

Application for Site Plan Approval

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

Planning and Building Department
Development and Design Division
300 City Centre Drive
Mississauga, ON L5B 3C1
Tel: 905-896-5511
www.mississauga.ca

Application No.
(Office use only)



Notice

In conjunction with this Site Plan application form, the following forms (schedules) must also be completed:

- Schedule A – Property Owner Acknowledge of Public Information and Permission to Enter Property;
- Schedule B – Property Owner Appointment and Authorization of Agent (not required if the applicant is the property owner);
- Schedule C – Environmental Site Screening Questionnaire and Declaration;
- Schedule D – Tree Injury or Destruction Questionnaire and Declaration; and
- Schedule E – Fee Calculation Worksheet for Site Plan applications.

The schedules noted above, if not attached to this application form, can be obtained at:
www.mississauga.ca/portal/residents/pbformscentre.

Should there be no activity on an application over a period of six (6) months from the date of the last activity by either the City or the applicant, the application may be closed by the Planning and Building Department without further notification to the applicant and/or property owner. If the application is closed due to inactivity and you wish to again pursue the application, you will be required to re-apply and incur a new application fee in accordance with the current *Planning Act* Processing Fees By-law.

If you are aware that the application will be held in abeyance for six (6) months or more, and you wish that the application remain open, you must submit in writing the reasons for this request, upon which time the Planning and Building Department will make a determination on the disposition of the application.

If an applicant submits a written request to withdraw or discontinue an application prior to completion of the entire process related to an application, or if the Planning and Building Department closes an application due to inactivity, refunds of application fees in accordance with the applicable *Planning Act* Processing Fees By-law are available.

It is an offence under the Ontario *Building Code Act* to commence construction without a building permit. The City of Mississauga vigorously prosecutes contraventions of the *Building Code Act*. Any owner, contractor and subcontractor who contravenes the *Building Code Act* may be charged with an offence and prosecuted by the City. Repeat offenders may have a Prohibition Order imposed against them.

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your development application. Questions about the collection of personal information should be directed to the Manager, Development Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Tel: 905-615-3200 ext. 5517.

Applicant Initials

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1. Applicant Information

| | | | |
|---|-----------|----------------------|-------------|
| Name | Company | | |
| Address | City | Province | Postal Code |
| E-mail | Phone No. | Additional Phone No. | |
| Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent of Property Owner | | | |

2. Property Information

| |
|-----------------------------|
| Address / Legal Description |
| General Location of Site |

3. Registered Property Owner Information

| | | | |
|---------|-----------|----------------------|-------------|
| Name | Company | | |
| Address | City | Province | Postal Code |
| E-mail | Phone No. | Additional Phone No. | |

5. Project Information

| | | | |
|---|----------------|--------------------|----------------|
| Provide a detailed description of the proposal: | | | |
| Existing GFA to remain: | m ² | Proposed GFA: | m ² |
| Total GFA: | | m ² | |
| Number of Units: | | Number of Storeys: | |

6. Declaration of Applicant

| | | |
|---|---------------------|---------------|
| I, the undersigned, hereby declare that the statements and attached documentation made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application. | | |
| _____ Signature of Applicant | _____ Print name | _____ Date |

Application for Site Plan Approval – Schedule A

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Property Information

Address / Legal Description

Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, the undersigned, being the registered property owner of the above noted property hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print name

Date

Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of the above noted property hereby irrevocably authorize and consent to the City of Mississauga staff to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print name

Date

Application for Site Plan Approval – Schedule B

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Property Information

Address / Legal Description

Property Owner Appointment and Authorization of Agent

I, the undersigned, being the registered property owner of the above noted property hereby authorize

Authorized agent's name / company

as my agent for the purpose of submitting a Site Plan application to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by me/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print name

Date

Application for Site Plan Approval – Schedule C

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Environmental Site Screening Questionnaire and Declaration

For Development Applications – Corporate Policy 09-08-02

Address / Legal Description

- | | |
|--|---|
| 1. What is the current use of the property? | |
| 2. What were the previous uses of the property? | |
| 3. Will lands be dedicated to the City as part of this application, including road allowances, parks and greenbelts? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 4. Is there reason to believe that the lands may be potentially contaminated based on historical land use of this or an abutting site, such as but not limited to: electroplating, the operation of electrical transformer stations, disposal of waste materials, chemical storage, gasoline stations, automotive repair garages and/or dry cleaning plants? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 5. Are there or were there any above ground storage tanks on the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 6. Are there or were there any underground storage tanks or other buried waste on the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 7. For existing or previous buildings on the site, are there building materials remaining which are potentially hazardous to health (e.g. asbestos, PCB's, lead paint, etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 8. Has fill ever been placed on this site? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 9a. Has this property ever had a septic system? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 9b. Does this property currently use a septic system? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 10. Does this property have or has it ever had a well? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 11. Has an Environmental Site Assessment (ESA) been prepared for this site, or is an ESA currently being prepared for this site? If yes, please submit your Phase 1 ESA with your application. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |
| 12. Has a Record of Site Condition (RSC) been completed for this property? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain |

I, _____, of the _____ in the _____
am the registered property owner. I acknowledge that it is the owner's responsibility to ensure that the site is in compliance with all applicable acts and regulations. I further acknowledge that the City of Mississauga and/or the Regional Municipality of Peel are not responsible for the identification and/or remediation of contaminated sites and in any action/proceeding for environmental clean-up or damage. I undertake that I will not sue or claim against the City of Mississauga and/or Regional Municipality of Peel. I hereby declare that the statements made by me in this questionnaire are, to the best of my knowledge and belief, a true and complete representation of the physical conditions, and the present and former uses, of the property. I have the authority to bind the Corporation or Partnership, if applicable.

DECLARED BEFORE ME

at _____,
in the _____,
this _____ day of _____ 20____.

Property owner signature or signing officer

A commissioner, etc.

Name/Stamp of commissioner, etc.

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Application for Site Plan Approval – Schedule D

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Tree Injury or Destruction Questionnaire and Declaration

The City of Mississauga has enacted Private Tree Protection By-law 0254-2012, as amended, that requires a Permit to injure or destroy trees on private property within the City. Furthermore, a Tree Removal Permission process has also been established in certain circumstances. A Tree Permit is required when three (3) or more trees with a diameter greater than 15 cm (6 in) are proposed to be injured or removed due to the owner's desire, or in conjunction with a Site Plan application. The following questionnaire is to be completed and submitted in conjunction with a Site Plan application.

Applicant / Property Owner / Site Information

| | | |
|-------------------|------------------------|----------|
| Address of Site | | Ward No. |
| Name of Applicant | Name of Property Owner | |

Tree Injury or Destruction Questionnaire

- Are there existing trees on the property with a diameter greater than 15cm (6 in.)? ☐ Yes ☐ No
- I intend on injuring or destroying (check all applicable statements):

| | |
|--|----------------------------------|
| <input type="checkbox"/> No trees | No permit or permission required |
| <input type="checkbox"/> All trees having a diameter of 15 cm (6 in.) or less..... | No permit or permission required |
| <input type="checkbox"/> Up to TWO trees with diameters greater than 15 cm (6 in.) within one calendar year | No permit or permission required |
| <input type="checkbox"/> THREE or MORE trees with diameters greater than 15 cm (6 in.) within one calendar year regardless of its condition (i.e. dead, dying and dangerous trees) | Permit or permission required |

Indicate how many trees are subject to injury or destruction: _____
- If a permit is required, have you applied for a permit to injure or destroy the trees? ☐ Yes ☐ No
 If yes, what is the state of the application? ☐ In-process ☐ Approved ☐ Refused Permit No.: _____
- Are there public trees adjacent to the subject property that may be impacted by the proposed construction or development? ☐ Yes ☐ No
- Provide the file no. for any of the following applications currently under review for the subject property.

| | |
|-------------------------------|--|
| Official Plan/Rezoning: _____ | Subdivision: _____ |
| Building Permit: _____ | Site Plan: _____ |
| Pool Enclosure Permit: _____ | Committee of Adjustment: _____ |
| Land Division: _____ | Erosion & Sediment Control Permit: _____ |

Declaration of Applicant

I, the undersigned, hereby declare that the statements made upon this questionnaire and declaration is to the best of my belief and knowledge a true and complete representation of my intentions.

Signature of Applicant / Property owner

Print name

Date

Office Use Only – Summary

Date: _____

| | | |
|------|-------|-----|
| Year | Month | Day |
|------|-------|-----|

Is a permit required? ☐ Yes ☐ No If yes, has an application for a Tree/Permission been submitted? ☐ Yes ☐ No

Copy: Private Tree By-law Inspector, Forestry, 950 Burnhamthorpe Road West

Manager, Development Construction, Transportation & Works Department, 3185 Mavis Road

If building permit is required, and the site is an unregistered plan and site plan, approval is not required.

Personal information on this form is collected under the authority of Section 135 of the *Municipal Act*, 2001, SO 2001 c25, and City of Mississauga By-law 0254-2012, as amended, and will be used for processing tree permit/permissions applications. Questions about the collection of personal information should be directed to the Private Tree Protection By-law Inspector at (905) 615-4311.

Application for Site Plan Approval – Schedule E

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| Fee Calculation Worksheet for a Standard / Major Revision Site Plan Application | | | | | |
|---|-----------|---|----------------|---------------|----|
| BASE FEE ^A | | | | = \$ 8,350.00 | 1 |
| PLUS Residential : | | | | | |
| For first 25 units | \$ 567.00 | x | units | = \$ | 2 |
| For units 26 to 100 | \$ 342.00 | x | units | = \$ | 3 |
| For additional units beyond 100 | \$ 117.00 | x | units | = \$ | 4 |
| TOTAL NUMBER OF UNITS | | | units | | |
| Residential SUBTOTAL (Add Lines 2 to 4) – Maximum \$71,940.00 (\$ 80,290.00 Maximum Charge minus \$ 8,350.00 Base Fee) ^{B C} | | | | = \$ | 5 |
| PLUS Non-Residential (Industrial / Commercial / Institutional) : | | | | | |
| For first 2,000 m ² | \$7.13 | x | m ² | = \$ | 6 |
| For 2,001 to 4,500 m ² | \$ 5.09 | x | m ² | = \$ | 7 |
| For 4,501 to 7,000 m ² | \$ 3.11 | x | m ² | = \$ | 8 |
| Beyond 7,000 m ² | \$ 1.49 | x | m ² | = \$ | 9 |
| TOTAL GROSS FLOOR AREA Non-Residential | | | m ² | | |
| Non Residential SUBTOTAL (Add Lines 6 to 9) – Maximum \$ \$47,320.00 (\$ 55,670.00 Maximum Charge minus \$ 8,350.00 Base Fee) ^D | | | | = \$ | 10 |
| SUBTOTAL (Add Lines 1, 5 and 10) | | | | = \$ | 11 |
| MINUS Development Application Review Committee Fee (if applicable) ^E | | | | - \$ | 12 |
| TOTAL Standard Site Plan Application Fee ^F (Line 11 minus Line 12) | | | | = \$ | 13 |

| Fee Calculation Worksheet for a Minor Site Plan Application – Building Alterations or Site Revisions | | | | | |
|--|-----------|--|----|---------------|----|
| BASE FEE | | | | = \$ 2,569.00 | 14 |
| PLUS Applicable Site Plan Minor Surcharge Fees : | | | | | |
| Planning & Building Department – Site Inventory Review | \$ 642.00 | | \$ | | 15 |
| Transportation & Works Department – Development Engineering Review | \$ 363.00 | | \$ | | 16 |
| Transportation & Works Department – Storm Drainage Review | \$ 128.00 | | \$ | | 17 |
| Transportation & Works Department – Environmental Review | \$ 95.00 | | \$ | | 18 |
| Community Services Department – Fire Review | \$ 74.00 | | \$ | | 19 |
| Community Services Department – Forestry Review | \$ 191.00 | | \$ | | 20 |
| TOTAL Minor Site Plan Application Fee (Add Lines 14 to 20) | | | | = \$ | 21 |

| Fee Calculation Worksheet for an Infill Housing Site Plan Application – New Dwellings, Replacement Housing and Additions | | | | | |
|---|--|--|--|---------------|----|
| BASE FEE : | | | | = \$ 8,187.00 | 22 |
| TOTAL Infill Housing Site Plan Application Fee ^F | | | | \$ | 23 |

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Notes

If there is a discrepancy between this calculation worksheet and the City's *Planning Act* Processing Fees By-law, as amended, the City's *Planning Act* Processing Fees By-law, as amended, will apply.

For the purpose of calculating Site Plan Application fees, floor area deductions are not permitted.

It may be prudent for applicants to consult with the Planning Services Centre of the Development and Design Division to verify the fee calculation before preparing a cheque. Send your completed Fee Calculation Worksheet to eplans.devdes@mississauga.ca.

Payment Options

Fees up to \$10,000.00

- Cheque (made payable to the City of Mississauga)
- Credit Card (on-line or in-person)

Fees Exceeding \$10,000.00

- Cheque (made payable to the City of Mississauga)

A non-refundable \$100.00 administrative fee is payable by credit card at the time of the application request through ePlans. The administrative fee paid will be credited towards the total application fee. **If paying the outstanding application fee by cheque**, please ensure that the payable amount reflects the administrative fee being credited.

Payments by mail or in-person are to be delivered to/made at:

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

Office Hours –
Monday to Friday 8:30 am to 4:30 pm

When making a payment by mail or in-person, please reference your temporary Project No. with your payment.

^A Notwithstanding that the base fee for Site Plan Control – Except for Infill Residential is \$8,350.00, in the case of Non-Residential Commercial Site Plan Control applications, the fee is \$4,560.00 with no additional per square metre charge for applications up to a maximum of 220 m² in C4, CC1 and CC2 base or exception zones. Where a Non-Residential Commercial Site Plan Control application in C4, CC1 and CC2 base or exception zones exceeds 220 m², the \$8,350.00 base fee and other per square metre charges apply.

^B Maximum residential charge per application is \$80,290.00. In the event there is a maximum fee for an application, that maximum fee is inclusive of the base fee, and is the total amount payable.

^C For residential apartment applications with more than one (1) apartment building, maximum charge applies to each building.

^D Maximum non-residential charge per application is \$55,670.00. In the event there is a maximum fee for an application that maximum fee is inclusive of the base fee and is the total amount payable.

^E Amount paid for submission for Development Application Review Committee to be credit towards total application fee applicable at time of application submission.

^F Major revision to application requiring recirculation of application to commenting agencies is 50% of the total application fee, including infill housing.