



# MISSISSAUGA Planning and Building



## Typical Development Approval Cost Guideline Booklet

<b>Introduction</b>	<b>Building Permit Applications</b>	<b>Condominium Applications</b>
<b>Compliance Letters</b>	<b>Exemption from Part-Lot Control</b>	<b>Rezoning/Official Plan Applications</b>
<b>Site Plan Applications</b>	<b>Subdivision Applications</b>	<b>External Contacts</b>

**Development Services  
Strategic Planning and Business Services Division  
300 City Centre Drive - 11th Floor  
Mississauga, Ontario L5B 3C1  
(905) 615-3200**

*Last Update: February 1, 2011*

## **INTRODUCTION**

The Typical Development Approval Cost Guideline has been prepared to provide an applicant with general information regarding the City of Mississauga's requirements and the costs associated with various development applications. It is not all-inclusive, as each development site within the City of Mississauga will have its own unique development characteristics which will affect site specific costs. During the processing of an application the applicant will be advised of the various departmental and agency requirements which relate to a specific property.

### **FORMAT**

The Typical Development Cost Approval Guideline is made up of eight sections. For the most part each development application section is self-contained so as to eliminate the need to search through the entire guideline.

### **EXTERNAL AGENCIES**

While this document deals primarily with the costs and requirements of the City of Mississauga, as part of the approval process applicants will be required to satisfy the requirements of a number of outside agencies, such as the Region of Peel, Enersource Hydro Mississauga, and the conservation authorities. Please contact the agency directly for further information.

### **FEES AND COST ESTIMATES**

Fee and cost estimates have been provided where possible and are accurate as of the date of printing. However all amounts are subject to change and new fees/charges/requirements may be introduced at any time.

### **ADDITIONAL INFORMATION**

Should additional information be required, please refer to the telephone numbers provided in the various sections.

### **COMMENTS**

Please contact Carmen Gucciardi, Development Services, Planning and Building Department, (905) 615-3200, ext. 5517.

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**1.0 BUILDING PERMIT APPLICATIONS**

A building permit application is reviewed by various departments within the City of Mississauga, as well as a number of outside agencies. Depending on the nature and complexity of the development proposed, the applicant will be required to satisfy a number of requirements, which may include the payment of fees, the preparation of drawings by professionals, and obtaining various permits. In reviewing the application, Community Services - Planning Heritage Section may require standards or conditions consistent with those addressed in the Subdivision Application process.

The following information is intended to provide a general overview of the material and costs associated with an application. This information is not all-inclusive and other requirements may be imposed as a condition of permit issuance.

**PLANNING AND BUILDING DEPARTMENT REQUIREMENTS**

**BUILDING PERMIT FEES**

The minimum fee for a permit shall be \$100.00 for residential and \$150.00 for non-residential, unless stated otherwise.

**1.1 CLASS OF PERMIT**

**PERMIT FEE**

**1.1.1** Construct a building as defined by Section 1 of the Building Code Act, including a building intended for farming purposes, may be divided into the following classes of permits:

See Schedule "B" for Building classifications and permit fees.

**1.1.1.1 Complete Building**

For new building construction including additions and alterations to existing buildings (this permit includes associated drains, plumbing and mechanical works, but does not include mechanical site services that serve more than one building.)

**1.1.1.2 Foundation Component**

**1.1.1.3 Foundation to Roof Component (Superstructure)**

**1.1.1.4 Plumbing Component**

**1.1.1.5 Drain Component (this permit may include drains within a building and/or mechanical site services that serve one building only.)**

**1.1.1.6 Mechanical Component**

For heating, ventilation, air conditioning and air contaminant extraction systems

**1.1.1.7 Designated Structures**

Includes all structures designated under Subsection 2.1.2 of the **building code**

**1.1.2** For permits required in Article 1.1.1.1 when divided into partial permits.

\$250.00 additional fee for each partial permit, unless stated otherwise.

- |               |  |   |
|---------------|--|---|
| <b>1.1.3</b>  | Site services (for mechanical site services that serve more than one building.)  | \$150.00 for each building or block of units serviced.  |
| <b>1.1.4</b>  | Sewage System  | \$420.00 for a new or replacement sewage system.<br>\$210.00 for repairs to an existing sewage system.  |
| <b>1.1.5</b>  | Demolish a building.   | \$11.00 per 100 square metres or portion thereof of gross floor   |
| <b>1.1.6</b>  | Authorize occupancy of a building prior to its completion.   | \$100.00 per dwelling unit or \$32.00 per 300m <sup>2</sup> of part thereof of a Commercial or Industrial building.   |
| <b>1.1.7</b>  | Material change (revision) to a plan, specification, or other information accompanying a permit application, or on the basis of which a permit was issued by the Chief Building Official.  | \$75.00 per hour or portion thereof of permit application review and site inspection required in relation thereto, if the hours are worked on regular time or \$115.00 per hour if worked on overtime.  |
| <b>1.1.8</b>  | Permit for change of use   | \$75.00 per hour or portion thereof of permit application review and inspection time, minimum \$150.00.   |
| <b>1.1.9</b>  | Conditional permit   | Regular fee for complete building plus an additional 20% of the fee, minimum \$200.00 to a maximum of \$5,000.00.   |
| <b>1.1.10</b> | Transfer permit (to new owner)   | \$100.00.   |
| <b>1.1.11</b> | Pre-Application Zoning and Applicable Law Review   | 25% of the calculated permit fee in accordance with Schedule "B" for Building Classification and Permit Fees. The full 25% calculated building permit fee will be credited to the applicant upon submission of a completed building permit application. |
| <b>1.2</b>    | In order to compensate the City of Mississauga for additional work and expense in plan examination, if new, additional or revised information is submitted for a permit application which applies to some or all of the permit which has already been reviewed, the greater of \$115.00 or the additional review time spent, measured to the nearest whole |   |

hour, multiplied by the hourly rate of \$75.00, if the hours are worked on regular time or \$115.00 per hour if worked on overtime.

- 1.3** Only **applicants** for building permits with a value of over \$5,000 may elect to either:
- 1.3.1** Pay the full permit fee at the time of application; or
  - 1.3.2** Pay 50% of the full permit fee at the time of application per building permit application to a maximum amount of \$10,000 and the balance at the time of permit issuance.
- 1.4** With respect to work commenced prior to permit issuance or permit application as described in 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5 and 1.1.7 above, to compensate the municipality for the additional expenditure required because of such unlawful commencement, the permit fee prescribed shall be increased by the greater of \$75.00 or with respect to work commenced before permit application 20% and, with respect to work commenced after permit application, but before permit issuance, 10% of the required permit fee based on the entire work to be performed and exclusive of any part into which the application for permit may be sub-divided, to a maximum of \$5,000.00.
- 1.5** An additional re-examination fee of 25% of the total permit fee payable will be required to be paid prior to the issuance of the permit for any permit application made where it was declared complete and the initial review revealed that the application was not in compliance with any applicable law referred to in the Building Code.

## **2. REFUNDS OF PERMIT FEES**

- 2.1** Pursuant to Subsection 5(2) of this By-law, the portion of the total calculated permit fee that may be refunded shall be a percentage of the total fees payable under this By-law, calculated as follows in regard to functions undertaken by the municipality:
- 2.1.1** 85% if administrative functions only have been performed;
  - 2.1.2** 75% if administrative and zoning or **building code** permit application review functions only have been performed;
  - 2.1.3** 55% if administrative, zoning and **building code** permit application review functions have been performed;
  - 2.1.4** 45% if the permit has been issued and no field inspections have been performed subsequent to permit issuance, and
  - 2.1.5** 5% shall additionally be deducted for each field inspection that has been performed subsequent to permit issuance.
  - 2.1.6** 0% after a period of not less than **three (3)** years from the date of application being received, if the application has not been cancelled, or the permit has not been issued, or an issued permit has not been acted upon.
- 2.2** If the calculated refund is less than \$100.00, no refund shall be made for the fees paid.

- 2.3 The refund shall be returned to the owner named on the application for a building permit or person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 2.4 The refund, if applicable, shall be the difference between the total calculated fees for functions undertaken and the deposit made at the time of permit application.
- 2.5 If an overpayment of a permit fee occurs on a permit application and the overpayment is less than \$50.00, the difference will not be refunded.
- 2.6 No refund shall be applicable for the Pre-Application Zoning and Applicable Law Review.

**SCHEDULE "B"**  
**Building Classifications and Permit Fees**

**(1) CALCULATION OF PERMIT FEES**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule.

**Permit Fee** = Service Index (SI) X Total floor area (A),  
where floor area (A) is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating partition work.

**(2) PERMIT FEES**

<b>Building Classification</b>	<b>Service Index (SI)</b>	
	<b>\$/ft<sup>2</sup></b>	<b>\$/m<sup>2</sup></b>
<b>(A) CONSTRUCTION:</b>		
New buildings and additions:		
Group A: Assembly Occupancies		
Schools, libraries, churches, theatres, arenas, gymnasiums, pools, restaurants, recreation centre	1.31	14.12
Transit stations, subways, bus terminals	1.18	12.66
Banquet hall in a restaurant	1.31	14.12
Group B: Institutional Occupancies		
Hospital, nursing homes, care homes, etc.	1.55	16.73
Group C: Residential Occupancies		
Detached, semis, townhouses, duplexes (≤4,000ft <sup>2</sup> )	0.96	10.29
Detached, semis, townhouses, duplexes (>4,000ft <sup>2</sup> )	1.21	13.00
All other multiple unit apartment buildings	0.86	9.27
Hotels, motels	1.26	13.58
Residential addition	0.84	9.04

<b>Building Classification</b>	<b>Service Index (SI)</b>	
	<b>\$/ft<sup>2</sup></b>	<b>\$/m<sup>2</sup></b>
Unheated addition	0.74	7.91
Detached garage/shed building to single dwelling	0.37	3.96
Issued Repeats to detached, semis, townhouses, duplexes ( $\leq 4,000\text{ft}^2$ )	0.86	9.27
Issued Repeats to detached, semis, townhouses, duplexes ( $>4,000\text{ft}^2$ )	1.08	11.64
<b>Group D: Business and Personal Services Occupancies</b>		
Office buildings (shell) up to 10 storeys	0.87	9.38
Office buildings (finished) up to 10 storeys	1.10	11.87
Offices buildings (shell) 10 storeys and over	0.97	10.40
Office buildings (finished) 10 storeys and over	1.18	12.66
Funeral homes, banks, medical clinic, fire halls, etc.	1.18	12.66
<b>Group E: Mercantile Occupancies</b>		
Retail stores (shell/ strip plazas)	0.79	8.47
Retail stores (finished) supermarkets, department stores, car dealerships, etc.	0.97	10.40
<b>Group F: Industrial Occupancies</b>		
Warehouses, factories (shell)( $\leq 20,000\text{ft}^2$ )	0.61	6.55
Warehouses, factories, (Single tenancy) (finished) ( $\leq 20,000\text{ft}^2$ )	0.70	7.57
Warehouses, factories (shell)(20,001 to 50,000ft <sup>2</sup> )	0.54	5.76
Warehouses, factories, (Single tenancy) (finished)(20,001 to 50,000ft <sup>2</sup> )	0.60	6.44
Warehouses, factories (shell)( $>50,000\text{ft}^2$ )	0.44	4.75
Warehouses, factories (Single tenancy) (finished)( $>50,000\text{ft}^2$ )	0.50	5.43
Gas stations, car washes	0.80	8.59
Canopies over gas pumps, outside storage, etc.	0.33	3.61
Parking garages (underground)	0.44	4.75
Parking garages (open air)	0.39	4.18
Mezzanines and racking system	0.42	4.53
Offices in warehouses or factories	0.26	2.82
<b>Miscellaneous:</b>		
Permanent tents, air supported structures	0.32	3.39
Pedestrian bridges, crane runways, etc.	0.21	2.26
Farm buildings	0.32	3.39
Finishing basements (Detached, semis, townhouses, duplexes)	0.32	3.39
Unfinished basement (except detached, semis, townhouses, duplexes)	0.32	3.39
Repair or reclad wall (per surface area)	0.02	0.22



<b>Building Classification</b>	<b>Service Index (SI)</b>	
	<b>\$/ft<sup>2</sup></b>	<b>\$/m<sup>2</sup></b>
Ceiling (new or replacement)	0.03	0.34
Parking garage repairs	0.13	1.35
Sprinkler	0.03	0.32
Trailers or buildings on construction	0.74	7.91
 <b>(B) ALTERATIONS:</b>		
Interior alterations and partitioning to new construction and change of occupancy classification:		
Group A: Assembly occupancies (restaurants, churches, etc.)	0.37	3.96
Group B: Institutional occupancies	0.27	2.88
Group C: Residential occupancies	0.27	2.88
Group D: Business and personal services occupancies	0.27	2.88
Group E: Mercantile occupancies	0.27	2.88
Group F: Industrial occupancies <50,000 ft <sup>2</sup>	0.27	2.88
>50,000 ft <sup>2</sup>	0.14	1.51
 <b>(C) RENOVATIONS:</b>		
Renovations, change of tenancy and minor alterations with less than 50% of partition relocation:		
Group A: Assembly occupancies (restaurants, churches etc.)	0.18	1.94
Group B: Institutional occupancies	0.14	1.51
Group C: Residential occupancies	0.14	1.51
Group D: Business and personal services occupancies	0.14	1.51
Group E: Mercantile occupancies	0.14	1.51
Group F: Industrial occupancies	0.14	1.51
 <b>(D) OTHER MISCELLANEOUS WORK:</b>		
New portable classrooms, new mobile homes, etc.	<b>Flat Fee</b> \$375.00 each	
Moving or relocating a building (portable classrooms, etc.)	\$160.00 each	
Temporary tents	\$125.00 each	
City temporary tents (see note #7)	\$125.00	
Communication and transmission towers	\$210.00 each	
Foundation for Tanks, Silos, Dust Collectors, etc.	\$210.00 each	
Demising walls only	\$160.00 each	
Fire alarms	\$160.00 each	
Electromagnetic locks	\$150.00 each max. \$600.00	
Decks, porches, basement walkout, etc. to single dwelling	\$100.00 each	
Fireplaces, wood stoves, etc.	\$100.00 each	
Window replacements (except for single dwelling)	\$5.00 each	
Underground and above ground storage tank	\$210.00 per tank	
Balcony Repairs guard replacements (per lin. ft or m.)	\$10.00 per balcony	
Retaining walls (per lin. ft. or m.)	\$2.10/ft or 6.89/m	

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*This document is prepared for the guidance of applicants involved in the development process and is not all-inclusive. The applicant is advised to contact all relevant Departments and Agencies to determine the requirements which pertain to a specific application*

		<b>Service Index (SI)</b>	
		<b>\$/ft<sup>2</sup></b>	<b>\$/m<sup>2</sup></b>
<b>(E)</b>	<b>MECHANICAL COMPONENTS:</b>		
	Heating, ventilation, air conditioning etc. (work independent of building permit):		
	Group A: Assembly occupancies	0.08	0.86
	Group B: Institutional occupancies	0.07	0.75
	Group C: Residential occupancies	0.07	0.75
	Group D: Business and personal service occupancies	0.07	0.75
	Group E: Mercantile occupancies	0.07	0.75
	Group F: Industrial occupancies	0.07	0.75
	<b>Miscellaneous Work:</b>		
	Commercial kitchen exhaust (including related make-up air)		<b>Flat Fee Per Unit</b>
	Spray booth, dust collector etc.		\$210.00
	Furnace replacement		\$210.00
	Boiler replacement		\$100.00
	Boiler replacement for single dwelling		\$210.00
	Minor alterations to mechanical systems (Duct work only, space heater, exhaust fan, etc. unit heater, rooftop unit, make-up air unit etc.)		\$100.00
<b>(F)</b>	<b>PLUMBING AND DRAIN COMPONENTS:</b>		
	Plumbing Fixtures:		<b>Fee per Fixture</b>
	Group A: Assembly occupancies		\$ 21.00
	Group B: Institutional occupancies		\$ 21.00
	Group C: Detached, semis, townhouses and duplexes		\$ 21.00
	All other residential buildings		\$ 21.00
	Group D: Business and personal services occupancies		\$ 21.00
	Group E: Mercantile occupancies		\$ 21.00
	Group F: Industrial occupancies		\$ 21.00
	<b>Miscellaneous Work:</b>		
	Inside sanitary and storm piping	<b>\$/lin.ft.</b>	<b>\$/lin.m</b>
	Outside water services, sanitary and storm piping (when not included in complete building permit or permit for site services)	0.31	1.03
		0.94	3.10
<b>(G)</b>	<b>Signs</b>		
	All Signs		<b>FEES</b>
			\$21.00/m <sup>2</sup> /\$1.95/ft <sup>2</sup> or part thereof, of the sign area of each sign face. (minimum \$150.00)

**NOTES:**

1. Fees for classes of permit not described or included in this schedule shall be determined by the Chief Building Official.
2. The occupancy classification shall be established in accordance with the occupancy definitions of the **Ontario Building Code**.
3. Except as provided in Item 5, the floor area is the sum of the areas of all floors including basement and shall be measured to the outer face of the walls.
4. No deductions shall be made for openings within the floor area; i.e. stairs, elevators, ducts etc.
5. A garage serving only the dwelling unit to which it is attached or built in and an unfinished basement located within a dwelling unit shall not be included in the area calculations.
6. Issued models (house types) are referred to as "issued repeats". An issued repeat application is a repeat of the identical house design that the applicant builder has previously submitted as a model for which a building permit has been issued.
7. City temporary tents are one or more tents which are installed as part of an outdoor special event which is hosted by a nonprofit organization.

**BUILDING DIVISION FEES:**

- **PERMIT FOR CHANGE OF USE**
  - \$75.00 per hour (\$150.00 minimum)
  
- **CONDITIONAL PERMIT**
  - Regular building permit fee must be paid  
Plus an additional 20% of fee - \$200.00 minimum, to a maximum of \$5,000.00
  
- **TRANSFER PERMIT TO NEW OWNER**
  - \$100.00
  
- **SITE SERVICES** - for mechanical site services that serve more than one building
  - \$150.00 for each building or block of units serviced
  
- **SEWAGE SYSTEM**
  - \$420.00 for a new or replacement sewage system
  - \$210.00 for repairs to an existing sewage system
  
- **OCCUPANCY PRIOR TO COMPLETION**
  - \$100.00 per dwelling unit
  - \$32.00 per 300 m<sup>2</sup> or part thereof of a commercial or industrial building
  
- **ZONING CERTIFICATE**
  - \$150.00 per application
  
- **PERMIT FEE WHERE AN ORDER TO COMPLY EXISTS**
  - Regular building permit fee plus an additional charge of 10 or 20% of the permit fee (\$75.00 minimum)
    - ▶ 10% if an order is issued on or after the date of application
    - ▶ 20% if an order was issued prior to the date of application
  
- **LLBO CLEARANCE LETTERS**
  - \$200.00

- **INDUSTRIAL ZONING PACKAGE**
  - \$5.00
  
- **MOTOR VEHICLE DEALERS/LICENSES/INSPECTION STATIONS LETTER**
  - \$60.00
  
- **BUILDING DIVISION INFORMATION OR CLEARANCE LETTERS**
  - \$100.00
  
- **REVIEW OF HOUSE MODEL DRAWINGS (EARLY REVIEW)**
  - \$1,500.00
  
- **DUPLICATE SET OF DRAWINGS (COUNTER)**
  - \$75.00 per hour or part thereof, basic fee for first hour or less of remarking time and at the rate of each additional hour or \$75.00 plus cost of photocopying
  
- **GENERAL INFORMATION**
  - Every applicant shall furnish sufficient plans, specifications, documents and other Information, to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the *Building Code Act*, zoning by-law and any other applicable law. The Chief Building Official may refuse an application if any of the required information is deemed to be incomplete or insufficient at the time of application.
  
- For further information please call (905) 615-3200 ext. 5622.

**1.1.2 SIGN FEES**

- Sign Permits
 

Permanent Signs:	Minimum application fee of
- Ground Signs	\$110.00 and \$55.00 per sign in
- Facia Signs	excess of 2 signs
- Billboard Signs	
  
- |                                    |                |
|------------------------------------|----------------|
| Portable Signs on Private Property |                |
| Online Service                     | \$90.00/ sign  |
| Counter Service                    | \$100.00/ sign |
  
- |  |                |
|--|----------------|
| Portable Signs on City Road Allowance:<br>(Applicable only to the Region of Peel<br>and to Community Groups and<br>Registered Charities) |                |
| Online Service   | 90.00/ sign    |
| Counter Service  | \$100.00/ sign |
  
- |                            |                                 |
|----------------------------|---------------------------------|
| New Development Home Signs | \$100.00/sign per calendar year |
|----------------------------|---------------------------------|

Sidewalk Signs	\$100.00/sign per calendar year
Inflatable Signs	\$100.00/sign
Portable Signs for Festivals	\$100.00/ward within which any signs are located per Festival Event
● Sign Variance	
• Application Fee	\$ 850.00
• Application fee for an existing sign	\$ 1,500.00/ application for an existing sign erected without a sign permit

- Notes:**
1. If a building permit fee is required for a sign, building permit fees will be applied.
  2. Sign removal and storage fees are set on in the Sign By-law.
  3. All sign permit and sign variance fees are due on application and are non-refundable.

- For further information please call (905) 615-3200 ext. 4046

**1.1.3 DEVELOPMENT CHARGES**

Development charges are payable prior to the issuance of all building permits for new homes and for most non-residential developments which will result in an increase in gross floor area. For further information please contact Development Services, (905) 615-3200 ext. 5523.

- **NON-RESIDENTIAL DEVELOPMENT**

**City of Mississauga\***

Storm Water Management	\$76,043.40 per net ha
Other Services-Industrial (as determined by the City of Mississauga)	\$51.83 per m <sup>2</sup> GFA
Other Services - Non-Industrial	\$63.75 per m <sup>2</sup> GFA

**Region of Peel\***

Industrial (as determined by the City of Mississauga)	\$63.05 per m <sup>2</sup> GFA
Non-Industrial	\$90.29 per m <sup>2</sup> GFA

<b>Peel District School Board</b>	\$ 2.80 per m <sup>2</sup> GFA
<b>Dufferin-Peel Catholic School Board</b>	\$ 2.91 per m <sup>2</sup> GFA

- **RESIDENTIAL DEVELOPMENT**

**City of Mississauga\***

Storm Water Management \$76,043.40 per net ha

**Other Services\***

Small Units (70 m<sup>2</sup> or less) \$6,362.57 per unit

Apartments: \$12,235.70 per unit

Other Residential \$15,897.94 per unit

**Region of Peel**

Small Units (70 m<sup>2</sup> or less) \$ 6,275.91 per unit

Apartments \$12,069.05 per unit

Other Residential \$16,896.65 per unit

**Go Transit**

Small Units (70 m<sup>2</sup> or less) \$167.11 per unit

Apartments \$322.46 per unit

Other Residential \$451.44 per unit

**Peel District School Board** \$1,309.00 per unit

**Dufferin-Peel Catholic School Board** \$450.00 per unit

**\*Rates are valid for building permits issued as of July 31, 2011.**

**1.1.4 SITE PLAN APPROVAL**

- Site plan approval may be required as a condition of building permit issuance. The site plan approval process is briefly outlined in the Site Plan Approval section of this brochure - please refer to the Site Plan Approval Manual for full details, which is available from the Planning and Building Department, 11th. floor or contact the Development and Design Division at (905) 896-5511.

**1.2 TRANSPORTATION AND WORKS DEPARTMENT REQUIREMENTS**

**1.2.1 LOT GRADING FEES:**

Lot Grading Inspection Fee for In-Ground or On-Ground Pools (residential above-ground pools are exempt)	\$100 per site
Residential Property – Lot Grading Deposit Release Under the discretion of the Development Construction section and in the absence of a Final Lot Grading Certificate by a P.Eng or OLS, the City may perform an inspection to release an unclaimed deposit	Return of Deposit less \$500 fee
Commercial Property – Lot Grading Clearance Under the discretion of the Development Construction section and in the absence of a Final Lot Grading Certificate by a P.Eng or OLS, the City may perform an inspection to release an unclaimed deposit	\$500 per site
Lot Grading (Subdivision) Investigation For non-compliance of approved grading plan, lands covered by a Servicing Agreement - First Inspection - Second and Subsequent investigations	No Charge \$1,000 per occurrence
Lot Grading (Infill) Investigation For non-compliance of approved grading plan, lands not covered by a Servicing Agreement - First Inspection - Second and Subsequent investigations	No Charge \$50
Variance Approval to Residential Lot Grading after Registration of Subdivision - before building construction started - after building construction started	\$150 per request \$500 per request
Waiver of lot grading not covered by a Servicing Agreement	\$50
Variance to Block Grading in Industrial/Commercial or Multiple Family areas after Approval of the Servicing Agreement - 0 to 0.25 ha (0 to .6 acres) -0.25 to 0.5 ha (0.6 to 1.2 acres) - over 0.5 ha (over 1.2 acres)	\$500 per block \$750 per block \$1,000 per block

- Note: Additional letters of credit may be required depending on the complexity of the site - ie. fencing, retaining walls, etc.
- For further information please call (905) 615-3200 ext. 5136 or 5176

**1.2.2 MUNICIPAL SERVICES PROTECTION DEPOSIT (MUD TRACKING) AND LOT GRADING DEPOSITS**

- A municipal services protection deposit is required prior to building permit issuance for all residential and non-residential development (new and additions). The deposit is returned following an inspection by the City to determine that subsequent to construction, City sidewalks and streets are clean and have not been

damaged (does not apply to unassumed plans of subdivision)

A lot grading deposit is required prior to building permit issuance (does not apply to un-assumed plans of subdivision). The deposit is returned following the receipt of a final lot grading certificate and an inspection by the City to determine if the final grades meet the grades approved as part of the building permit process

<b>Municipal Services Protection – Lot Grading Deposits – No Site Plan Required</b>		
<b>Item</b>	<b>Refundable Deposit</b>	<b>Permit/ Administration Fee</b>
Residential: In-ground pool	\$1,000.	\$100. admin fee
Residential: Above-ground pool	\$500.	\$100. admin fee
Residential: Addition to existing structure (ie. small job such as a porch or small deck	\$500.	\$100. admin fee
Residential: Addition to existing structure under 15 meters of frontage	\$1,000.	\$100. admin fee
Residential: Addition to existing structure over 15 meters of frontage	\$1,500.	\$100. admin fee
Residential: New construction	\$150./m of frontage	\$100. admin fee
Industrial: Addition to existing structure	\$150./m of frontage to a max of \$5,000.	\$100. admin fee
Industrial: New construction	\$150.00/m of frontage to a	\$100. admin fee
<b>LOT GRADING DEPOSITS</b>		
Installation of residential in-ground-pool	\$5,000.	\$100. admin fee per application and \$100. inspection fee per site
Residential new construction – Standard Lot	\$5,000.	\$100. admin fee
Residential new construction – deposit amount depends on site specifics	\$7,500 - \$10,000 or a deposit amount as determined by Development Construction	\$100. admin fee
Residential – addition to existing structure	Deposit amount as determined by Development Construction	\$100. admin fee
Industrial – addition to existing structure	Deposit amount as determined by Development Construction	\$100. admin fee
Industrial – new construction - Up to 1 ac (0.41ha) - Per additional acre (0.41 ha) of land, to a maximum of \$15,000	\$7,500. \$1,500.	\$100. admin fee



Retaining Wall	100% of the estimated cost as determined by Development Construction	\$100. admin fee
<b>Municipal Services Protection (MSPD) and Lot Grading (LGD) Deposits FOR SITE PLAN CONTROLLED AREAS (Part of building permit application)</b>		
MSPD residential, addition or new	A deposit amount as determined by the Site Plan Coordinator	\$100. admin fee
MSPD industrial, addition or new	A deposit amount as determined by the Site Plan Coordinator	\$100. admin fee
LG residential or industrial, new construction	A deposit amount as determined by the Site Plan Coordinator	\$100. admin fee
LG residential or industrial addition to existing structure	A deposit amount as determined by the Site Plan Coordinator	\$100. admin fee

- For further information please call (905) 615-3200 ext. 5136 or 5176

**1.2.3 ACCESS APPROVAL - 0.3M RESERVES**

Where a 0.3m reserve restricts access, an application to lift the reserve must be filed with Transportation and Works - the requirements are as follows:

- ▶ completed application form
  - ▶ fee of \$525 per property (additional Legal Services charges may apply)
  - ▶ draft reference plan prepared by an Ontario Land Surveyor - subsequent to approval, the plan is to be registered at the applicant's cost
  - ▶ where the applicant is required to contribute to a road that has been constructed by another land owner, the applicant will be required to contribute to the road in the amount of \$818.31 per linear metre
- For further information please call (905) 615-3200 ext. 5796

**1.2.4 EROSION AND SEDIMENT CONTROL PERMIT**

- Required for all land disturbances in excess of one hectare (2.47 ac.) in size and for all properties abutting a body of water, ie. river, creek, lake, etc. The City's Erosion and Sediment Control By-law regulates topsoil stripping and stockpiling activities. The permit is valid for 180 days, and may be extended by the Commissioner of Transportation and Works one or more times for an additional 180 days. Any person who contravenes the By-law and fails to comply with a Notice of Contravention is liable to a fine of \$5,000 per offence.
- The following material is required when submitting an Erosion and Sediment Control Application:
  - ▶ fee of \$500.00 + security deposit plus \$25.00 per hectare for developments

- greater than one ha
  - ▶ fee of \$75.00 + security deposit for developments less than one hectare in size, which abut a water course (ie. single residential lots)
  - ▶ letter of credit for 100% of the approved estimated cost of the construction and maintenance of the sediment control measures
- Renewal Fee of Erosion and Sediment Control Permit – Renewal fee upon expiry of original permit. (renewal valid for 6 months/180 days)
 

Site Less than 1.0 ha:	\$75.00 per extension
Site 1.0 ha to less than 5.0 ha:	\$225.00 per extension
Site 5.0 ha to less than 20 ha:	\$300.00 per extension
Site 20 ha or greater:	\$350.00 per extension
- For further information please call (905) 615-3200 ext. 5930

**1.2.5 MISCELLANEOUS COSTS/REQUIREMENTS**

- Assigning New Civic Address: \$52.00 per address
- Boulevard nodding
- Topsoil and sodding deposit
- Retaining wall deposits
- Special construction and technical deposits
- Provision of storm sewer connection
- Grading certification
- Road closure \$2,000.00
- Road closure signage \$200 per closure location
- Servicing agreement revisions/Engineering Drawings \$500.00 per application
- Curb reinstatements \$120.00 /linear metre + tax \$500 min.
- Curb improvements \$45.00 /linear metre + tax \$90 minimum
- Curb cut \$45.00/linear metre + tax \$90 minimum
- Administration Fee – Approved Access Modification permit \$100.00
- Road cut permits (inspections) \$250.00/connection + tax
- Storm sewer connection and road cut re-instatement inspection \$450.00/trunk connection + tax
- Culvert installations & extensions \$250.00 /linear metre + tax \$500 min
- Culvert removal \$100.00 /linear metre + tax \$500 min
- Road and storm sewer recovery costs \$818.31/linear metre + tax
- Road reinstatement after utility cut Actual cost + 10% Administration
- Catchbasin installation for culverts over 60 feet \$500.
- Lifting .3m reserves \$540
- Reinstatement of road inspection after sanitary sewer or water connection \$250./connection + tax
- Storm water connection and road cut reinstatement inspection \$450./connection + tax
- Splash Pad Removal or Installation \$90.00/m2 \$500 minimum
- Road closure to facilitate private \$2,000.00

contractors	
• Sidewalk installation: Residential	\$135 per m <sup>2</sup> \$500 minimum
Industrial/Commercial	\$150 per m <sup>2</sup> \$500 minimum
• Change of address requests	\$545. + tax
• Street Name Change	\$1,500
• Assignment of new Municipal Address(es)	\$50/address or unit assigned
• Road Occupancy Permit – Disposal Bins	no charge
• Road Occupancy Permit - Construction	\$280./permit + security
• Road Occupancy Permit –Mobile Crane	\$280./permit + security
• Road Occupancy Permit – Special Provision Shoring and Tie Back Deposit for works within ROW	\$50.00 per m <sup>2</sup>
• Road Occupancy Permit – Special Provision Complex Projects	\$4,000/permit + security
i. Encroachment Enclosure Fee (hoarding, fencing, etc.)	\$1.00/m <sup>2</sup> per month
ii. Dewatering Fee	\$150/month
iii. Aerial Crane Trespass	\$17/day
• Road Occupancy Permit – Special Provision Re Complex Construction – revision/extension to an existing permit	\$2,000. per revision/extension
• Road Occupancy Permit – Connections:	
Sanitary Sewer – Road Inspection	\$380. per connection + security
Water – Road Inspection	\$380. per connection + security
Storm Sewer – Road Inspection	\$600. per connection + security
Water/Sanitary (Regional) and Storm (Municipal) in the same trench – Road Inspection	\$600. per connection + security

- Permit Inspection Fee for All Works  
 Except Storm, Sanitary and Water
  - For Works valued at \$16,700 or less \$500 + security
  - For Works valued at \$16,701 or more \$3% of value of works + security
- For further information please call (905) 615-3200 ext. 5136 or 5176

**1.3 COMMUNITY SERVICES DEPARTMENT REQUIREMENTS**

**1.3.1 FIRE AND EMERGENCY SERVICES**

- Prior to building permit issuance, fire approval may be required, as adequate provisions must be made for fire fighting purposes, in compliance with the Ontario Building Code and/or the Ontario Fire Code. The applicant is required to have the necessary drawings prepared by a qualified professional architect or engineer.
- Fire Route Application - must be completed if a fire access route is required
  - application fee of \$177.00

• Inspections:

Commercial	Fee
Up to 10,000 sq. ft. (929 sq. m)	\$166.00
Inspect each additional 3,000 sq. ft. (279 sq. m)	\$26.00
Inspect each occupancy in addition to base building	\$51.00
Repeat follow up inspections on a violation	\$68.00
Industrial	
Industrial base building or 1 occupant up to 10,000 sq. ft (929 sq m)	\$216.00
Inspect each tenant/occupant in addition to base building	\$51.00
Repeat follow up inspections on a violation	\$68.00
Residential	
Daycare, Group Home, Single Family Residence, PLASP, 1 to 2 floors	\$128.00
<b><u>Multi-Tenant Low Rise – 3 to 6 floors</u></b>	
Inspect base building	\$316.00
Inspect each tenant/occupant/apartment	\$6.00
<b><u>Multi-Tenant High Rise – Over 6 floors</u></b>	
Inspect base building	\$417.00
Inspect each tenant/occupant/apartment	\$8.00
Repeat follow up inspections on a violation	\$49.00

- For further information please call (905) 615-3200 ext. 5908

**1.3.2 URBAN FORESTRY**

As part of its ongoing plan to be an environmentally responsible community, City Council has initiated a by-law with respect to regulating the injury and removal of trees on private property. The tree permit policies regulate the removal of trees by requiring residents and landowners to obtain a City permit to remove and replant trees under specific conditions. It also enables the City to impose fines and penalties for unauthorized removal of trees from privately-owned land.

Tree Removal Permission:	\$0.00 if all trees are considered by the Forestry Section as dead, dying or hazardous
	\$320.00 – for the removal of 5 trees, each with a diameter greater than 15cm, plus \$71.00 for each additional tree with a diameter greater than 15cm to a maximum of \$1,433.00
Owner’s Appeal to Planning and Development Committee	\$100.
Fines:	\$10,000 (maximum)- first conviction \$20,000 (maximum) subsequent conviction
Street Tree Replacement of an existing tree that has been damaged or destroyed	\$550.
Administration Fee for recoveries related to Forestry services within the road allowance	\$315.

- For further information please contact Forestry at 905-615-3200 ext. 5384

**PLANNING AND HERITAGE**

As part of the Building Permit and/or Demolition Permit issuance process, the applicant is required to satisfy outstanding requirements of the Community Services Department, Planning and Heritage Section. All or some of the below noted items may apply and will be based on executed agreements, site conditions and requirements. For further information please call (905) 615-3200 ext. 5382, or consult the Community Services Standards, available online at:

**[www.mississauga.ca/portal/business/communityservicesstandards](http://www.mississauga.ca/portal/business/communityservicesstandards)**

- **Parkland Dedication/Cash-In-Lieu Payment**  
Cash-in-lieu of park or other public recreational purposes is required to be paid prior to building permit issuance. Refer to section 1.4.3.
  
- **Fulfillment of Development and Servicing Agreement Requirements**  
Hoarding, fencing, notification signage and other requirements associated with existing development and servicing agreements generated through the Subdivision, Rezoning and Committee of Adjustment application processes may apply. Contact the Community Services Department – Planning and Heritage Section to determine what pre-existing ‘Prior to Building Permit Issuance’ requirements may apply.
  
- **Inspection Fee for prematurely arranged, deficient or incorrectly executed subdivision, site plan works or park/greenbelt, buffer deficiencies: \$150.00**  
The fee must be paid in advance and must be accompanied by a completed “Request for Inspection” form. Clearances for building permits and other approvals may be delayed.

Additionally, the Community Services Department - Planning and Heritage Section may request that the Committee of Adjustment enact requirements in keeping with those found under 2.3, Subdivision Applications, and 3.3.2, Rezoning/Official Plan Applications.

**1.4 CORPORATE SERVICES DEPARTMENT REQUIREMENTS**

**1.4.1 COMMITTEE OF ADJUSTMENT - MINOR VARIANCES**

- In cases where a building permit or zoning certificate have been applied for and withheld due to non-compliance with the City’s zoning by-law, the applicant may apply for a minor variance to the provisions of the by-law from the Committee of Adjustment. The fees, payable at the time of application are as follows:

**Minor Variance Fees**

- Residential applications \$600.00/application
  
- Multiple residential applications \$600.00/application (first 10

- (10 or more within a plan of subdivision) applications) \$50.00/application for each additional application over 10
- All other applications \$800.00/application

**Note:** Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities.

- For further information please call (905) 615-3200 ext. 5442

**1.4.2 LAND DIVISION**

- An application to the Land Division Committee is required in situations where a property owner wishes to sever a parcel of land. For example, should a property owner wish to create a new building lot by dividing a property and the new lot complies with the minimum by-law requirements, then the consent of the Land Division Committee is required. The Land Division Committee considers applications for the division of land, the granting of easements and rights-of-way and the granting of partial mortgages and leases in excess of 21 years. Application forms are available at the City of Mississauga Committee of Adjustment office.

- **Fees**

- New lots and lot additions: \$2,000/application (includes Certificate Fee payable at time of application)
- Validation of Title, Lease, Easement Mortgage or Partial Discharge of Mortgage, Foreclosure or Power of Sale: \$1,200/application
- Request for a change of a condition: \$500/condition
- Certificate Fee: \$375
- Certificate of Validation: \$1,200/application

**Note:** Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities.

- For further information please call (905) 615-3200 ext. 5442

### 1.4.3 CASH-IN-LIEU FOR PARKS PURPOSES

#### 1.4.3.1 PARKLAND DEDICATION/CASH-IN-LIEU FOR PARKS PURPOSES

As a condition of development or redevelopment, the conveyance of land for park and recreational purposes, or cash in lieu for parks purposes or a combination of land and cash is required. Payment is required prior to building permit issuance.

- **Residential**

- Medium - High Density: \$7,650.00 per unit - amount to be verified/adjusted prior to building permit issuance
- Singles and Semis
- 5% land dedication or cash in the amount of 5% of the market value of the lands, fully serviced, based on an appraisal prepared by the City of Mississauga, or the fixed unit cost, whichever is greater (the parkland requirement is determined by using either 5% of the net land area or 1ha/ 300 dwelling units)

- **Non-residential**

- 2% land dedication **or** cash in the amount of 2% of the market value of the lands, fully serviced, based on an appraisal prepared by the City of Mississauga

- Fee for processing refunds for cash in lieu for parks purposes payments for closed building permit applications: \$400.00

- For further information please call (905) 896-5382

#### 1.4.3.2 ENCROACHMENT AGREEMENT

- Encroachment Agreement Application Fee (non-refundable) - \$500.00 per application

### 1.4.4 LEGAL SERVICES FEES

- Lifting of .3m reserves – review, preparation and registration of by-law: \$530.00 plus disbursements and all applicable taxes
- Encroachment Agreements – review and registration of basic Encroachment Agreement: \$530.00 plus disbursements and all applicable taxes
- Basic Document Agreements – preparation, review and/or registration of various documents including, but not limited to Private Fire Hydrant Agreements, Off Site Parking Agreements, Shared Use Agreements, etc.: \$530.00 plus disbursements and all applicable taxes
- Complex Document Agreements – preparation, review and registration of complex documents, including, but not limited to, Limiting Distance and Spatial Separation Agreements Structural Support Agreements, Joint Utility Corridor Agreements, Encroachment Agreements Shared Facilities Agreement, Assumption Agreements, Future Mutual Access Agreements, Section 37 Planning Act Agreements, etc: \$2,650.00 to \$15,000.00 plus disbursements per Agreement, depending on the complexity and time spent as determined by the City Solicitor, Legal Services and all applicable taxes





**NOTE:** In cases where both a water connection fee and a sanitary sewer connection inspection are required, the site servicing drawing will be reviewed to determine the fees required.

- **Meter Installation Charges**

16mm x 19mm Meter	\$260.00
19 mm Meter	\$314.00
25 mm Meter	\$372.00

### **1.5.3 CONSERVATION AUTHORITY - (*Credit Valley, Halton or Toronto Region*)**

Lots adjacent to water courses or valleys may be subject to special development restrictions, which may require approval from the appropriate authority prior to building permit issuance. It is the applicant's responsibility to obtain a stamped site plan from the appropriate conservation authority and submit it to the Building Division. Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities.

## 2.0 SUBDIVISION APPLICATIONS

When developing a plan of subdivision a developer is required to install a number of services, which may have considerable cost implications. The following information, provides general information regarding the types of works and costs that may be associated with the development of a plan of subdivision.

Subdivision applications are filed with the Development and Design Division of the City of Mississauga Planning and Building Department. For further information, please contact 905-896-5511. *Please refer to the Subdivision Development Application Manual, which is available at the Planning and Building Department Counter, 11th Floor, for full application requirements.*

### 2.1 PLANNING AND BUILDING DEPARTMENT

#### 2.1.1 SUBDIVISION APPLICATION FEES - RESIDENTIAL AND NON-RESIDENTIAL

The City of Mississauga planning fees payable for subdivision applications are broken down into two components - the first being a “set” application fee, and the second component being a fee, which is based on the development potential of the application (ie. site area, number of units, etc.). For plan of subdivision applications processed in conjunction with a Zoning By-law Amendment application, only 50% of the applicable per unit, per square metre or per hectare fees shall be required with the subdivision application.

#### 2.1.2 APPLICATION FEES

City of Mississauga: **\$4,300.00 PLUS**

Detached, Semi-detached & Townhouse Dwellings	\$320.00 per unit
All other Residential, Commercial or Institutional uses	\$1.60 per m <sup>2</sup> if building gross floor area is over 500 m <sup>2</sup>
Industrial and Office Uses	\$2,700.00 per gross hectare
Maximum Fee	\$48,000.00

Re-circulation of application due to lapsing of draft approval 50% of total application fee

Major Revision to Application requiring recirculation to commenting agencies 50% of total application fee

Revision to draft approved plan requiring circulation: 50% of total application fee

Region of Peel: \$10,000.00

Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities

**SURCHARGE FEES**

Community Services – Heritage Review	\$1, 280.00
Planning and Building – Environmental Review (Natural Heritage and/or Natural Hazards) Base Fee	\$1,600.00 Plus
- if Environmental Impact Statements (EIS) Minor required <sup>(1)</sup>	\$2,690.00
- if Environmental Impact Statements (EIS) Major required <sup>(2)</sup>	or \$8,720.00

NOTES:

1. EIS Minor refers to no encroachment into a natural area.
2. EIS Major refers to encroachment into a natural area.

**2.1.3 APPLICATION FEE REFUNDS**

If a person submits a written request to withdraw or discontinue an application for a planning matter 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 are available in accordance with the following:

<b>AMOUNT OF REFUND</b>	<b>STAGE IN PROCESS</b>
90% Refund	Prior to circulation of the application
70% Refund	Following circulation of the application and prior to consideration of the Information Report by the Planning and Development Committee (PDC)
50% Refund	Following consideration of the Information Report to PDC and prior to consideration of the Supplementary Report by PDC/Council
10% Refund	Following consideration of Supplementary Report and prior to the issuance of conditions of draft plan of subdivision approval

No refund shall be available upon completion of the entire process related to the application

- For further information please call (905) 896-5511

**2.1.5 DEVELOPMENT CHARGES - DEVELOPMENT SERVICES**

Development charges are payable prior to the issuance of all building permits for new homes and for most non-residential developments which will result in an increase in gross floor area. For further information please contact Development Services, (905) 615-3200 ext. 5523.

- **NON-RESIDENTIAL DEVELOPMENT**

- **City of Mississauga\***

Storm Water Management	\$76,043.40 per net ha
Other Services-Industrial (as determined by the City of Mississauga)	\$51.83 per m <sup>2</sup> GFA
Other Services - Non-Industrial	\$63.75 per m <sup>2</sup> GFA

- **Region of Peel\***

Industrial (as determined by the City of Mississauga)	\$63.05 per m <sup>2</sup> GFA
Non-Industrial	90.29 per m <sup>2</sup> GFA

<b>Peel District School Board</b>	\$2.80 per m <sup>2</sup> GFA
<b>Dufferin-Peel Catholic School Board</b>	\$2.91 per m <sup>2</sup> GFA

- **Residential Development**

- **City of Mississauga\***

Storm Water Management	\$76,043.40 per net ha
<b>Other Services*</b>	
Small Units (70 m <sup>2</sup> or less)	\$ 6,362.57 per unit
Apartments	\$12,235.70 per unit
Other Residential	\$15,897.94 per unit

- **Region of Peel**

Small Units (70 m <sup>2</sup> or less)	\$ 6,201.50 per unit
Apartments	\$11,925.93 per unit
Other Residential	\$16,696.30 per unit

- **Go Transit**

Small Units (70 m <sup>2</sup> or less)	\$167.11 per unit
Apartments	\$322.46 per unit
Other Residential	\$451.44 per unit

<b>Peel District School Board</b>	\$1,309.00 per unit
<b>Dufferin-Peel Catholic School Board</b>	\$ 450.00 per unit

\*Rates are valid for building permits issued as of July 31, 2011.

**2.1.6 LEGAL SERVICES FEE**

The Legal Services Fee of \$2,650.00 + tax + disbursements is required in connection with a Development Agreement, which contains warning clauses and conditions of building permit issuance. The fee, which is filed with Development Services prior to the execution of the Development Agreement, covers the cost of the City registering the agreement and related documents on title. The fee with respect to amendments to subdivision agreements is \$795.00 + tax + disbursements.

**2.1.7 ADVERTISING FEE**

Costs associated with providing public meeting notice by newspaper publication. A minimum charge of \$1,000.00 is payable at the time an application is submitted. If costs exceed \$1,000.00, the balance is payable prior to the supplementary report being considered by Council.

**2.1.8 PORTABLE SIGN FOR PUBLIC MEETING ADVERTISING FEE**

- \$200.00 per sign, plus the applicant is responsible for costs associated with providing meeting notice by mail to be payable at the time of the notice.

**2.1.9 ENVIRONMENTAL IMPACT STUDIES (EIS) - POLICY DIVISION**

To ensure that developments are consistent with Natural Heritage and Environmental Policies of the *Planning Act*, the City of Mississauga requires that an Environmental Impact Study (EIS) be completed for all development proposals where it has been identified that there may be an impact on a natural heritage feature, or area, or the function of the feature. The EIS, which is required to determine the potential effects of a development proposal on a natural area and to ensure that the development will maintain or enhance the ecological functions of the property, will be reviewed by the City and other appropriate agencies. The cost of preparing the study is determined by site conditions.

The applicant is required to retain a team of qualified consultants as deemed appropriate by the City. This may include: ecologists; biologists; environmental planners; landscape architects; engineers; arborists; and hydrogeologists.

- Please refer to the Environmental Impact Study Terms of Reference for full details, which is available from the Policy Division, 10th floor and the City's website.
- For further information please call (905) 615-3200 ext. 5536.

**2.2 TRANSPORTATION AND WORKS DEPARTMENT REQUIREMENTS**

As part of the subdivision approval process the applicant will be required to satisfy the requirements of the Transportation and Works Department, which include the provision of a variety of services, on-site works, land dedications, filing of securities and the preparation of plans and documents. For further information please refer to the

Transportation and Works Department Development Requirements Manual or call (905) 615-3200 ext. 5120.

### 2.2.1 SERVICES TO BE PROVIDED BY THE DEVELOPER

- Street name signs
- Traffic signals - above and below grade components
- Streetlighting
- Fencing - where required
- Lot grading and sodding of lots
- Fire hydrants
- Drainage and grading of blocks
- Sewer System - design and construction of the following:
  - storm sewers
  - catch basins
  - other drainage structures
  - channel works
  - bridges
  - culverts
- Roadways - design and construction of the following:
  - asphalt roads - concrete curbs and gutters
  - grading and sodding of the balance of the road allowance
  - sidewalks/walkways - where required
  - roadway markings required for roads greater than two lanes
- Bike Lane/Route Signs- \$150 per sign at a standard of two signs for every 300m of bike lane/route frontage adjacent to proposed development or redevelopment of land
- Roadway structures - the following documentation is required:
  - plans (survey, alignment, geometry, etc.) to include preliminary drawings of structure showing plan, elevation and cross-section(s)
  - foundation investigation reports
  - hydrology reports - if required
  - details of/about the proposed structure
  - additional reports or information that is available
  - additional copies of the full size prints and specifications will be required as part of the final review
- Construction on existing roads - the contractor is responsible for properly compacting the backfill material and replacing the original surface in cases where it is necessary to cut through an existing road
  - road closure and open cut permits must be obtained
  - after roads within a plan of subdivision have been paved with top course asphalt any service installations will require any open cut permit
- **Erosion and Sediment Control Permit - By-law #512-91, as Amended**  
Required for all building lots in excess of one hectare in size, and for all properties abutting a body of water, ie. river, creek, lake, etc. The City's Erosion and Sediment Control By-law regulates topsoil stripping and stockpiling activities. The permit is valid for 180 days, and may be extended by the Commissioner of Transportation and Works one or more times for an additional 180 days. Any person who contravenes the By-law and fails to comply with a Notice of Contravention is liable to a fine of \$5,000.00 per offence.

- The following material is required when submitting an Erosion and Sediment Control Application:
  - ▶ fee of \$500.00 plus \$25.00+ per hectare+ security deposit for developments greater than one hectare
  - ▶ fee of \$75.00+security deposit for developments less than one hectare in size, which abut a body of water (ie. single residential lots)
  - ▶ letter of credit for 100% of the approved estimated cost of the construction and maintenance of the sediment control measures
- For further information please call (905) 615-3200 ext. 5930

### 2.2.2 FEES/SECURITIES

- All cheques submitted to the Transportation and Works Department in connection with the subdivision process must be CERTIFIED

- **ENGINEERING FEES**

Determined as a percentage of the total estimated value of services to be assumed by the City, including engineering and contingency fees, as follows:

- Less than \$100,000<sup>1</sup> – 10%
- \$100,000. to \$250,000. - 8% - minimum of \$10,000
- \$250,000. to \$500,000. – 6% - minimum of \$20,000
- \$500,000 to \$750,000. – 5% - minimum of \$30,000
- \$750,000 to \$1,500,000. – 4.5% - minimum of \$37,500
- Over \$1,500,000. – 3.5% - minimum of \$67,500

(1) Based on the total amount of the items included in Schedule "D" of the Servicing Agreement, secured by a letter of credit

- **SECURITIES REQUIRED UPON EXECUTION OF SERVICING AGREEMENTS**

#### **Non-Residential Developments**

- cash deposit or letter of credit for 100% of the estimated costs of the works to be installed, as listed in Schedules D/D1 of the Servicing Agreement

#### **Optional**

- Servicing Agreements up to \$250,000 - 100% value of the works in the form of a letter of credit
- Servicing Agreements between \$250,000 and \$2,500,000 - \$250,000 in the form of a letter of credit - balance of the works secured by a performance bond
- Over \$2,500,000 - up to a maximum of \$5,000,000- 10% in the form of a letter of credit - balance of the works secured by a performance bond

#### **Residential Developments**

- Cash deposit or letter of credit for 100% of the estimated costs of the



works to be installed, as listed in Schedules D/D1 of the Servicing Agreement

### **Optional**

- Cash deposit or a letter of credit for 30% of the estimated costs of the works as listed in Schedules D/D1 of the Servicing Agreement
- Performance bond securing the works to the value of at least 80% of the estimated costs of the works, provided that the cash deposit or letter of credit shall be in a minimum amount of the greater of \$1,000,000 and 30% of the estimated cost

### **2.2.3 REQUIRED DRAWINGS/PLANS**

- proposed plan for registration
- general above-ground services plan
- general underground services plan
- plan and profile drawings
- grading plans for park blocks
- storm sewer design sheets
- acoustical/noise report
- detail drawings for outlets and watercourse improvements
- miscellaneous and special detail drawings
- plans and profiles of existing roads on which additional services are to be installed
- "as constructed" development drawings prior to subdivision assumption
- copies of agreements, deeds and grants of easement with associated reference plan
- tree survey plan
- storm drainage plans
- storm sewer design sheets
- grading plan
- grading plan for school blocks
- arborist report - if required
- soils report

### **2.2.4 MISCELLANEOUS REQUIREMENTS**

- Assigning New Civic Address: \$52.00 per address
- insurance certificate
- Servicing Agreement
- Development Agreement
- reference plans
- storm water detention ponds
- land dedications - ie., 0.3m (1 foot) reserves, sight triangles, etc.
- easements - ie. storm and sanitary sewers, watermain and utility lines
- deeds conveying land to the City and/or Region, and grants of easements in favour of the City and/or Region
- cash contributions - ie. cost breakdowns - Schedule "D" of the Servicing Agreement
- certification of each lot's grading and sodding, prior to occupancy
- sodding/seeding of undeveloped blocks prior to assumption
- correction of drainage problems
- road and storm sewer recovery costs: \$818.31 per linear metre
- Development Requirements Manual and Engineering Standard Drawings CD - \$10.00

**2.2.5 SERVICING AGREEMENTS**

- Review of interim servicing submissions
  - ▶ 0-20 ha (0-50 acres): \$1,500.00 per submission
  - ▶ 20-40 ha (50-100 acres): \$2,000.00 per submission
  - ▶ over 40 ha (over 100 acres): \$3,000.00 per submission
  
- Phasing of developments after initial submissions have been reviewed
  - ▶ 0-20 ha (0-50 acres): \$1,500.00 per submission for each phase
  - ▶ 20-40 ha (50-100 acres): \$2,000.00 per submission for each phase
  - ▶ over 40 ha (over 100 acres): \$3,000.00 per submission for each phase
  
- Processing of pre-servicing submission
  - ▶ 0-20 ha (0-50 acres): \$500.00 per submission
  - ▶ 20-40 ha (50-100 acres): \$1,000.00 per submission
  - ▶ over 40 ha (over 100 acres): \$1,500.00 per submission
  
- Variances to block grading in industrial/commercial or multiple family areas after approval of the servicing agreement
  - ▶ 0-.25 ha (0-.6 acres): \$500.00 per block
  - ▶ .25-.5 ha (.6-1.2 acres): \$750.00 per block
  - ▶ over .5 ha (over 1.2 acres): \$1,000.00 per block
  
- Revisions to the servicing agreement
  - ▶ \$500.00 per application
  
- Modifications to engineering drawings/servicing schemes after approval of the servicing agreement
  - ▶ \$500.00 per application

**2.2.6 LOT GRADING**

- Variance approval to residential lot grading after registration of the subdivision
  - ▶ before building construction commenced - \$150.00 per request
  - ▶ after building construction commenced - \$500.00 per request
  
- Investigating grading complaints
  - ▶ first inspection and meeting with homeowner and builder/developer - no charge
  - ▶ second and subsequent investigations of the same complaint - \$1,000.00 per occurrence
  
- Final lot grading certification for residential properties where unclaimed deposits exist (certificate issued by City) - Return of Deposit less \$500.00 fee
  
- Lot grading deposit release - in absence of final lot grading certificate by a Professional Engineer or OLS, City will perform inspection - \$500.00 per site
  
- Waiver of lot grading not covered by a servicing agreement - \$50.00

## 2.3 COMMUNITY SERVICES

### 2.3.1 PLANNING AND HERITAGE SECTION – CASH CONTRIBUTIONS, SECURITIES AND WORKS

As part of the subdivision approval process, the applicant is required to satisfy the requirements of the Community Services Department. All or some of the below noted items may apply. For further information please call (905) 615-3200 ext. 5392 or consult the Community Services Department Standards and Subdivision Requirements Manual (hard copy \$30.00), which is available at:

**[www.mississauga.ca/portal/business/communityservicesstandards](http://www.mississauga.ca/portal/business/communityservicesstandards)** .

#### 2.3.1.1

The Community Services Department will require the following cash contributions paid in full by the applicant via certified cheque.

- Street Tree Planting - Required for all streets in the subdivision. The number of trees is determined by Community Services, one tree per 10m of frontage or one tree per residential unit (as can be accommodated), whichever is greater.

Deciduous caliper tree, up to 60mm: \$410.00

Coniferous tree, 200 cm: \$435.00

Note: Where a developer or a landowner has been authorized under a proposed approval of a development application to plant required street trees, prior to final approval of the development application, the developer shall provide to the City a letter of credit in the full amount of the fees otherwise payable for the required street trees.

- Bicycle/Multi-use Trail Signage - \$150.00 each  
Two pedestrian/bicycle route signs per 300 metres of trail route frontage adjacent to the proposed developed or redeveloped lands.
- Buffer Tree Planting: required where cul-de-sacs or service roads abut an arterial road or other major road. The fees are the same as those for Street Tree Planting and additional fees for mulch and shrubs are to be determined during the processing of the application.

- Park Processing Fee

The park processing fee is calculated as a percentage of the gross parkland work costs as listed within the Servicing or Development Agreements, as follows:

Less than \$100,000 - 10%

\$100,000 to \$250,000 - 8%

\$250,000 to \$500,000 - 6%

Over \$500,000 - 5%

- **Greenbelt/Streetscape Processing Fee**  
The greenbelt/streetscape processing fee is calculated as a percentage of the gross greenbelt/streetscape work costs as listed within the Servicing or Development Agreements, as follows:
  - Less than \$100,000 - 10%
  - \$100,000 to \$250,000 - 8%
  - \$250,000 to \$500,000 - 6%
  - Over \$500,000 - 5%

- **Pedestrian Bridge**  
The applicant may be required to contribute towards the cost of a pedestrian bridge – the actual cost will be determined during the processing of the subdivision application

### 2.3.1.2

The Community Services Department will require the following works to be secured for by the applicant in full by a certified cheque or Letter of Credit. These securities are in addition to any up-front costs that may be required of the applicant in the conducting of the works. There may be an associated warranty period. Upon the inspection and approval of the works by Planning and Heritage, the securities may be reduced for future consideration, and/or released.

- **Park/Greenbelt/Woodland Notification Signage**  
Applicants are required to install future land use signs for all dedicated and designated park, greenbelt and woodland blocks associated with the application, to current Community Services standards.  
Signs: \$500.00 each
- **Fencing**  
Applicants are required to fence City owned natural areas including parkland, greenbelts and woodlands, to current Community Services standards. Upon completion of the fencing, a survey is required to be submitted noting the location of the fence.
- **Tree Preservation Security**  
A letter of credit is required when there are a significant number of trees on a property. The security is required to ensure that the trees are not removed, injured or destroyed during the development process and is returned once the City inspects the property and determines that the trees are in good condition.

The amount of the letter of credit is proposed by the applicant and approved by Community Services – the range is from \$2,000.00 up to \$10,000.00, but in extenuating circumstances, the letter of credit may reach up to \$5,000.00 per lot.

- **Park, Greenbelt and Woodland Reinstatement Security**  
A \$5,000.00 to \$10,000.00 letter of credit is required as security to ensure that damage is not done to adjacent parks, greenbelts and/or woodlands. The security is returned after construction has been completed and the City is satisfied that the park, greenbelt and/or woodland is in satisfactory condition and was not negatively impacted by the application site activities.
- **Hoarding Security**  
Hoarding, to current Community Services standards, is required adjacent to City owned property, property to be deeded to the City, and in conjunction with tree preservation efforts. Hoarding type, quantity and security value to be determined at the time of application.
- **Slope Stability/Forest Edge Management/Revegetation Strategies and/or Environmental Impact Study (EIS) Recommendation Implementation Security**  
The applicant may be required to provide securities to ensure the implementation of additional mitigatory strategies, recommendations or requirements of an Environmental Impact Study. The activities may include but not be limited to increased development setbacks, planting, earthworks, and the development of habitat.

### **2.3.1.3**

Other costs associated with the development application that the applicant may be responsible for to satisfy Community Services – Planning and Heritage requirements include:

- **Parkland Dedication**  
Applicants are urged to contact the Community Services Department – Planning and Heritage Section to determine if there are plans for a parkland dedication requirement. Alternatively, the applicant will be required to pay cash-in-lieu of parkland or other public recreational purposes. See 2.5.1.  
  
Be advised that all lands below the established top-of-bank, the regional storm floodplain, or within the stability and/or erosion component of the valley slope, whichever is greater, will be required to be deeded gratuitously to the City (or Conservation Authority) as greenbelt for conservation purposes.
- **Tree Permit**  
A Tree Permit and associated fees may be required. Please refer to Building Permit Applications, Section 1.3.2, “Tree Permit”.
- **Environmental Audit**  
Required for property which is to be dedicated to the City of Mississauga.

- Environmental Impact Study (EIS)  
Required when development is proposed adjacent natural areas including but not limited to park, greenbelt, woodlands or other natural areas. The Study may recommend further activities to mitigate impacts of development, to be conducted and secured for by the developer at his own cost.
- Inspection Fee for prematurely arranged, deficient or incorrectly executed subdivision, site plan works or park/greenbelt, buffer deficiencies: \$150.00  
The fee must be paid in advance and must be accompanied by a completed “Request for Inspection” form. Clearances for building permits and other approvals may be delayed Reinspection Fee

### **2.3.2 REQUIRED DRAWINGS/PLANS**

#### **2.3.2.1**

The following provides the applicant with a general idea regarding the types of drawings prepared by professional consultants that may be required.

- Street tree planting plan (if required)
- Streetscape/buffer planting plan (if required)
- A tree inventory and preservation plan, prepared by an Arborist as defined by the Tree By-Law 064-2001, is required when there are a significant number of trees located on a property
- Digital drawings – for applications where buffer plantings, park or greenbelt works are included, Community Services requires the submission of a complete set of drawings digitally on a CD-ROM in both PDF and CAD formats.
- As-Built plans, hard copies and digitally on a CD-ROM in both PDF and CAD formats.
- Installed Fencing survey plans
- Reduced size (11x17) copies of the above plans

#### **2.3.2.2**

If parkland or greenbelt lands are to be dedicated to the City of Mississauga, the following additional plans must be prepared by a planning consultant and landscape architect:

- park concept plan
- park master plan based on the approved concept plan
- Park and Greenbelt Working Drawings, consisting of grading and layout, planting, electrical/lighting, and construction detail plans
- greenbelt master plan
- a reference plan is required when lands are to be dedicated to the City - the developer is required to pay for surveying and legal costs
- As-built plans, hard copies and digitally on a CD-ROM in both PDF and CAD formats.
- Reduced size (11x17) copies of the above plans

### 2.3.3 FIRE AND EMERGENCY SERVICES

- Prior to subdivision approval, fire approval may be required, as adequate provisions must be made for fire fighting purposes, in compliance with the Ontario Building Code and/or the Ontario Fire Code. The applicant is required to have the necessary drawings prepared by a qualified professional architect or engineer.
- Fire Route Application - must be completed if a fire access route is required
  - application fee of \$231.00 +TAX per address
- For further information please call (905) 615-3200 ext. 5908

## 2.4 FINANCE

### 2.4.1 TAXES

Prior to the release of a plan of subdivision for registration, the developer must satisfy the Finance Department with respect to the payment of taxes. The City requires the payment and prepayment of taxes and local improvement charges in accordance with the following policy:

- **INDUSTRIAL AND COMMERCIAL SUBDIVISIONS**  
The applicant is required to pay all the taxes levied in that year and to prepay all local improvement charges apportioned to the property
- Residential Subdivisions
  - If received on or before October 31st in any year:  
The applicant is required to pay all taxes levied in that year and to prepay all local improvement charges apportioned to the property.
  - If received on or after November 1st in any year:  
The applicant is required to pay the taxes levied in that year and to prepay an estimated levy for the following year and to also prepay any local improvement charges apportioned to the property.
- For further information please call (905) 615-3200 ext. 5575

## 2.5 CORPORATE SERVICES

### 2.5.1 PARKLAND DEDICATION/CASH-IN-LIEU OF PARKLAND

As a condition of development or redevelopment, the conveyance of land for park, or other recreational purposes, or cash in lieu for park purposes, or a combination of land and cash is required. Payment is required prior to building permit issuance.

- **Residential**

- Medium - High Density: \$7,650.00 per unit - amount to be verified/adjusted prior to building permit issuance
- Singles and Semis
  - 5% land dedication or cash in the amount of 5% of the market value of the lands, fully serviced, based on an appraisal prepared by the City of Mississauga, or the fixed unit cost, whichever is greater

- **Non-residential**

- 2% land dedication

**Or**

cash in the amount of 2% of the market value of the lands, fully serviced, based on an appraisal prepared by the City of Mississauga

- For further information please call (905) 896-5382

## 2.6 PROFESSIONAL SERVICES

As part of the subdivision approval process the applicant will be required to file material, which will require the applicant to employ the services of professionals. The following is a partial listing of the types of professional services that may be required:

- Consulting Engineer
- Acoustical Consultant
- Geotechnical Engineer
- Consulting Landscape Architect
- Surveyor
- Lawyer
- Planning Consultant

## 2.7 OUTSIDE AGENCIES

As part of the subdivision approval process the applicant will be required to fulfill the requirements of a number of agencies, such as Enersource Hydro Mississauga, Region of Peel, the appropriate conservation authority, and various Provincial Ministries. The External Contact guide, Section 8.0, provides a listing of the agencies that may have some input in the subdivision approval process. Please contact the agencies directly to determine their requirements and associated costs.



**3.0 REZONING/OFFICIAL PLAN APPLICATIONS**

As part of the rezoning and official plan amendment process an application will be reviewed by various departments within the City of Mississauga, as well as outside agencies. Depending on the nature and complexity of the development proposed, the applicant will be required to satisfy a variety of requirements, which may include the payment of fees, the preparation of drawings by professionals, and obtaining various permits.

The following information is intended to provided the applicant with a general overview of the type of material that may be required prior to obtaining official plan amendment/rezoning approval. The information provided is not all inclusive and other requirements may be imposed as a condition of approval. ***Please refer to the Official Plan Amendment/Rezoning Development Application Manual, which is available at the Planning and Building Department Counter, for full application requirements.***

**3.1 PLANNING AND BUILDING DEPARTMENT REQUIREMENTS**

**3.1.1 PLANNING FEES**

**City of Mississauga:**

**OFFICIAL PLAN AMENDMENT:** \$13,120.00

Zoning By-law Amendment: \$9,120.00 **PLUS**

Residential: \$/unit for first 25 units	\$640.00
Residential: \$/unit for units 26 - 100	\$320.00
Residential: \$/unit for units 101 - 200	\$160.00
Residential: \$/unit for additional units over 200	\$80.00
Commercial & Institutional: \$/m <sup>2</sup>	\$6.40
Industrial & Office: \$/gross ha	\$4,160.00
<hr/>	
Maximum Residential Charge per application	\$80,000.00
Maximum Industrial, Commercial and Office (ICI) charge per application	\$60,000.00
Major Revision to Application requiring Recirculation of Application to Commenting Agencies	50% of total application fee

Removal of the (H) Holding Symbol Application: \$15,800.00 per application

Additional fee per application for applications within City Centre: \$12,320.00

Mailing List Labels of Assessed Property Owners: \$1.00/property (\$50.00 minimum)

**Region of Peel:**

Application to Amend the Regional Official Plan: \$10,000.00

Note: Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Agencies, for the fees of the various conservation authorities.

**SURCHARGE FEES**

Community Services – Heritage Review	\$1,280.00
Planning and Building – Environmental Review (Natural Heritage and/or Natural Hazards) Base Fee	\$1,600.00 Plus
- if Environmental Impact Statements (EIS) Minor required <sup>(1)</sup>	\$2,690.00
- if Environmental Impact Statements (EIS) Major required <sup>(2)</sup>	or \$8,720.00
Planning and Building – Parking Utilization Study	\$3,040.00

NOTES:

1. EIS Minor refers to no encroachment into a natural area.
2. EIS Major refers to encroachment into a natural area.

**3.1.2 APPLICATION FEE REFUNDS**

If a person submits a written request to withdraw or discontinue an application for a planning matter 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 are available in accordance with the following:

<b>AMOUNT OF REFUND</b>	<b>STAGE IN PROCESS</b>
90% Refund	Prior to circulation of the application
70% Refund	Following circulation of the application and prior to consideration of the Information Report by the Planning and Development Committee (PDC)
50% Refund	Following consideration of the Information Report to PDC and prior to consideration of the Supplementary Report by PDC/Council
10% Refund	Following consideration of Supplementary Report and prior to the issuance of conditions of draft plan of subdivision approval

No refund shall be available upon completion of the entire process related to the application

- For further information please call (905) 896-5511

**3.1.3 REZONING NOTICE SIGN - DEVELOPMENT AND DESIGN DIVISION**

- The applicant is required to erect and maintain a notice sign 1.2m high and 2.4m wide (3.94' x 7.87'), constructed of exterior grade plywood.
- A notice sign deposit of \$500.00 is required to be deposited at the time of

application submission.

- For full details please call (905) 896-5511

#### **3.1.4 ADVERTISING FEE**

Costs associated with providing public meeting notice by newspaper publication. A minimum charge of \$1,000.00 is payable at the time an application is submitted. If costs exceed \$1,000.00, the balance is payable prior to the supplementary report being considered by Council.

- #### **3.1.5 PORTABLE SIGN FOR PUBLIC MEETING ADVERTISING FEE - \$200.00 per sign , plus the applicant is responsible for costs associated with providing meeting notice by mail to be payable at the time of the notice.**

**PUBLIC MEETING NOTICE FEE** - Fee to cover the costs associated with providing public meeting notice by mail. The fee is payable at the time of the notice.

#### **3.1.6 PLANS - DEVELOPMENT AND DESIGN DIVISION**

As part of the rezoning submission, the applicant will be required to have various plans prepared by professionals. The following provides the applicant with a general idea of the material that may be required:

- scale plan indicating the applicant's property, existing buildings and the property in relation to surrounding properties
- context map - indicating all lands within 150 metres (492 feet) of the site
- concept plan for surrounding lands
- building layout concept/building massing concept
- master streetscape plan
- tree inventory
- sun/shadow/wind studies (if required)
- noise/vibration impacts (if required)
- soil contamination/decommissioning studies (if required)
- storm water management studies (if required)
- traffic impact study (if required)
- other special studies (if required)

- For further information please call (905) 896-5511

#### **3.1.7 PARKING UTILIZATION STUDY - POLICY DIVISION**

The City of Mississauga requires the submission of a Parking Utilization Study to justify parking reductions of generally more than 10% from the current Zoning By-law standards. When the parking reduction is relatively minor (less than 10% of the by-law standards) a letter of justification based on the nature of the operation and its land use circumstances may be acceptable. The study or letter is generally required as part of a rezoning or Committee of Adjustment application. Please refer to the *Terms of Reference Parking Utilization Studies for Site Specific Applications*, for details.

- For further information please call (905) 615-3200 ext. 5732.

**3.1.8 PAYMENT IN-LIEU OF PARKING**

An owner or occupant of a building may make an application to the City to provide payment-in-lieu of off-street parking, exempting the owner or occupant from providing or maintaining parking facilities in accordance with the applicable Zoning By-law, through the Payment-in-lieu of Off-Street Parking (PIL) Program. The program is applicable to all non-residential land uses in the City, to be evaluated on a site-by-site basis, where appropriate, and to the residential component in mixed residential/commercial uses (such as apartments above retail commercial or office commercial uses) in established commercial areas. It does not apply to other residential development.

The developer/proponent contribution of the payment-in-lieu of off-street parking will be calculated based on the following table. The actual cost will be determined during the processing of the application.

<b>Payment In Lieu of Off-Street Parking (PIL)</b>						
<b>Processing Fee</b>		\$800.00/application				
<b>(A) A Change in Land Use or the conversion of an Existing Building or Structure or Part thereof:</b>						
	<b>Amount Payable Per Surface Parking Space</b>		<b>Amount Payable Per Above Grade Structured Parking Space</b>		<b>Amount Payable Per Below Grade Structured Parking Space</b>	
<u>Category 1:</u> Where the gross floor area equals or is less than 50 m <sup>2</sup> , 12.5% of the estimated cost of parking spaces.	City Centre	\$1,776.00	City Centre	\$3,538.00	City Centre	\$4,788.00
	Port Credit	\$2,675.00	Port Credit	\$3,798.00	Port Credit	\$5,048.00
	Clarkson	\$2,365.00	Clarkson	\$3,708.00	Clarkson	\$4,958.00
	Streetsville	\$2,210.00	Streetsville	\$3,663.00	Streetsville	\$4,913.00
	Cooksville	\$2,055.00	Cooksville	\$3,618.00	Cooksville	\$4,868.00
	Other Areas in Mississauga	\$1,776.00	Other Areas in Mississauga	\$3,538.00	Other Areas in Mississauga	\$4,788.00
<u>Category 2:</u> Where the gross floor area exceeds 50 m <sup>2</sup> , but equals or is less than 200 m <sup>2</sup> , 25% of the estimated cost of parking spaces.	City Centre	\$3,552.00	City Centre	\$7,075.00	City Centre	\$9,575.00
	Port Credit	\$5,350.00	Port Credit	\$7,595.00	Port Credit	\$10,095.00
	Clarkson	\$4,730.00	Clarkson	\$7,416.00	Clarkson	\$9,916.00
	Streetsville	\$4,420.00	Streetsville	\$7,326.00	Streetsville	\$9,826.00
	Cooksville	\$4,110.00	Cooksville	\$7,237.00	Cooksville	\$9,737.00
	Other Areas in Mississauga	\$3,552.00	Other Areas in Mississauga	\$7,075.00	Other Areas in Mississauga	\$9,575.00

<b>Category 3:</b> Where the gross floor area exceeds 200 m <sup>2</sup> , 50% of the estimated cost of parking spaces.	City Centre	\$7,104.00	City Centre	\$14,150.00	City Centre	\$19,150.00
	Port Credit	\$10,700.00	Port Credit	\$15,191.00	Port Credit	\$20,191.00
	Clarkson	\$9,460.00	Clarkson	\$14,832.00	Clarkson	\$19,832.00
	Streetsville	\$8,840.00	Streetsville	\$14,653.00	Streetsville	\$19,653.00
	Cooksville	\$8,220.00	Cooksville	\$14,473.00	Cooksville	\$19,473.00
	Other Areas in		Other Areas in		Other Areas in	
	Mississauga	\$7,104.00	Mississauga	\$14,150.00	Mississauga	\$19,150.00
B) New Developments, Redevelopments, and Additions to Existing Buildings and Structures, 50% of the estimated cost of parking spaces.						
<b>Amount Payable Per Surface Parking Space</b>		<b>Amount Payable Per Above Grade Structured Parking Space</b>		<b>Amount Payable Per Below Grade Structured Parking Space</b>		
City Centre	\$7,104.00	City Centre	\$14,150.00	City Centre	\$19,150.00	
Port Credit	\$10,700.00	Port Credit	\$15,191.00	Port Credit	\$20,191.00	
Clarkson	\$9,460.00	Clarkson	\$14,832.00	Clarkson	\$19,832.00	
Streetsville	\$8,840.00	Streetsville	\$14,653.00	Streetsville	\$19,653.00	
Cooksville	\$8,220.00	Cooksville	\$14,473.00	Cooksville	\$19,473.00	
Other Areas in		Other Areas in		Other Areas in		
Mississauga	\$7,104.00	Mississauga	\$14,150.00	Mississauga	\$19,150.00	
Full Payment	Lump sum payment as calculated with PIL Agreement, in accordance with the <i>Planning Act</i> .					
Installment Payments	Up front payment and a Letter of Credit with PIL Agreement, in accordance with the <i>Planning Act</i> : <ul style="list-style-type: none"> <li>- minimum up front payment - \$15,000.00;</li> <li>- a Letter of Credit to include the remaining payment(s) plus interest payment (based on prime rate plus 1.5% per annum)</li> <li>- Maximum payment period - three years;</li> <li>- Maximum number of installments - three.</li> </ul> See Corporate Policy and Procedure, Policy No. 07-09-01 for details.					

- For further information please call (905) 896-5511

**3.1.9 ENVIRONMENTAL IMPACT STUDIES (EIS) - POLICY DIVISION**

To ensure that developments are consistent with Natural Heritage and Environmental Policies of the *Planning Act*, the City of Mississauga requires that an Environmental Impact Study (EIS) be completed for all development proposals where it has been identified that there may be an impact on a natural heritage feature, or area, or the function of the feature. The EIS, which is required to determine the potential effects of a development proposal on a natural area and to ensure that the development will maintain or enhance the ecological functions of the property, will be reviewed by the City and other appropriate agencies.

- The applicant is required to retain a team of qualified consultants as deemed appropriate by the City. This may include:
  - ecologists
  - landscape architects
  - arborists
  - environmental planner
  - biologists
  - engineers
  - hydrogeologists

- The cost of preparing the study will be determined by site conditions
- Please refer to the Environmental Impact Study Terms of Reference for full details, which is available from the Policy Division, 10th Floor, Planning and Building Department or the City's website. For further information please call (905) 615-3200 ext. 5536

**3.1.11 DEVELOPMENT CHARGES**

Development charges are payable prior to the issuance of all building permits for new homes and for most non-residential developments which will result in an increase in gross floor area. For further information please contact Development Services, (905) 615-3200 ext. 5523.

- **Non-Residential Development**
  - City of Mississauga\***
    - Storm Water Management \$76,043.40 per net ha
    - Other Services-Industrial \$51.83 per m<sup>2</sup> GFA  
(as determined by the City of Mississauga)
    - Other Services - Non-Industrial \$63.75 per m<sup>2</sup> GFA
  - Region of Peel\***
    - Industrial \$63.05 per m<sup>2</sup> GFA  
(as determined by the City of Mississauga)
    - Non-Industrial \$90.29 per m<sup>2</sup> GFA
  - Peel District School Board** \$2.80 per m<sup>2</sup> GFA
  - Dufferin-Peel Catholic School Board** \$2.91 per m<sup>2</sup> GFA
- Residential Development
  - City of Mississauga\***
    - Storm Water Management \$76,043.40 per net ha
    - Other Services\***
      - Small Units (70 m<sup>2</sup> or less) \$6,362.57 per unit
      - Apartments \$12,235.70 per unit
      - Other Residential \$15,897.94 per unit
  - Region of Peel**
    - Small Units (70 m<sup>2</sup> or less) \$6,275.91 per unit
    - Apartments \$12,069.05 per unit
    - Other Residential \$16,896.65 per unit
  - Go Transit**
    - Small Apartments (70 m<sup>2</sup> or less) \$167.11 per unit
    - Apartments \$322.46 per unit
    - Other Residential \$451.44 per unit

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*This document is prepared for the guidance of applicants involved in the development process and is not all-inclusive. The applicant is advised to contact all relevant Departments and Agencies to determine the requirements which pertain to a specific application*

<b>Peel District School Board</b>	\$1,309.00 per unit
<b>Dufferin-Peel Catholic School Board</b>	\$450.00 per unit

\*Rates are valid for building permits issued as of July 31, 2011.

### **3.1.12 LEGAL SERVICES FEE**

The Legal Services Fee of \$530.00 + TAX is required to be filed in connection with the Development Agreement, which contains warning clauses and conditions of building permit issuance. The fee, which is filed with Development Services prior to the enactment of the by-law to authorize the execution of the Development Agreement, covers the City's costs of registering the agreement and related documents on title.

- For further information please call (905) 615-3200 ext. 5523

### **3.1.13 SITE PLAN APPROVAL**

Subsequent to rezoning approval, site plan approval may be required as a condition of building permit issuance. The site plan approval process is briefly outlined in the Site Plan Approval section of this brochure - please refer to the Site Plan Approval Manual, which is available from the Planning and Building Department Counter, 3<sup>rd</sup> Floor, for full details or call (905) 896-5511.

### **3.1.14 CITY CENTRE MODEL REQUIREMENTS**

Applicants within the City Centre District Plan are required to update the City Centre Model, at the applicant's cost. Prior to final site plan approval, the applicant is required to add \$5,000.00 to the Letter of Credit for site plan approval to ensure that the model is prepared to the City's satisfaction. The applicant will also be required to cover the cost of the installation of the model within the overall City Centre Model.

## **3.2 TRANSPORTATION AND WORKS DEPARTMENT REQUIREMENTS**

### **3.2.1 GENERAL REQUIREMENTS**

- Grading certification - preliminary and final
- Provision of a storm drainage outlet, as well as any works required to accommodate post development stormwater discharge - may require functional storm drainage studies, geotechnical or environmental reports
- land dedications, where required - road widenings, sight triangles, 0.3 metre (1 foot) reserves, easements, etc.
- cash contributions - ie. traffic signal installations, road or sewer construction/reconstruction, future sidewalk construction, etc.
- identification of traffic related requirements, such as access, road improvements, transit comments, traffic impact study, etc.
- Bike Lane/Route Signs- \$150 per sign at a standard of two signs for every 300m

of bike lane/route frontage adjacent to proposed development or redevelopment of land

- ESSQD and related Environmental Site Assessments, site clean-up reports and/or RSC's
- For further information please call (905) 615-3200 ext. 5833

### 3.2.2 LOT GRADING DEPOSIT

- A lot grading deposit is required to be filed prior to building permit issuance for all infill development (does not apply to unassumed plans of subdivision). The deposit is returned following the receipt of a final lot grading certificate and an inspection by the City to determine if the final grades meet the grades approved as part of the building permit process. A lot grading deposit may be required by the Development Construction Section for building permit applications for additions. A \$100.00 administration fee is deducted at the time of the refund. Please refer to section 1.2.1 (page 14) for full cost information.

### 3.2.3 MUNICIPAL SERVICES PROTECTION DEPOSIT (MUD TRACKING)

- A municipal services protection deposit is required to be filed prior to building permit issuance for all residential and non-residential development (new and additions). The deposit is returned following an inspection by the City to determine that subsequent to construction, City sidewalks and streets are clean and have not been damaged. A \$100.00 administration fee is deducted from the deposit.

..... Please refer to section 1.2.2 (page 15) for full cost information

### 3.2.4 ACCESS APPROVAL

- For land not within a registered plan of subdivision, approval from the Transportation and Works department is required for curb cuts - the applicant is required to pay for the curb cut and sidewalk upgrade - for further information please call (905) 615-3934
- Where a 0.3 metre (1 foot) reserve restricts access, an application to lift the reserve must be filed with the Transportation and Works Department - (905) 615-3200, ext.5789- the requirements are as follows:
  - application form
  - fee of \$16.40 per metre (\$5.00/foot ) of lot frontage for which the reserve is to be lifted
  - draft reference plan prepared by a Ontario Land Surveyor - subsequent to approval, the applicant is required to register the reference plan at his own cost
  - road and storm sewer recovery costs - \$818.31 per linear metre (\$174.92/foot)
  - Legal Services fee of \$530.00 +tax+ disbursements in connection with the review, preparation and registration of the by-law to lift the .3m reserve



### 3.2.5 EROSION AND SEDIMENT CONTROL PERMIT - BY-LAW #512-91, AS AMENDED

- Required for all land disturbances in excess of one hectare (2.47 acres) in size, and for all properties abutting a body of water, ie. river, creek, lake, etc. The City's Erosion and Sediment Control By-law regulates topsoil stripping and stockpiling activities. The permit is valid for 180 days, and may be extend by the Commissioner of Transportation and Works one or more times for an additional 180 days. Any person who contravenes the By-law and fails to comply with a Notice of Contravention is liable to a fine of \$5,000/offence.
- The following material is required when submitting an Erosion and Sediment Control Application
  - fee of \$500.00 + \$25.00 per hectare + security deposit for developments greater than one hectare
  - fee of \$75.00+ security deposit for developments less than one hectare in size, where abutting a body of water (ie. single residential lots)
  - letter of credit for 100% of the approved estimated cost of the construction and maintenance of the sediment control measures
- For further information please call (905) 615-3200 ext. 5171 or 5930

## 3.3 COMMUNITY SERVICES DEPARTMENT REQUIREMENTS

### 3.3.1 FIRE AND EMERGENCY SERVICES

- Fire approval may be required to ensure adequate provisions are made for fire fighting purposes in compliance with the Ontario Building Code and/or the Ontario Fire Code. The applicant is required to have the necessary drawings prepared by a qualified professional architect or engineer.
- Fire Route Application - must be completed if a fire access route is required
  - application fee of \$141.00 +TAX per address
- For further information please call (905) 615-3200 ext. 5908

### 3.3.2 PLANNING AND HERITAGE SECTION – CASH CONTRIBUTIONS, SECURITIES AND WORKS

As part of the rezoning application process, the applicant is required to satisfy the requirements of the Community Services Department, Planning and Heritage Section. All or some of the below noted items may apply. For further information please call (905) 896-5382 or consult the Community Services Standards, available online at [www.mississauga.ca/portal/business/communityservicesstandards](http://www.mississauga.ca/portal/business/communityservicesstandards).

#### 3.3.2.1 CASH CONTRIBUTIONS/SECURITIES/WORKS

The Community Services Department will require the following Cash Contributions paid in full by certified cheque.

- **Street Tree Planting**  
Required for all streets within the application, in cases where the proposed works may affect existing street trees and where not previously provided for by subdivision works. The number of trees is determined by Community Services, one per 10m of frontage or one per residential unit (as can be accommodated), whichever is greater. With Rezoning applications, replacement street trees for those affected by proposed works may be required.
  - Deciduous caliper tree, up to 60mm: \$410.00
  - Coniferous tree, 200 cm: \$435.00
  
- **Bicycle/Multi-use Trail Signage**  
Two pedestrian/bicycle route signs per 300 metres of trail route frontage adjacent to the proposed developed or redeveloped lands.  
Signs: \$150 each
  
- **Buffer Tree Planting:** required where cul-de –sacs or service roads abut an arterial road or other major road. The fees are the same as those for Street Tree Planting and additional fees for mulch and shrubs are to be determined during the processing of the application.
  
- **Park/Greenbelt/Streetscape Processing Fee**  
The park processing fee is calculated as a percentage of the gross Parkland/Greenbelt/ Streetscape work costs to be listed within the Servicing or Development Agreements, as follows:
  - Less than \$100,000 - 10%
  - \$100,000 to \$250,000 - 8%
  - \$250,000 to \$500,000 - 6%
  - Over \$500,000 - 5%
  
- **Pedestrian Bridge**  
The applicant may be required to contribute towards the cost of a pedestrian bridge – the actual cost will be determined during the processing of the subdivision application

### 3.3.2.2

The Community Services Department will require the following works to be secured for by the applicant in full by a certified cheque or Letter of Credit. These securities are in addition to any up-front costs that may be required of the applicant in the conducting of the works. There may be an associated warranty period. Upon the inspection and approval of the works by Planning and Heritage, the securities may be reduced for future consideration, and/or released.

- **Park/Greenbelt/Woodland Notification Signage**  
Applicants are required to install future land use signs for all dedicated and designated park, greenbelt and woodland blocks associated with the application, to current Community Services standards.  
Signs: \$500.00 each

- Fencing  
Applicants are required to fence City owned natural areas including parkland, greenbelts and woodlands, to current Community Services standards. Upon completion of the fencing, a survey is required to be submitted noting the location of the fence.
- Tree Preservation Security  
Applicants are required to provide a letter of credit when there are a significant number of trees on a property. The security is required to ensure that the trees are not removed, injured or destroyed during the development process and is returned once the City inspects the property and determines that the trees are in good condition.

The amount of the letter of credit is proposed by the applicant and approved by Community Services – the range is from \$2,000.00 up to \$10,000.00, but in extenuating circumstances, the letter of credit may reach up to \$5,000.00 per lot.

- Park, Greenbelt and Woodland Reinstatement Security  
A \$5,000.00 to \$10,000.00 letter of credit is required of the applicant as security to ensure that damage is not done to adjacent parks, greenbelts and/or woodlands. The security is returned after construction has been completed and the City is satisfied that the park, greenbelt and/or woodland is in satisfactory condition and was not negatively impacted by the application site activities.
- Hoarding Security  
Hoarding, to current Community Services standards, is required adjacent to City owned property/property to be deeded to the City, and in conjunction with tree preservation efforts. Hoarding type, quantity and security value to be determined at the time of application.
- Slope Stability/Forest Edge Management/Revegetation Strategies and/or Environmental Impact Study (EIS) Recommendation Implementation Security. The applicant may be required to provide securities to ensure the implementation of additional mitigatory strategies, recommendations or requirements of an Environmental Impact Study. The activities may include but not be limited to increased development setbacks, planting, earthworks, and the development of habitat.

### 3.3.2.3

Other costs associated with the development application that the applicant may be responsible for to satisfy Community Services – Planning and Heritage requirements include:

- Parkland Dedication  
Applicants are urged to contact the Community Services Department – Planning and Heritage Section to determine if there are plans for a parkland dedication

requirement. Alternatively, the applicant will be required to pay cash-in-lieu of parkland or other public recreational purposes. See section 3.4.1.

Be advised that all lands below the established top-of-bank, the regional storm floodplain, or within the stability and/or erosion component of the valley slope, whichever is greater, will be required to be deeded gratuitously to the City (or Conservation Authority) as greenbelt for conservation purposes.

- **Tree Permit**  
A Tree Permit and associated fees may be required. Please refer to Building Permit Applications, Section 1.3.2, “Tree Permit”.
- **Environmental Audit**  
Required for property which is to be dedicated to the City of Mississauga.
- **Environmental Impact Study (EIS)**  
Required when development is proposed adjacent natural areas including but not limited to park, greenbelt, woodlands or other natural areas. The Study may recommend further activities to mitigate impacts of development, to be conducted and secured for by developer at his own cost.
- **Inspection Fee for prematurely arranged, deficient or incorrectly executed subdivision, site plan works or park/greenbelt, buffer deficiencies: \$150.00**  
The fee must be paid in advance and must be accompanied by a completed “Request for Inspection” form. Clearances for building permits and other approvals may be delayed.

#### **3.3.2.4 Required Drawings/Plans**

The following provides the applicant with a general idea regarding the types of drawings prepared by professional consultants that may be required.

- Street tree planting plan (if required)
- Streetscape/buffer planting plan (if required)
- A reference plan when lands are to be dedicated to the City, legal and survey cost are the responsibility of the applicant
- A tree inventory and preservation plan, prepared by an Arborist as defined by the Tree By-Law 064-2001, is required when there are a significant number of trees located on a property

If parkland or greenbelt lands are to be dedicated to the City of Mississauga, the following plans must be prepared by a planning consultant and Landscape Architect:

- Park Concept Plan
- Park Master Plan based on the approved concept plan
- Greenbelt Master Plan
- Park and Greenbelt Working Drawings, consisting of Grading and Layout, Planting, Electrical/Lighting, and Construction Detail plans
- Digital drawings – for applications where buffer plantings, park or greenbelt works are included, Community Services requires the

submission of a complete set of drawings digitally on a CD-ROM in both PDF and CAD formats.

- As-Built plans, hard copies and digitally on a CD-ROM in both PDF and CAD formats.
- Installed Fencing survey plans
- Reduced size (11x17) copies of the above plans

### **3.4 CORPORATE SERVICES DEPARTMENT REQUIREMENTS**

#### **3.4.1 PARKLAND DEDICATION/CASH-IN-LIEU OF PARKLAND**

As a condition of development or redevelopment, the conveyance of land for park and other recreational purposes, or cash-in-lieu for park purposes or a combination of land and cash is required. Payment is required prior to building permit issuance.

- **RESIDENTIAL**

- Medium - High Density: \$7,650.00 per unit - amount to be verified/adjusted prior to building permit issuance
- Singles and Semis  
5% land dedication or cash in the amount of 5% of the market value of the lands, fully serviced, based on an appraisal prepared by the City of Mississauga, or the fixed unit cost, whichever is greater (the parkland requirement is determined by using either 5% of the net land area or 1ha/ 300 dwelling units)

- **NON-RESIDENTIAL**

2% land dedication

**Or**

cash in the amount of 2% of the market value of the lands, fully serviced, based on an appraisal prepared by the City of Mississauga

- For further information please call (905) 896-5382

#### **3.4.2 LEGAL SERVICES FEES**

In cases where a development agreement is required a fee in the amount of \$530.00 plus disbursements and all applicable taxes is payable to Legal Services in connection with the preparation, review and registration of documents. A fee of \$530.00 plus disbursements and taxes, per agreement is payable for the review and registration of documents identified in a Rezoning Application, including, but not limited to, Transfers for Road Widening and/or Sight Triangles, Transfers of Easements, Save harmless Agreements, Future Mutual Access Agreements, Acknowledgement Agreements, etc.

### **3.5 OTHER REQUIREMENTS**

#### **3.5.1 PROFESSIONAL SERVICES**

- As part of the rezoning application process the applicant may be required to file certain material, which will require the applicant to employ the services of professionals. The following is a partial listing of the types of professionals that an applicant may be required to hire:
  - planning consultant
  - solicitor
  - architect
  - surveyor
  - engineer
  - landscape architect

#### **3.5.2 OUTSIDE AGENCIES**

- A number of external agencies may impose conditions of approval on rezoning applications, which could have cost implications (ie. land dedications, preparation of special reports or plans, etc.) Please refer to Section 8, External Contacts. The agencies which receive a copy of the application and the conditions imposed will vary depending on the location of the site and the proposed land use.

## 4.0 SITE PLAN APPLICATIONS

Site plan approval is a prerequisite of building permit issuance for certain classes of development, such as high density residential, commercial, industrial, institutional, high density, etc. The following information provides the applicant with a general guideline with respect to the costs associated with site plan approval. Please refer to the Site Plan Development Application Manual and the Landscape Approvals Manual, which are available from the Planning and Building Department for detailed requirements, or call (905) 896-5511. In reviewing the application, Community Services, Planning and Heritage Section may require standards or conditions consistent with those addressed in the subdivision application process.

### 4.1 PLANNING AND BUILDING DEPARTMENT REQUIREMENTS

#### 4.1.1 FEES

<b>Site Plan Control (except for Infill Residential (New Dwellings, Replacement Housing and Additions) (see Note 1 below)</b>	\$4,560.00	<b>Plus:</b>	
		Residential: \$/unit for first 25 units	\$320.00
		Residential: \$/unit for units 26 - 100	\$240.00
		Residential: \$/unit for additional units beyond 100	\$80.00
		Non-residential (ICI): \$/m <sup>2</sup> for first 2 000 m <sup>2</sup>	\$3.60
		Non-residential (ICI): \$/m <sup>2</sup> for 2 001 - 4 500 m <sup>2</sup>	\$2.40
		Non-residential (ICI): \$/m <sup>2</sup> for 4 501 - 7 000 m <sup>2</sup>	\$1.60
		Non-residential (ICI): \$/m <sup>2</sup> beyond 7 000 m <sup>2</sup>	\$0.80
		-----	
		Maximum Residential charge per application, <sup>(1)</sup>	\$50,000.00
		Maximum Non-residential (ICI) charge per application	\$35,000.00
	Major Revision to Application requiring Recirculation of Application to Commenting Agencies	50% of total application fee	
<b>Site Plan - Infill Residential (New Dwellings, Replacement Housing and Additions)</b>	\$4,560.00	Major Revision to application requiring recirculation of application to commenting agencies	50% of application fee
<b>Site Plan Minor Building Alterations or Site Revisions</b>	\$1,520.00	<b>Plus:</b>	
	Applicable Site Plan Minor Surcharge Fees		
	Planning & Building - Landscape Inspection	\$600.00	
	Transportation & Works - Development Engineering Review	\$240.00	
	Transportation & Works - Storm Drainage Review	\$100.00	
	Transportation & Works - Environmental Review	\$90.00	
	Community Services - Fire Review	\$60.00	
	Community Services - Forestry Review	\$180.00	

<b>Site Plan Approval Express (SPAX)</b>	\$320.00		
<b>Site Plan Inspection Except for Infill Residential (New dwellings, replacement housing and additions)</b>		Initial Inspection	\$650.00
		Each Additional Inspection	\$250.00
<b>Site Plan Inspection – Infill Residential (New dwellings, replacement housing and additions)</b>		Initial Inspection	\$250.00
		Each Additional Inspection	\$95.00
<b>Removal of (H) Holding Symbol</b>	\$15,800.00	Additional fee per application for applications within City Centre	\$12,320.00

**NOTES:**

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

**Region of Peel Site Plan Agreement Fee** \$2,000.00  
 (will be collected by the Region if required)

Conservation Authority Review

**Note:** Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities



**4.1.2 APPLICATION FEE REFUNDS**

Refunds of application fees are available upon written request in accordance with the following:

**REFUNDS:**

If a person submits a written request to withdraw or discontinue an application for a planning matter 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 are available in accordance with the following:

For Site Plan Control applications:

- 90% refund prior to circulation of the application
- 50% refund following circulation of the application and prior to next resubmission;
- 30% refund following delivery of 2<sup>nd</sup> Application Status Report (ASR) to owner/applicant and prior to next resubmission
- 10% refund following delivery of 3<sup>rd</sup> and subsequent Application Status Reports (ASRs) to owner/applicant and prior to final site plan approval.

**For greater clarity, no refund shall be available upon completion of the entire process related to the application for the applicable planning matter.**

**4.1.3 REQUIRED DRAWINGS - DEVELOPMENT AND DESIGN DIVISION**

- site plan drawings
  - architectural drawings - floors plans and building elevations
  - landscape plans (planting and grading) prepared by a member of the Ontario Association of Landscape Architects
- For further information please call (905) 896-5511 and refer to the Landscape Approvals Manual

**4.1.4 SITE WORKS SECURITIES**

- A letter of credit is required for site plan applications to ensure the completion of all items shown on both the approved site plan and landscape plans
- The amount of the site plan letter of credit will be based on the cost of the landscape works and installation, as shown on the approved landscape plans, which include the following items:
  - plant material
  - fine grading and sodding
  - hard surface materials - walkways, patios, etc.
  - landscape structures - fencing, acoustic walls, screen walls, planters, garbage containers, benches, etc.
  - recreational amenities - play areas, sitting area, etc.
  - \$5,000.00 allowance for park reinstatement - where applicable
  - \$1,000.00 allowance for parking signs for persons with disabilities - where applicable
  - hoarding for existing tree preservation

- 10% landscape architect's fee provision should the City have to administer site works completion
- an allowance of \$5,000.00 for tree preservation for infill housing applications subject to site plan approval

**NOTE:** Applicants for industrial developments to submit a letter of credit up to a maximum of \$4.70 per square metre (\$.44/sq. ft.) of site area

#### **4.1.5 PARKING UTILIZATION STUDY - POLICY DIVISION**

- The City of Mississauga requires the submission of a Parking Utilization Study to justify parking reductions of generally more than 10% from the current Zoning By-law standards. When the parking reduction is relatively minor (less than 10% of the by-law standards) a letter of justification based on the nature of the operation and its land use circumstances may be acceptable. The study or letter is generally required as part of a rezoning or Committee of Adjustment application. Please refer to the *Terms of Reference Parking Utilization Studies for Site Specific Applications*, for details.
- For further information please call (905) 615-3200 ext. 5732.

#### **4.1.6 PAYMENT-IN-LIEU OF PARKING**

- An owner or occupant of a building may make an application to the City to provide payment-in-lieu of off-street parking, exempting the owner or occupant from providing or maintaining parking facilities in accordance with the applicable Zoning By-law, through the Payment-in-lieu of Off-Street Parking (PIL) Program. The program is applicable to all non-residential land uses in the City, to be evaluated on a site-by-site basis, where appropriate, and to the residential component in mixed residential/commercial uses (such as apartments above retail commercial or office commercial uses) in established commercial areas. It does not apply to other residential development.

The developer/proponent contribution of the payment-in-lieu of off-street parking will be calculated based on the following table. The actual cost will be determined during the processing of the application.

- For further information please call (905) 896-5511

<b>Payment In Lieu of Off-Street Parking (PIL)</b>							
<b>Processing Fee</b>		\$800.00/application					
<b>(A) A Change in Land Use or the conversion of an Existing Building or Structure or Part thereof:</b>							
		<b>Amount Payable Per Surface Parking Space</b>		<b>Amount Payable Per Above Grade Structured Parking Space</b>		<b>Amount Payable Per Below Grade Structured Parking Space</b>	
<u>Category 1:</u> Where the gross floor area equals or is less than 50 m <sup>2</sup> , 12.5% of the estimated cost of parking spaces.	City Centre	\$1,776.00	City Centre	\$3,538.00	City Centre	\$4,788.00	
	Port Credit	\$2,675.00	Port Credit	\$3,798.00	Port Credit	\$5,048.00	
	Clarkson	\$2,365.00	Clarkson	\$3,708.00	Clarkson	\$4,958.00	
	Streetsville	\$2,210.00	Streetsville	\$3,663.00	Streetsville	\$4,913.00	
	Cooksville	\$2,055.00	Cooksville	\$3,618.00	Cooksville	\$4,868.00	
	Other Areas in Mississauga	\$1,776.00	Other Areas in Mississauga	\$3,538.00	Other Areas in Mississauga	\$4,788.00	
<u>Category 2:</u> Where the gross floor area exceeds 50 m <sup>2</sup> , but equals or is less than 200 m <sup>2</sup> , 25% of the estimated cost of parking spaces.	City Centre	\$3,552.00	City Centre	\$7,075.00	City Centre	\$9,575.00	
	Port Credit	\$5,350.00	Port Credit	\$7,595.00	Port Credit	\$10,095.00	
	Clarkson	\$4,730.00	Clarkson	\$7,416.00	Clarkson	\$9,916.00	
	Streetsville	\$4,420.00	Streetsville	\$7,326.00	Streetsville	\$9,826.00	
	Cooksville	\$4,110.00	Cooksville	\$7,237.00	Cooksville	\$9,737.00	
	Other Areas in Mississauga	\$3,552.00	Other Areas in Mississauga	\$7,075.00	Other Areas in Mississauga	\$9,575.00	
<u>Category 3:</u> Where the gross floor area exceeds 200 m <sup>2</sup> , 50% of the estimated cost of parking spaces.	City Centre	\$7,104.00	City Centre	\$14,150.00	City Centre	\$19,150.00	
	Port Credit	\$10,700.00	Port Credit	\$15,191.00	Port Credit	\$20,191.00	
	Clarkson	\$9,460.00	Clarkson	\$14,832.00	Clarkson	\$19,832.00	
	Streetsville	\$8,840.00	Streetsville	\$14,653.00	Streetsville	\$19,653.00	
	Cooksville	\$8,220.00	Cooksville	\$14,473.00	Cooksville	\$19,473.00	
	Other Areas in Mississauga	\$7,104.00	Other Areas in Mississauga	\$14,150.00	Other Areas in Mississauga	\$19,150.00	
<b>B) New Developments, Redevelopments, and Additions to Existing Buildings and Structures, 50% of the estimated cost of parking spaces.</b>							
<b>Amount Payable Per Surface Parking Space</b>		<b>Amount Payable Per Above Grade Structured Parking Space</b>		<b>Amount Payable Per Below Grade Structured Parking Space</b>			
City Centre	\$7,104.00	City Centre	\$14,150.00	City Centre	\$19,150.00		
Port Credit	\$10,700.00	Port Credit	\$15,191.00	Port Credit	\$20,191.00		
Clarkson	\$9,460.00	Clarkson	\$14,832.00	Clarkson	\$19,832.00		
Streetsville	\$8,840.00	Streetsville	\$14,653.00	Streetsville	\$19,653.00		
Cooksville	\$8,220.00	Cooksville	\$14,473.00	Cooksville	\$19,473.00		
Other Areas in Mississauga	\$7,104.00	Other Areas in Mississauga	\$14,150.00	Other Areas in Mississauga	\$19,150.00		
Full Payment	Lump sum payment as calculated with PIL Agreement, in accordance with the <i>Planning Act</i> .						

<p>Installment Payments</p>	<p>Up front payment and a Letter of Credit with PIL Agreement, in accordance with the <i>Planning Act</i>:</p> <ul style="list-style-type: none"> <li>- minimum up front payment - \$15,000.00;</li> <li>- a Letter of Credit to include the remaining payment(s) plus interest payment (based on prime rate plus 1.5% per annum)</li> <li>- Maximum payment period - three years;</li> <li>- Maximum number of installments - three.</li> </ul> <p>See Corporate Policy and Procedure, Policy No. 07-09-01 for details.</p>
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**4.1.7 CITY CENTRE MODEL REQUIREMENTS**

Applicants within the City Centre District Plan are required to pay to update the City Centre Model to include their development. Prior to final site plan approval the applicant is required to add \$5,000.00 to the Letter of Credit for site plan approval to ensure that the model is prepared to the City's satisfaction.

**4.2 TRANSPORTATION AND WORKS DEPARTMENT REQUIREMENTS**

- Preliminary and final lot/block grading certification by the applicant's Consulting Engineer
- Inspection and repairs to any damages caused to municipal works
- Confirmation from Solicitor indicating that required easements have been registered
- Engineering submission requirements for approval of site grading and drainage plans and mechanical drawings for lands not covered under a servicing agreement
- Municipal services protection deposit
- Lot grading deposit
- Access location and geometric, road widenings and modifications required to the abutting road way to accommodate the proposed development
- Municipal Services Inspection – range of \$1,000.00 to \$2,500.00 per development. The fee will be determined by the Transportation and Works Department, based on the complexity of the project.
- For further information please call (905) 615-3200 ext. 5137
  - For further information please call (905) 615-3200 ext. 5176 or 5136

**4.3 COMMUNITY SERVICES REQUIREMENTS**

**4.3.1 FIRE AND EMERGENCY SERVICES REQUIREMENTS**

- Prior to building permit issuance fire approval may be required to ensure adequate provisions have been made for fire fighting purposes in compliance with the Ontario Building Code and the Ontario Fire Code. The applicant is required to have the necessary drawings prepared by a qualified professional architect or engineer.
- Fire Route Application - must be completed if a fire access route is required
  - application fee of \$141.00
- For further information please call (905) 615-3200 ext. 5908

### 4.3.2 PLANNING AND HERITAGE SECTION – SECURITIES AND WORKS

As part of the Site Plan application process, the applicant is required to satisfy the requirements of the Community Services Department, Planning and Heritage Section. All or some of the below noted items may apply. For further information please call (905) 896-5382 or consult the Community Services Standards, available online at:

[www.mississauga.ca/portal/business/communityservicesstandards](http://www.mississauga.ca/portal/business/communityservicesstandards)

#### 4.3.2.1

The Community Services Department will require the following works to be secured for by the applicant in full by a certified cheque or Letter of Credit. These securities are in addition to any up-front costs that may be required of the applicant in the conducting of the works. There may be an associated warranty period. Upon the inspection and approval of the works by Planning and Heritage, the securities may be reduced for future consideration, and/or released.

- Fencing  
Applicants are required to fence City owned natural areas including parkland, greenbelts and woodlands, to current Community Services standards. Upon completion of the fencing, a survey is required to be submitted noting the location of the fence.
- Tree Preservation Security  
Applicants are required to provide a letter of credit when there are a significant number of trees on a property. The security is required to ensure that the trees are not removed, injured or destroyed during the development process and is returned once the City inspects the property and determines that the trees are in good condition.  
  
The amount of the letter of credit is proposed by the developer and approved by Community Services – the range is from \$2,000.00 up to \$10,000.00, but in extenuating circumstances, the letter of credit may reach up to \$5,000.00 per lot.
- Park and Greenbelt Reinstatement Security  
A \$5,000.00 to \$10,000.00 letter of credit is required of the applicant as security to ensure that damage is not done to adjacent parks, greenbelts and/or woodlands. The security is returned after construction has been completed and the City is satisfied that the park, greenbelt and/or woodland is in satisfactory condition and was not negatively impacted by the application site activities.
- Hoarding Security  
Hoarding, to current Community Services standards, is required adjacent to City owned property/property to be deeded to the City, and in conjunction with tree preservation efforts. Hoarding type, quantity and security value to be determined at the time of application.

- Slope Stability/Forest Edge Management/Revegetation Strategies and/or Environmental Impact Study (EIS) Recommendation Implementation Security  
The applicant may be required to provide securities to ensure the implementation of additional mitigatory strategies, recommendations or requirements of an Environmental Impact Study. The activities may include but not be limited to increased development setbacks, planting, earthworks, and the development of habitat.

#### 4.3.2.2

Other costs associated with the development application that the applicant may be responsible for to satisfy Community Services – Planning and Heritage requirements include:

- Parkland Dedication Cash-In-Lieu Payment  
Cash-in-Lieu of park or other public recreational purposes is required to be paid prior to building permit issuance. Refer to section 1.4.3.
- Tree Permit  
A Tree Permit and associated fees may be required. Please refer to Building Permit Applications, Section 1.3.2, “Tree Permit”.
- Environmental Impact Study (EIS)  
Required when development is proposed adjacent natural areas including but not limited to park, greenbelt, woodlands or other natural areas. The Study may recommend further activities to mitigate impacts of development, to be conducted and secured for by the developer at his own cost.
- Inspection Fee for prematurely arranged, deficient or incorrectly executed subdivision, site plan works or park/greenbelt, buffer deficiencies: \$150.00  
The fee must be paid in advance and must be accompanied by a completed “Request for Inspection” form. Clearances for building permits and other approvals may be delayed.

#### 4.3.2.3

The following provides the applicant with a general idea regarding the types of drawings prepared by professional consultants that may be required.

- A tree inventory and preservation plan, prepared by an Arborist as defined by the Tree By-Law, is required when there are a significant number of trees located on a property
- Slope Stability/Forest Edge Management/Revegetation/Environmental Impact Study (EIS) associated drawings which may include Layout and Grading, Planting and Construction Detail Plans
- Installed Fencing survey plans
- Reduced size (11x17) copies of the above plans

**4.4 COMMITTEE OF ADJUSTMENT**

- In cases where the development proposed under a site plan application does not comply with the requirements of the City’s zoning by-law, the applicant must apply for a minor variance to the provisions of the by-law from the Committee of Adjustment. The fees are as follows:

**MINOR VARIANCE**

- Residential applications \$600.00/application
- Multiple residential applications \$600.00/application (first 10 applications)  
 (10 or more within a plan of subdivision) \$50.00/application for each additional application over 10
- All other applications \$800.00/application

**Note:** Conservation authorities (CVC, HRCA, TRCA) may require that an Application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Agencies for the fees of the various conservation authorities

The Community Services Department - Planning and Heritage Section may request that the Committee of Adjustment enact requirements in keeping with those found under 2.3.Subdivision Applications and 3.3.2, Rezoning/Official Plan Applications.

- For further information please call (905) 615-3200 ext. 5442

**4.5 LEGAL SERVICES**

In cases where a site plan control agreement is required a fee in the amount of \$1,060.00 plus disbursements and all applicable taxes is payable to Legal Services in connection with the preparation, review and registration of documents. A fee of \$530.00 plus disbursements and taxes, per agreement is payable for the review and registration of documents identified in a Site Plan Application, including, but not limited to, Transfers for Road Widening and/or Sight Triangles, Transfers of Easements, Save harmless Agreements, Future Mutual Access Agreements, Acknowledgement Agreements, etc. The fee for Amendments to Site Plan Control Agreements is \$795.00 plus disbursements and all applicable taxes.

**4.7 REGION OF PEEL**

Traffic Development/Administration Fees

Site Plan Review/Development Applications/Engineering & Inspection Fees: 7% of the estimated cost of Regional Work or a minimum charge of \$1,500.00

Temporary Access Fee: \$260.00/permit

## 5.0 CONDOMINIUM APPLICATIONS

The following provides a general overview of the type of works and costs that may be associated with a plan of condominium. Please refer to the Rezoning, Site Plan and Building Permit Sections for information regarding other costs. For further information please call (905) 615-3200 ext. 5523

Condominium applications are filed with the Development Services Section of the City of Mississauga Planning and Building Department.

### 5.1 PLANNING AND BUILDING DEPARTMENT REQUIREMENTS

#### 5.1.1 BUILDING DIVISION

- The applicant will be required to undertake the necessary works and engage the appropriate professional services to satisfy the Building Division with respect to the following:
  - approval of building, plumbing and heating works - inspections are carried out by the City for new buildings
  - engineer's certification with respect to site lighting, sanitary and storm sewers
  - certification from a qualified independent Professional Engineer with respect to the following:
    - ▶ that the building systems were constructed and conform to the appropriate code and standards
    - ▶ that the constructed site lighting complies with City standards
    - ▶ that storm and sanitary sewers comply with standards and are operational and free from restrictions and defects

Please note that the above may not be applicable to a vacant land or common element road condominium.

#### 5.1.2 FEES

- City of Mississauga Application Fees: \$3,700.00/application (non-refundable)  
**PLUS**  
- \$21.00 per apartment unit  
- \$53.00/non apartment unit/vacant lot  
- \$105.00/ha- non residential
- Common Element Condominium Fee: \$7,680.00/application
- Condominium Amalgamation Fee: \$650.00/application
- Condominium Amendment Fee: \$650.00/application
- Major Revision requiring recirculation \$650.00 per revision
- Recirculation of application due to lapsing of conditions: 50% of total application fee



- Region of Peel Application Fee: \$3,000.00/application
- Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities

**5.1.2.2 DEVELOPMENT CHARGES**

- Development charges are payable prior to the issuance of building permits for new development. The *Development Charges Act* allows municipalities to collect development charges as a condition of condominium approval. In cases where a rental building is to be converted to condominium tenure, it is the City's position that IF the conversion does not result in an increase in the number of units or the gross floor area of the building, development charges are not payable. The creation of additional units or increased non-residential gross floor area would be subject to the payment of development charges.
- Please contact Development Services at (905) 615-3200 ext. 5523 to determine whether development charges are applicable to a specific condominium application.

**5.2 TRANSPORTATION AND WORKS DEPARTMENT REQUIREMENTS**

- The applicant will be required to undertake the necessary works and engage the appropriate professional services to satisfy the Transportation and Works Department with respect to the following. (Please refer to the Transportation and Works Department Development Requirements Manual for full details regarding design standards and servicing policies.)
  - final block grading certification, pavement design and certification of any retaining walls, fencing and other landscape features constructed on site
  - restoration of boulevards and municipal works within the road allowance abutting the property
  - pavement construction certification by the applicant's Geotechnical Consultant
  - certification from a qualified Professional Engineer and a qualified solicitor confirming that all easement required for the use and maintenance of internal utilities, services and access ways have been registered (where applicable)
  - internal roads and surface parking areas constructed to City requirements
  - Municipal Services Inspection – range of \$1,000.00 to \$2,500.00 per development. The fee will be determined by the Transportation and Works Department, based on the complexity of the project.
  - 100% securities in lieu of completion of works
- For further information please call (905) 615-3200 ext. 5137.

### 5.3 COMMUNITY SERVICES

#### 5.3.1 Fire and Emergency Services

- Fire approval will be required to ensure that adequate provisions have been made for fire fighting purposes in compliance with the Ontario Building Code and/or the Ontario Fire Code. The applicant is required to have the necessary drawings prepared by a qualified professional architect or engineer. Water mains and fire hydrants will be inspected, tested and certified.
- Fire Route Application - must be completed if a fire access route is required
  - application fee of \$231.00 +tax per address
- Street and unit numbering signage as per the requirements of the City's signage by-law.
- When a fire inspection is required the following fees are payable:
- Inspections:

Paid Inspection – Commercial (Group A, D & E Occupancy)	Fee
Inspect base building OR, 1 occupancy plus common elements up to 10,000 sq. ft. (929 sq. m)	\$131.00
Inspect each additional 3,000 sq. ft. (279 sq. m)	\$21.00
Inspect each occupancy in addition to base building	\$41.00
Repeat follow up inspections on a violation	\$49.00
Paid Inspection – Industrial (Group F Occupancy)	
<b><u>To Inspect Base Building OR 1 Occupant up to 10,000 sq. ft (929 sq m)</u></b>	
Inspect Base Building OR 1 occupant & common elements	\$173.000
Inspect each tenant/occupant in addition to base building	\$41.00
<b><u>To Inspect Base Building OR 1 Occupant OVER 10,000 sq. ft (929 sq m)</u></b>	
Inspect Base Building OR 1 occupant & common elements first 10,000 sq. m (929 sq. ft)	\$173.00
Inspect each additional 3,000 sq. ft. (279 sq. m)	\$41.00
Inspect each tenant/occupant in addition to base building	\$41.00
Repeat follow up inspection on a violation	\$49.00
Paid Inspection – Residential (Group C)	
Daycare, Group Home, Single Family Residence, PLASP, 1 to 2 floors	\$100.00
<b><u>Multi-Tenant Low Rise – 3 to 6 floors</u></b>	
Inspect base building	\$255.00
Inspect each tenant/occupant/apartment	\$6.00
<b><u>Multi-Tenant High Rise – Over 6 floors</u></b>	

Inspect base building	\$338.00
Inspect each tenant/occupant/apartment	\$6.00
Repeat follow up inspections on a violation	\$49.00

- For further information please call (905) 615-3200 ext. 5908

**5.3.2 Planning and Heritage Section**

Condominium applications may require a Cash-in-Lieu Payment for park or other public recreational purposes, and/or the satisfaction of other standard Planning and Heritage Section conditions. Historical contributions will be reviewed. Please refer to section 2.3 of this booklet for further details.

**5.4 FINANCE DIVISION - TAXES**

- Prior to the release of a plan of condominium for registration, the developer must satisfy the Finance Division with respect to the payment of taxes. The City requires the payment and prepayment of taxes and local improvement charges in accordance with the following policy:
  - The applicant is required to pay all taxes due and prepay all local improvement charges apportioned to the land.
  - The applicant submit a letter of credit for the balance of taxes already levied but not yet due, based on the number of units in the building, in an amount to be determined by the Finance Department, such letter of credit to be held until all taxes levied are paid in full.
- The letter of credit can be reduced to the balance of the taxes payable as payment is received for the particular development.
- If a plan of condominium is not registered prior to November, the applicant will be required to pay the estimated taxes for next year, in addition to current year's taxes.
- For further information please call (905) 615-3200 ext. 5575

**5.5 CORPORATE SERVICES**

**5.5.1**

- Where a condominium development does not comply with the requirements of the City's zoning by-laws, the applicant will be required to obtain a minor variance from the Committee of Adjustment prior to the City releasing the condominium for registration. The fees, which are payable at the time the minor variance application is submitted, are as follows:
  - **MINOR VARIANCE FEES**
    - Residential applications \$600.00/application

- Multiple residential applications (10 or more within a plan of subdivision) \$600.00/application (first 10 applications)  
\$50.00/application for each additional application over 10
- All other applications \$800.00/application

**Note:** Conservation authorities (CVC, HRCA, TRCA) may require that an application review fee be paid if the property is situated within an area under their control. Please refer to Section 8, External Contacts, for the fees of the various conservation authorities.

- For further information please call (905) 615-3200 ext. 5442

## **5.5.2 LEGAL SERVICES**

### **LEGAL SERVICES ADMINISTRATION FEES**

- Basic Document Agreement: \$2,650.00 plus disbursements and applicable taxes
- Complex Document Agreement: \$2,650.00 to \$15,000.00 depending on the complexity and time spent as determined by the City Solicitor plus disbursements and all applicable taxes
- Amendment to Condominium Agreement: \$795.00 + applicable taxes + disbursements

## **5.6 OUTSIDE AGENCY REQUIREMENTS**

### **5.6.1 ENERSOURCE HYDRO MISSISSAUGA**

- townhouse units are to be individually electrically metered

### **5.6.2 CONSUMERS GAS**

- townhouse units are to be individually metered for natural gas

### **5.6.3 CANADA POST**

- a central mail delivery facility will be required for townhouse complexes

## **5.7 OTHER REQUIREMENTS**

### **5.7.1 PROFESSIONAL SERVICES**

- As part of the condominium process the applicant will be required to file material,

which will involve the services of professionals, such as an engineer or a surveyor. The following is a partial listing of the types of professionals that may be involved in the condominium process.

- Consulting Engineer
- Geotechnical Engineer
- Surveyor
- Lawyer

## 6.0 EXEMPTION FROM PART-LOT CONTROL APPLICATIONS

The part-lot control provisions of *the Planning Act* allow a municipality to pass a by-law to remove part-lot control from all or any part of a property that is located within a registered plan of subdivision, subject to the following restrictions:

- For residential developments, applications for exemption from part-lot control will only be accepted in cases where the development has undergone a planning processing which clearly indicates the proposed changes to the lot configuration and such planning process involves public notice and public participation
- Requests for exemption from part-lot control will not be processed in cases where the request will create additional residential lots or the realignment of residential lots within approved plans of subdivision that will result in an alteration to the approved number of dwelling units and form of housing
- Non-residential applications will only be accepted for vacant parcels of lands. In cases where sites have been developed the property owner should submit a land division application to create new parcels.

The application requirements are as follows:

- City of Mississauga application fee - \$1,300.00 plus \$53.00 for each lot or block created
- Legal Services Fee in the amount of \$530.00 + applicable taxes + disbursements
- Completed application form
- Reference plan prepared by a surveyor, indicating the proposed lot lines and any existing buildings
- Lot schedule prepared by a surveyor indicating lot areas and frontages
- Certification from a consulting engineer with respect to the location of lateral services, drainage plans, etc.
- For further information please call (905) 615-3200 ext. 5523.
- Consents to Transfer/Charge - \$130.00 per consent –
- Repeal of Exempting By-law - \$156.00 per by-law
- Deletion of Restrictions - \$156.00 per restriction
- Extension of Exempting By-law - \$156.00 per by-law

## 7.0 COMPLIANCE LETTERS

### 7.1 PLANNING AND BUILDING DEPARTMENT

#### Development Services

- Information regarding agreement compliance
  - Regular service: \$100.00 per municipal address (response within 5 working days)
  - Rush service: \$150.00 per municipal address (48 hour response time)
  - Additional fee for response/information provided subsequent to the original request: \$30.00
  - A service charge of \$35.00 applies to all cheques returned by the City's bank due to dishonoured payment
  - Registration of Release of Agreement: \$100.00
  
- ECity Work Order Letter: \$100.00 per municipal address (response via e-mail)
- For additional information please call (905) 615-3200 ext. 5528

#### BUILDING DIVISION

- Building Division Information or Clearance Letter - \$100.00
- LLBO Clearance Letter - \$200.00
- Zoning certificate - \$150.00
- Private Sewage System Information Letters - \$100.00
- Marijuana Grow Op Investigation and Compliance Inspection - \$500.00 per address
- For additional information please call (905) 615-3200 ext. 5597

### 7.2 TRANSPORTATION AND WORKS DEPARTMENT

- Environmental compliance inquiries - \$105.00  
(ie. Sewer Use by-law)
  
- Clearance prior to occupancy - \$105
- For additional information please call (905) 615-3200 ext. 5171
  
- Easement Inquiries: Storm Sewer Easements, Rights of Way  
\$100.00 per municipal address
- For additional information please call (905) 615-3200 ext. 3241

### 7.3 COMMUNITY SERVICES DEPARTMENT

#### 7.3.1 FIRE AND EMERGENCY SERVICES

- File Search/Fire Reports Information - \$73.50
- Marijuana Grow-Op Investigation and compliance inspection - \$515.00
- File search for Environmental Issues - \$120.00
  
- For additional information please call (905) 615-3200 ext. 5909

**7.3.2 HERITAGE**

- Heritage Compliance - \$20.00/municipal address
- For additional information please call (905) 615-3200 ext. 5070

**7.4 CORPORATE SERVICES****7.4.1 FINANCE**

- Tax Certificate Fees:
  - Web Electronic: \$50.00
  - Mail or expedited: \$75.00
- Local Improvement Details: \$ 25.00 per tax account
- For additional information please call (905) 615-3200 ext. 5575

**7.4.2 BY-LAW ENFORCEMENT**

- General Enforcement Verification Letter \$ 55.00
- Pool Enclosure Permit Verification Letter \$ 55.00
- Enforcement Compliance Letter (Inspection Required) \$271.00
- Pool Enclosure Compliance Letter - Inspection Required \$271.00

**7.4.3 CLERK'S OFFICE**

- Municipal Information Letter - Liquor License \$374.12  
 Fee covers the following:
  - Clerk's Office Administration: \$25.00
  - Business Licensing Administration: \$25.00
  - Building Inspection: \$200.00
  - Fire Inspection: \$124.12

**7.4.4 FACILITIES AND PROPERTY MANAGEMENT**

- Compliance letter fee to confirm that Easement documents \$40.00 per  
 address  
 or Encroachment Agreements remain in good standing and  
 in compliance with the terms therein



## 8.0 EXTERNAL CONTACTS

It is the responsibility of the applicant to contact the appropriate agencies to determine the applicable requirements of the various agencies. While every effort has been made to ensure that the information provided is as accurate as possible, phone numbers or addresses are subject to change.

### PROVINCIAL MINISTRIES

#### Ministry of the Environment

Halton-Peel District Office  
1182 North Shore Blvd. East, 1st Floor  
Burlington, ON L7R 3Z9  
(905) 637-4150

#### Ministry of Municipal Affairs & Housing

Area Planner, Central Region  
Provincial Planning Services Branch  
777 Bay Street, 14th Floor  
Toronto, ON M5G 2E5  
(416) 585-6563

#### Ministry of Labour

Peel North and South Offices  
1290 Central Parkway West, 4th Floor  
Mississauga, ON L5C 4R3  
(905) 273-7800

#### Ministry of Natural Resources

GTA District  
50 Bloomington Road West  
RR#2  
Aurora, ON L4G 3G8  
(905) 713-7400

#### Ministry of Transportation of Ontario

For Properties:

- 1) West of Southdown Road on QEW
- 2) West of Winston Churchill Boulevard on Highways 403 and 401:  
1182 North Shore Blvd. East  
Burlington, ON L7R 3Z9  
(905) 637-4108

For Properties:

- 1) East of Southdown Road on QEW
- 2) East of Winston Churchill Boulevard on Highways 403 and 401:  
1201 Wilson Avenue, 7<sup>th</sup> Floor,  
Building "D"  
Downsview, ON M3M 1J8  
(416) 235-5385  
Toll Free: 1-866-636-0663

### REGION OF PEEL

#### Region of Peel, Public Works Department

10 Peel Centre Drive, 4th Floor  
Brampton, ON L6T 4B9  
(905) 791-7800, ext. 4630

### SCHOOL BOARDS

#### Dufferin-Peel Catholic District School Board

40 Matheson Boulevard West  
Mississauga, ON L5R 1C5  
(905) 890-0708

#### Peel District School Board

5650 Hurontario Street  
Mississauga, ON L5R 1C6  
(905) 890-1099

### TRANSPORTATION

#### CN Rail

Development Review Co-ordinator  
Engineering & Environmental Services  
277 Front Street West, 8<sup>th</sup> Floor  
Toronto, ON M5V 2X7  
(416) 217-6466

#### CP Rail

Area Manager  
Real Estate Group  
40 University Avenue, Suite 200  
Toronto, ON M5J 1T1  
416-595-3116

#### GO Transit

Highways 403 and 401  
Manager, Marketing and Planning  
20 Bay Street, Suite 600  
Toronto, ON M5J 2W3  
(416) 869-3600

**Greater Toronto Airport Authority**  
Director of Airport Planning  
Toronto Pearson International Airport  
P.O. Box 6031, 3111 Convair Drive  
Toronto, ON L5P 1B2  
(416) 776-6706

**Mississauga Transit**  
975 Central Parkway West  
Mississauga, ON L5C 3B1  
(905) 615-3900

## **UTILITIES**

**Bell Canada**  
2 Fieldway Road  
Etobicoke, ON M8Z 3L2

**Enbridge Consumers Gas**  
950 Burnhamthorpe Road West  
Mississauga, ON L5C 3B4  
(905) 276-3400

**Enersource Hydro Mississauga Inc.**  
3240 Mavis Road  
Mississauga, ON L5C 3K1  
(905) 566-2727

**Trans-Canada Pipelines**  
55 Yonge Street, 8th Floor  
Toronto, ON M5E 1J4  
1-800-361-6522

**Hydro One Networks Inc**  
Senior Real Estate Co-ordinator  
Corporate Services  
483 Bay Street, 12<sup>th</sup> Floor  
Toronto, ON M5G 2P5  
416-345-6630

## **MISCELLANEOUS**

**Peel Land Registry Office**  
7765 Hurontario Street  
Brampton, ON L6V 2L8  
(905) 874-4008

**Ontario New Home Warranty Program**  
West Central Region  
2 County Court Blvd., Suite 435  
Brampton, ON L6W 3W8  
(905) 455-0500

## **CONSERVATION AUTHORITIES**

**Credit Valley Conservation**  
1255 Old Derry Road West  
Meadowvale, ON L5N 6R4  
(905) 670-1615  
**Please refer to the fee schedule on the  
following pages**

**Conservation Halton**  
2596 Britannia Road West  
Burlington, ON L7P 0G3  
(905) 336-1158  
**Please refer to the fee schedule on the  
following pages**

**Toronto Region Conservation Authority**  
5 Shoreham Drive  
Downsview, ON M3N 1S4  
(416) 661-6600  
**Please refer to the fee schedule on the  
following pages**

**CREDIT VALLEY CONSERVATION  
FEE SCHEDULE**

<b>APPLICATION TYPE</b>	<b>PRELIMINARY ANALYSIS FEE</b>
Minor Variance	\$150.00
Consents	Minor - \$250. Major - \$2,000.
Site Plan (Residential)	\$250.00
Site Plan (Commercial)	Minor – \$500. Major - \$3,000.
Multi-unit Building and Condominiums	Minor - \$4,000. Major - \$20,000.
Official Plan Amendment	Minor - \$750. Major - \$3,000.
Zoning By-law Amendment	Minor - \$500. Major - \$3,000.
Subdivision	\$2,650. per net ha 50% at EIR or EMP submission* 25% at draft plan submission 25% at draft plan approval
Golf Courses	\$10,000.

All plan review fees are subject to TAX or HST, as applicable.

\*EIR refers to an Environmental Implementation Report

\*EMP refers to an Environmental Master Plan

**NOTES:**

1. The application fee must be paid at the time of filing an application and/or within 30 days of CVC notification in writing. For outstanding payments, CVC may place the application on hold upon review until satisfactory arrangements are established.
2. When processing and reviewing consolidated applications (eg. subdivisions/ZBA/OPA applications), the highest rate of fees will apply.
3. Separate fees will apply for the processing of CVC permit approvals, with the exception of Subdivision applications.
4. CVC reserves the right to adjust fees should the review require a substantially greater or lower level of review including applicant-driven revisions to an approved plan/application.
5. CVC reserves the right to reassess fee requirements after two years of receipt of the application, based on timing and receipt of required technical information.

**DEFINITIONS:**

1. Minor: an application is determined to be “Minor” where no technical studies are required, or only a s coped Environmental Impact Study (EIS) is required.
2. Major: an application is determined to be “Major” where technical studies beyond a scoped EIS (eg stormwater management, geotechnical) are required.

**6. TORONTO AND REGION CONSERVATION AUTHORITY  
FEE SCHEDULE FOR PLANNING SERVICES**

APPLICATION TYPE	APPLICATION FEE	CLEARANCE FEE
Concept Development/ Property Enquiry	\$175 \$285 with one site visit	N/A
Variances	\$285	N/A
Consent/Severance/ Land Division	minor \$575 major \$1,380	*minor N/A *major \$600
Residential Site Plan	minor \$400 major \$2,300	*minor N/A *major \$500
Non-Residential Site Plan	minor \$865 major - less than 25 ha \$8,050 - greater than 25 ha \$11,500	*minor N/A *major \$1,725 \$1,725
Official Plan Amendment	minor \$865 major \$3,450	*minor N/A *major \$1,725
Zoning By-law Amendment/Rezoning- see note #1	minor \$865 major \$3,450	*minor N/A *major \$1,500
Subdivision or Multi-Unit Application) – see note #1	minor - less than 4 ha \$8,650 major - less than 25 ha \$17,250 - greater than 25 ha \$23,000	*minor \$2,875 *major \$6,325 \$6,325
Golf courses	less than 25 ha \$5,750. greater than 25 ha \$11,500.	n/a n/a

**OTHER APPLICABLE FEES**

Additional Site Visit Charges

(First site review is allowed as part of processing. Multiple field assessments, stakings and negotiations are charged separately.)

up to ½ day	\$500
up to 1 day (including travel time)	\$1,000
Additional Clearance Fee for Subdivision Phases	\$1,500
*Applicant Driven Formal Modification	\$500
Re-submission due to *incomplete submissions	\$2,500

- For additional information please contact Toronto Region Conservation directly at 416-661-6600, ext. 5214.

**TRCA ADMINISTRATIVE FEES FOR  
FILL, CONSTRUCTION AND ALTERATIONS TO WATERWAYS  
REGULATION SERVICES  
(ONTARIO REGULATION 158)**

<b>ONTARIO REGULATION 158 PERMIT APPLICATIONS</b>	<b>FEE</b>
Works on Personal Residential Property	**minor \$250 **major \$500
Projects on Subdivision Lands, Commercial, Industrial and Institutional Properties Projects Include: SWM ponds and associated outfalls Other outfalls Road Crossings Grading Channel Modification In-stream works	\$2,800 per project
Minor Improvements	\$1,500 per project
Permit Revisions	25% of current fee
Permit Renewals	25% of current fee - minimum \$100

<b>ONTARIO REGULATION 158 PROPERTY INFORMATION</b>	<b>FEE</b>
Solicitor/Realtor/Property Inquiry	\$150
Municipal Building Permit Services Property Clearances (not regulated)	\$200

- For additional information please contact Toronto Region Conservation directly at 416-661-6600, ext. 5214.

**\* DEFINITIONS**

**Minor** An application is determined to be “minor” where no technical studies are required, or only a scoped Environmental Impact Statement is required.

**Minor Subdivision**

A subdivision application is determined to be “minor” where no technical studies, or only a scoped Environmental Impact Statement (EIS) is required and where the site is 5ha or less.

**Major** An application is determined to be “major” where technical studies beyond a scoped Environmental Impact Statement (such as Stormwater Management or Geotechnical) are required.

**INCOMPLETE SUBMISSIONS**

A submission for review is determined to be “incomplete” where TRCA has provided a checklist of requirements and the application has not met all the requirements.

**Application Driven Formal Modification**

A fee for an “applicant driven formal modification” will be charged where plans are submitted for review after the application has received draft approval from the municipality.

**\*\*DEFINITIONS - PERSONAL RESIDENTIAL PROPERTY**

**Minor** Applications on personal residential property determined to be “minor” include ancillary structures such as decks, sheds, garages and pools; minor additions (less than 50% of the original ground floor area); and the placement of less than 30 cubic metres of fill

**Major** Application on personal residential property determined to be “major” include major additions (greater than 50% of the original ground floor area); new structures or buildings; all works in the floodplain; and the placement of 30 cubic metres or more of fill.

**NOTES:**

1. The application fee will be paid at the time of filing an application to the municipality. The final clearance fee will be billed directly by the TRCA and paid prior to final clearance of an application. All payments must be made within 30 days of TRCA notification in writing. Interest will be charged and accumulated beyond 30 days.
2. Re-submission fees will be billed directly by the TRCA and must be paid prior to final clearance of an application.
3. Only one set of fees apply when processing and reviewing a combined application (e.g. a subdivision/OPA/ZBA). The highest rate of fees applies.
4. The TRCA reserves the right to request additional fees should the review require a substantially greater level of effort.
5. Where a site visit and/or extended review is required for a variance application, a clearance fee of \$100 is applicable.
6. Subdivisions that have several phases, will be charged a separate clearance fee of \$1,000 at the time of clearing each phase.
7. All application fees (except Concept Development) include one initial site visit.
8. TRCA reserves the right to adjust fees related to the new Generic Regulation based on approval in May 2006.

**CONSERVATION HALTON  
PLAN REVIEW FEE SCHEDULE**

APPLICATION TYPE	FEE+ applicable taxes
<u>Subdivisions/Condominiums</u>	
Major - base fee	\$2,500
Major residential per unit/lot	\$150
Clearances per phase	\$650
<u>Subdivisions – Industrial/Commercial</u>	
Base Fee	\$2,500
Major Industrial/commercial per ha	\$2,575
<u>Subdivision Revisions/Redlines</u>	
Major	\$1,500
Minor	\$500
<u>Regional Official Plan Amendments</u>	
Large Applications	\$10,000
Major	\$2,725
Minor	\$500
<u>Local Official Plan Amendments</u>	
Large Applications	\$10,000
Major	\$2,250
Minor	\$500
<u>Zoning By-law Amendments</u>	
Major	\$1,500
Minor	\$350
<u>Consents</u>	
Major	\$1,000
Minor	\$500
<u>Minor Variances</u>	\$175
<u>Site Plans</u>	
Large Applications	\$10,000
Major Industrial/Commercial per ha	\$2,575
Major	\$3,000
Minor	\$750
<u>Site Alteration Applications</u>	
Major	\$750
Minor	\$250

- For additional information please contact Conservation Halton directly at 905-336-1158.

**NOTES TO FEE SCHEDULE:**

The application fee will be paid at the time of filing an application to the municipality.

The residential per unit/lot fee of \$150 will be for the first 500 units and then \$100 per unit/lot thereafter.

Subdivision/Condominium Clearance Fees will be billed directly by Conservation Halton and must be

paid prior to the issuance of the final clearance letter.

Combined applications will be charged at 100% of the highest fee rate and 75% of the combined fee rate for other review categories.

Conservation Halton reserves the right to request additional fees should the review require a greater level of effort. Additional fees are required for all applicant initiated revisions and for the review of reports/plans not reflecting changes as required.

## **DEFINITIONS**

### Large Applications

Applications dealing with golf courses or applications of a similar nature including larger commercial/industrial/recreational applications.

Minor An application is considered to be “minor” where no technical studies are required or only a scoped Environmental Impact Statement is required.

Major An application is considered to be “major” where technical studies beyond a scoped Environmental Impact Statement (such as Stormwater Management, Geotechnical) are required.