

Pre-Application Meeting Request For Development Applications

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

Planning and Building Department
Development and Design Division
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Pre-Application Meeting Required

Prior to making a development application, applicants are required to attend a pre-application meeting with the Planning Services Centre (PSC). Pre-application meetings can be requested on-line through Mississauga ePlans.

Drawings and Documents Requirements / Standards

- 1) Site Plan, including the following information:
 - a) Building footprint and dimensions (existing and proposed);
 - b) Building setbacks from all lot lines (existing and proposed);
 - c) Site statistics (e.g. lot area, existing and proposed gross floor area, parking required and provided, etc.);
 - d) Landscaped areas/buffers and dimensions; and
 - e) Site access, driveway location, parking areas and dimensions.
 - 2) Elevation drawings with height dimensions (i.e. floor-to-floor and overall building height).
 - 3) Floor Plans, Survey Plan and images of the property and surrounding area, if available.
 - 4) A cover letter which includes the applicant and property owner name, brief description of the proposal and who will be attending the meeting.
- Drawing sheets and documents should be saved with the proper view orientation, so that the drawings do not require to be rotated to a proper view.
 - File names for all drawings should include the first character of the discipline name (i.e. "A" for Architectural) followed by a 3-digit sheet number and drawing type (i.e. A100 - Site Plan).
 - Each drawing plan sheet must be an independent file. Files submitted with multiple drawing plan sheets will not be accepted.

Mississauga ePlans System Requirements / Instructions

- Step 1** Select your internet browser. Internet Explorer version 10 or higher is the recommended internet browser. Other internet browsers, such as Chrome and Safari may provide a limited experience.
- Step 2** Access Mississauga ePlans at <https://eplans.mississauga.ca>
- Step 3** When using Internet Explorer V10 or higher, you must install the ProjectDox components on your computer. Click the "Install ProjectDox Components" on the login page and follow the instructions.
- Step 4** Turn off the pop-up blocker under Internet Explorer "Tools".
- Step 5** Create an account if you do not have one. Click "Create an Account" on the login page.
- Step 6** Select "Pre-Application Meeting Request Form" and complete the form.
- Step 7** Upload your drawings and documents in the appropriate folder (i.e. "Drawings" or "Documents").
- Step 8** It is important that you **complete your "Applicant Upload" task** to notify/submit your pre-application meeting request to the PSC.
- Step 9** Once you complete your "Applicant Upload" task, the PSC will pre-screen your request and contact you to schedule a pre-application meeting.