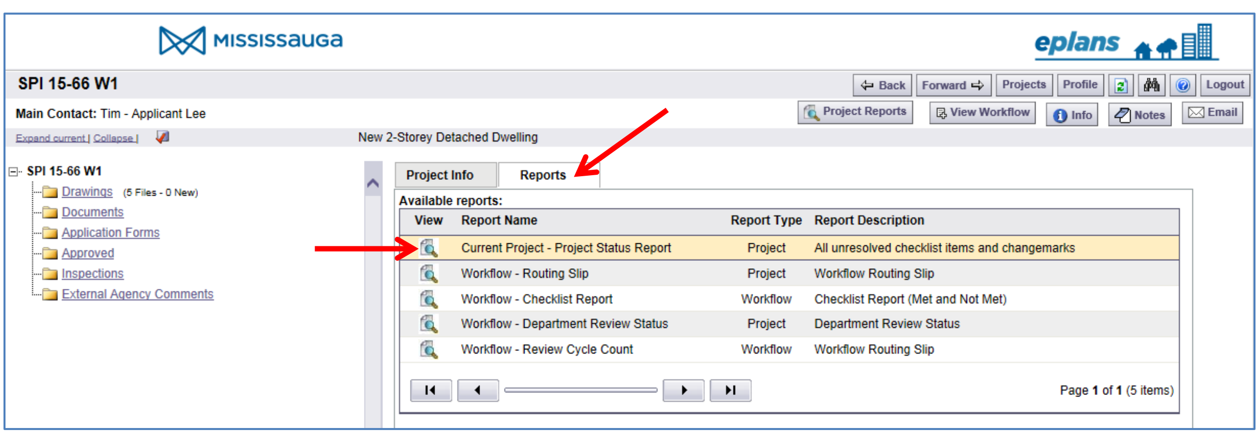
To view the report, follow the steps below:

6. Retrieve your “Plan Review Comments Notice” email and click in the “Project Access” link.

7. Enter your email address and password, if instructed.

8. Click on the “Reports” tab.

9. Click on the view icon beside the “Current Project – Project Status Report”.



10. To export the Checklist Report to a PDF, Excel or Word document, click on the Export button (disk icon with green arrow).

Viewing / Publishing Changemarks

To share the changemarks with consultants, design professionals, etc., you can publish the drawings and/or documents and email it to them. It is not recommended that you share your user account for security purposes.

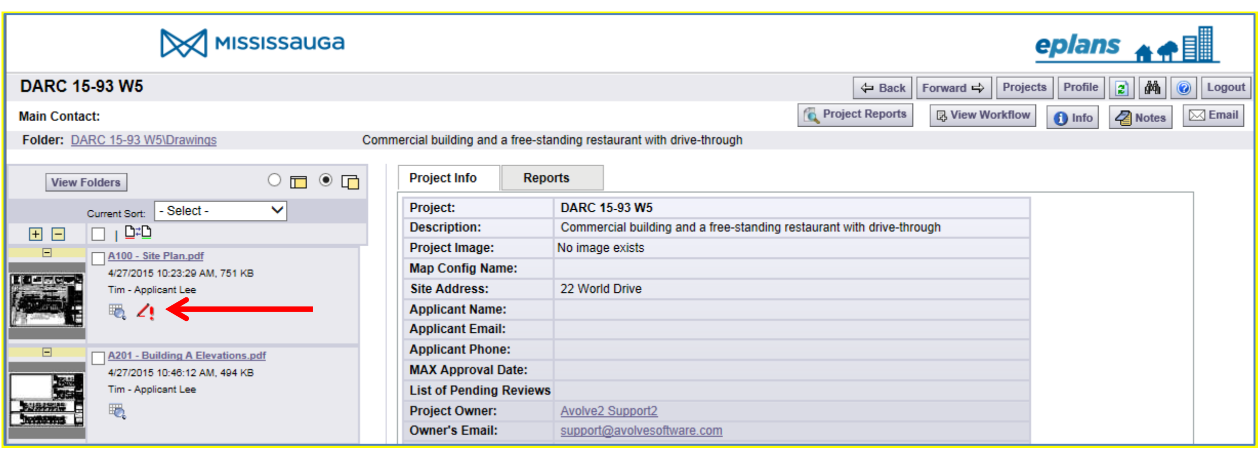
To publish changemarks on drawings and/or documents, follow the steps below:

7. Retrieve your "Plan Review Comments Notice" email and click in the "Project Access" link.

8. Enter your email address and password, if instructed.

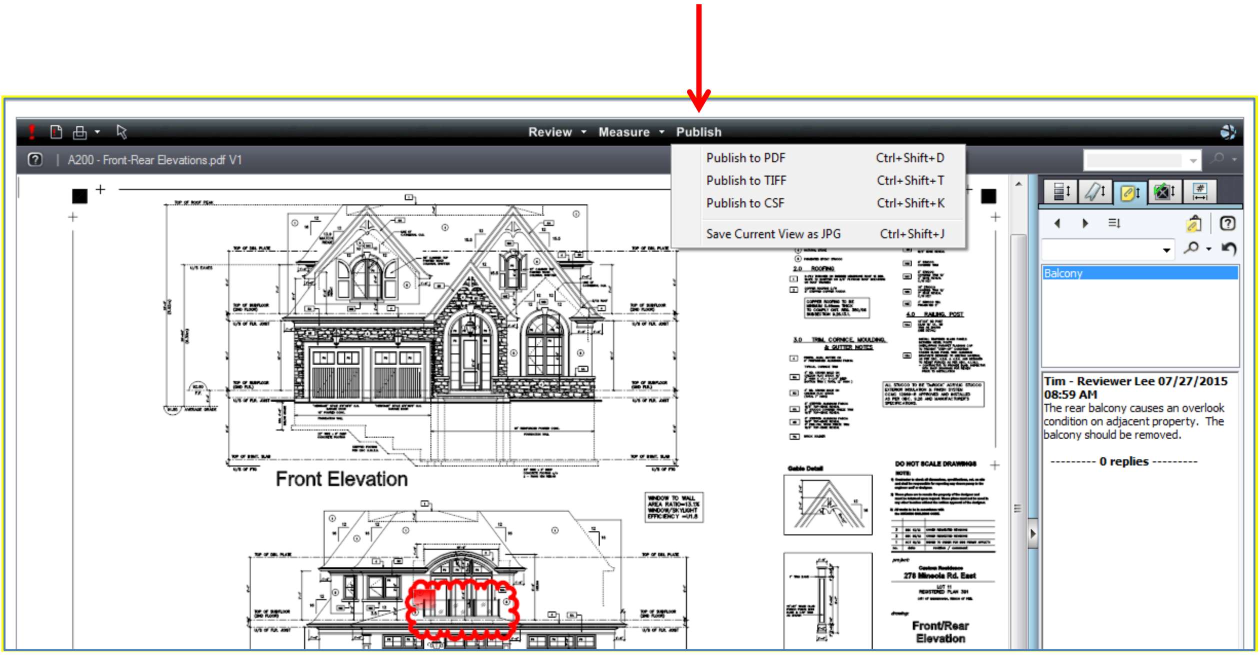
9. Click on the applicable folder (i.e. Drawings, Documents).

10. Click on the icon with a red pencil with an exclamation mark beside the applicable drawing or document thumbnail. If there is no red icon beside the drawing or document thumbnail, that means there are no changemarks on the drawing or document.



11. Select the mark-ups you want to view and click the “view” button.

12. If you want to publish the drawing or document, click the publish button and select “Publish to PDF” to send the file via email.



Addressing/Responding to Checklist Items

To address/respond to checklist items, follow the steps below:

1. Retrieve your Plan Review Comments Notice email and click in the Project Access link.

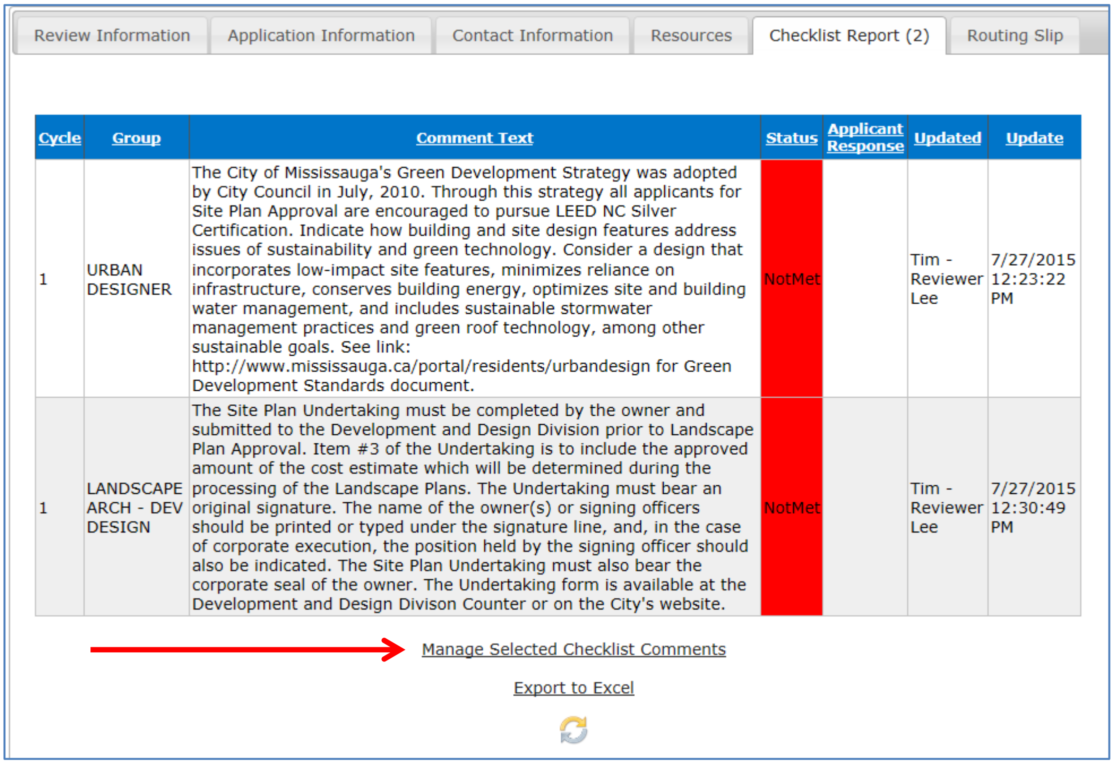
2. Enter your email address and password, if instructed.

3. Click on the “View Workflow” button.

4. Click on the “Applicant Resubmit” task under the Task column and accept the task.

5. Click on the “Checklist Report” tab to view the checklist items.

6. Click on the “Manage Selected Checklist Comments” at the bottom of the page.



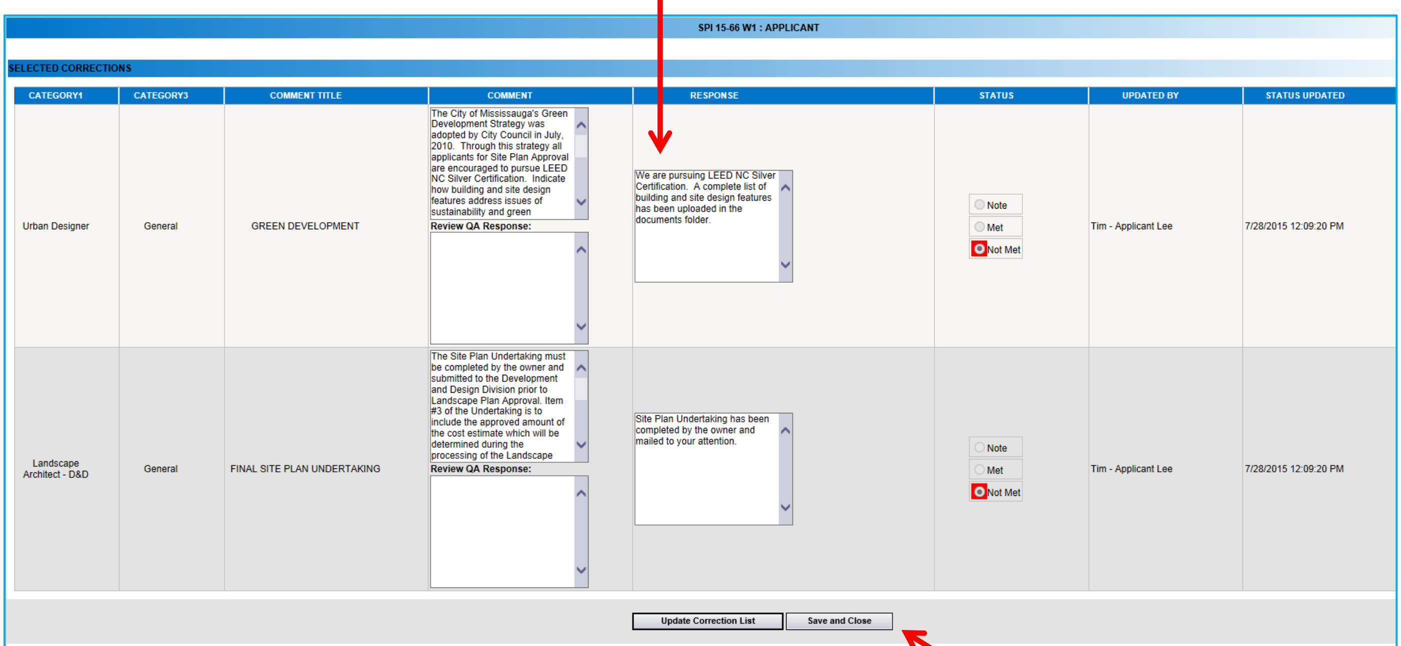
Review Information | Application Information | Contact Information | Resources | Checklist Report (2) | Routing Slip

Cycle	Group	Comment Text	Status	Applicant Response	Updated	Update
1	URBAN DESIGNER	The City of Mississauga's Green Development Strategy was adopted by City Council in July, 2010. Through this strategy all applicants for Site Plan Approval are encouraged to pursue LEED NC Silver Certification. Indicate how building and site design features address issues of sustainability and green technology. Consider a design that incorporates low-impact site features, minimizes reliance on infrastructure, conserves building energy, optimizes site and building water management, and includes sustainable stormwater management practices and green roof technology, among other sustainable goals. See link: http://www.mississauga.ca/portal/residents/urbandesign for Green Development Standards document.	NotMet		Tim - Reviewer Lee	7/27/2015 12:23:22 PM
1	LANDSCAPE ARCH - DEV DESIGN	The Site Plan Undertaking must be completed by the owner and submitted to the Development and Design Division prior to Landscape Plan Approval. Item #3 of the Undertaking is to include the approved amount of the cost estimate which will be determined during the processing of the Landscape Plans. The Undertaking must bear an original signature. The name of the owner(s) or signing officers should be printed or typed under the signature line, and, in the case of corporate execution, the position held by the signing officer should also be indicated. The Site Plan Undertaking must also bear the corporate seal of the owner. The Undertaking form is available at the Development and Design Divison Counter or on the City's website.	NotMet		Tim - Reviewer Lee	7/27/2015 12:30:49 PM

Manage Selected Checklist Comments

Export to Excel

7. Under the response column, provide a response for each checklist item.



SPI 15-66 W1 : APPLICANT

SELECTED CORRECTIONS

CATEGORY1	CATEGORY3	COMMENT TITLE	COMMENT	RESPONSE	STATUS	UPDATED BY	STATUS UPDATED
Urban Designer	General	GREEN DEVELOPMENT	The City of Mississauga's Green Development Strategy was adopted by City Council in July, 2010. Through this strategy all applicants for Site Plan Approval are encouraged to pursue LEED NC Silver Certification. Indicate how building and site design features address issues of sustainability and green Review QA Response:	We are pursuing LEED NC Silver Certification. A complete list of building and site design features has been uploaded in the documents folder.	Note Met Not Met	Tim - Applicant Lee	7/28/2015 12:09:20 PM
Landscape Architect - D&D	General	FINAL SITE PLAN UNDERTAKING	The Site Plan Undertaking must be completed by the owner and submitted to the Development and Design Division prior to Landscape Plan Approval. Item #3 of the Undertaking is to include the approved amount of the cost estimate which will be determined during the processing of the Landscape Review QA Response:	Site Plan Undertaking has been completed by the owner and mailed to your attention.	Note Met Not Met	Tim - Applicant Lee	7/28/2015 12:09:20 PM

Update Correction List | Save and Close

8. After responding to each checklist item, click on the “Save and Close” button at the bottom of the page.

Addressing/Responding to Changemarks

To address/respond to changemarks, follow the steps below:

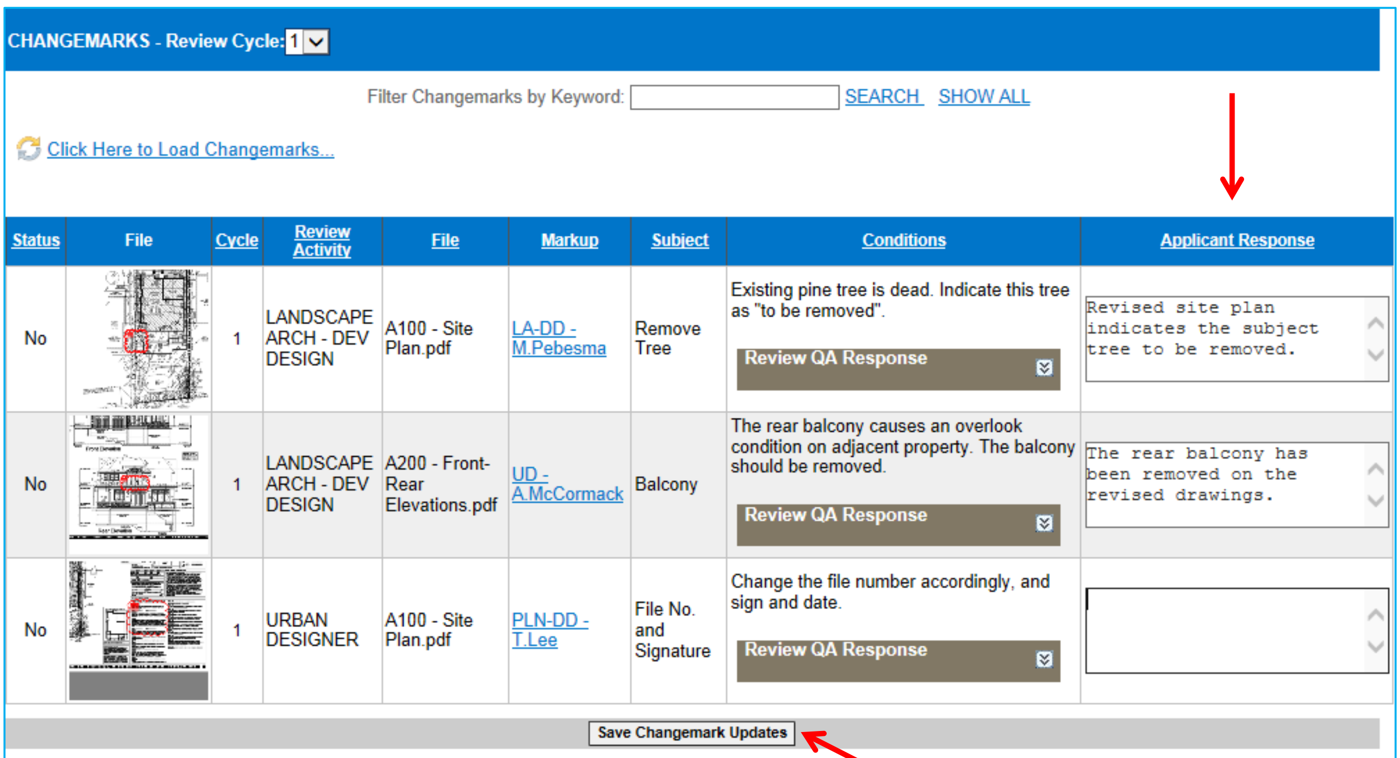
1. Retrieve your Plan Review Comments Notice email and click in the Project Access link.

2. Enter your email address and password, if instructed.

3. Click on the “View Workflow” button.

4. Click on the “Applicant Resubmit” task under the Task column and accept the task.

5. Under the applicant response column, provide a response for each changemark.



CHANGEMARKS - Review Cycle: 1

Filter Changemarks by Keyword: SEARCH SHOW ALL

Click Here to Load Changemarks...

Status	File	Cycle	Review Activity	File	Markup	Subject	Conditions	Applicant Response
No		1	LANDSCAPE ARCH - DEV DESIGN	A100 - Site Plan.pdf	LA-DD - M.Pebesma	Remove Tree	Existing pine tree is dead. Indicate this tree as "to be removed". Review QA Response	Revised site plan indicates the subject tree to be removed.
No		1	LANDSCAPE ARCH - DEV DESIGN	A200 - Front-Rear Elevations.pdf	UD - A.McCormack	Balcony	The rear balcony causes an overlook condition on adjacent property. The balcony should be removed. Review QA Response	The rear balcony has been removed on the revised drawings.
No		1	URBAN DESIGNER	A100 - Site Plan.pdf	PLN-DD - T.Lee	File No. and Signature	Change the file number accordingly, and sign and date. Review QA Response	

Save Changemark Updates

6. After responding to each changemark, click on the “Save Changemark Updates” button at the bottom of the page.

Uploading Revised Drawings and Documents

Revisions to all subsequent drawing submissions must be highlighted or bubbled and numbered, and noted in the drawing revision block.

When revised drawings and/or documents are ready for resubmission, they must be uploaded to the appropriate folders using the SAME FILE NAMES as the original submission for versioning purposes.

To upload revised or additional drawings and documents, follow the steps below:

1. Retrieve your "Plan Review Comments Notice" email and click in the Project Access link.

2. Enter your email address and password, if instructed.

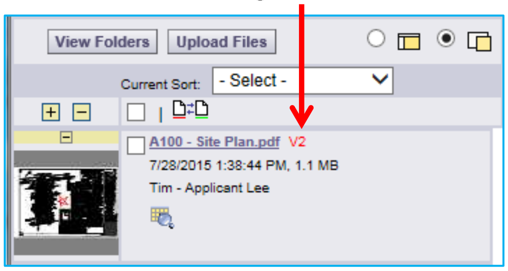
3. Click on the "Drawings" folder to upload drawings.

4. Click the "Upload Files" button.

5. Click the "Browse for Files" button to search and select the files you want to upload.

6. When done selecting the files, click the "Upload Files & Save Metadata" button.

7. When uploading revised drawings using the SAME FILE NAME as the original submission, the system will identify versioning by putting red indicator beside the file name (e.g. V2, V3, V4, etc.).



8. Click on the view folders button to return to the folders and repeat the upload process for the "Documents" folder, if applicable.

Resubmitting

When all revised drawings and documents have been upload, checklist items and changemarks have been addressed/responded to, you must complete the applicant resubmit task.

To complete resubmit task, follow the steps below:

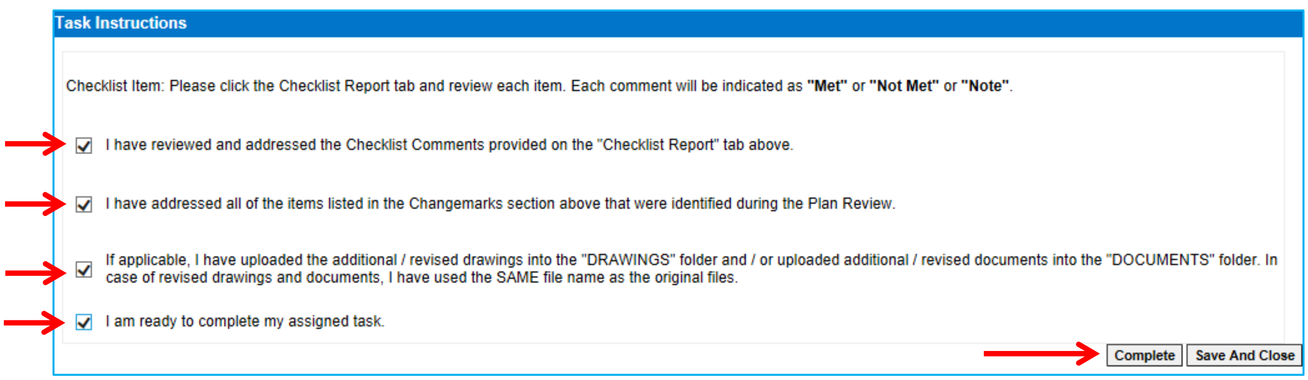
1. Retrieve your "Plan Review Comments Notice" email and click in the Project Access link.

2. Enter your email address and password, if instructed.

3. Click on the "View Workflow" button.

4. Click on the "Applicant Resubmit" task under the Task column and accept the task.

5. Scroll down to the bottom of the page and under the Task Instructions click on all 4 checkboxes and then the "Complete" button.



6. You have now completed your resubmit task.

Site Plan Approval

Site Plan Approval Notice

When your Site Plan application has been approved, you will receive a Site Plan Approval Notice via email. You can download the approved plans from the "Approved" folder by accessing the ePlans service. The approved plans have an approval stamp, including a file no. and date. Site Plan Approval is valid for one (1) year from the date shown on the stamped approved plans.

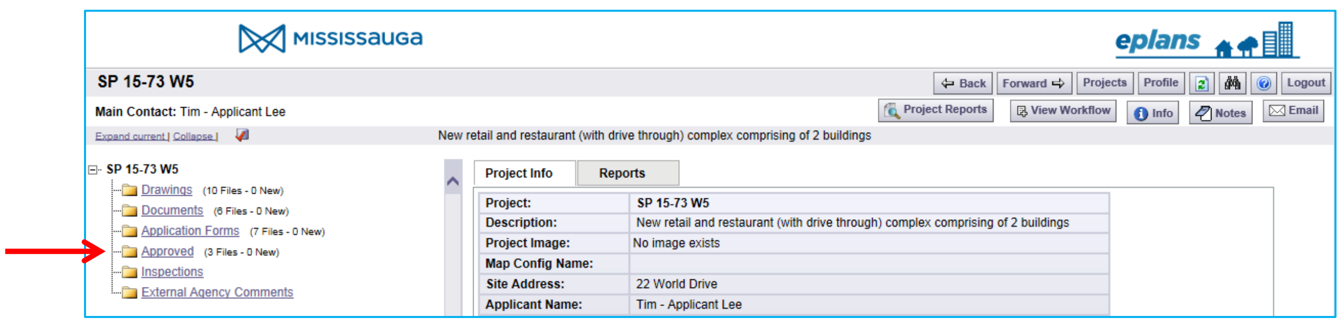
Downloading Approved Plans

To download your approved plans, follow the steps below:

1. Retrieve your "Site Plan Approval Notice" email and click in the Project Access link.

2. Enter your email address and password, if instructed.

3. Click on the "Approved" folder.



4. Click on the download icon  beside the drawing thumbnail and save the approved drawing to your computer.