

DEVELOPMENT REQUIREMENTS

SECTION 3 – ENGINEERING SUBMISSION REQUIREMENTS FOR SERVICING AGREEMENTS

INDEX

3.0	INTRODUCTION	3-1
3.01	ENGINEERING FEES AND SECURITIES	3-2
3.01.01	Preliminary Engineering Fees	3-2
3.01.02	Method of Payment	3-2
3.02	ENGINEERING SUBMISSIONS FOR SERVICING AGREEMENT	3-3
3.02.01	Servicing Agreement Schedules	3-4
3.02.02	Servicing Agreement for a Plan of Subdivision	3-7
3.02.02.01	First Submission	3-7
3.02.02.02	Second Submission	3-10
3.02.02.03	Requirements for Municipal Structures	3-12
3.02.02.04	Interim Submissions	3-13
3.02.02.05	Erosion and Sediment Control Permit Application Submissions	3-14
3.02.02.06	Subdivision Underground Pre-Servicing for A Plan of Subdivision (Optional)	3-15
3.02.02.07	Final Engineering Submission	3-17
3.02.03	Servicing Agreement for Municipal Works	3-20
3.02.03.01	First Submission	3-20
3.02.03.02	Second Submission	3-22
3.02.03.03	Interim Submissions	3-24
3.02.03.04	Final Engineering Submission	3-25
	APPENDIX 'A' SUBMISSION STATUS TEMPLATES	3-27
	A-1 - Servicing Agreement Status Sheet	3-28
	A-2 - Final Submission Checklist	3-29
	APPENDIX 'B' STANDARD FORMS AND LETTERS	3-30
	B-1 - Certificate of Insurance	3-31
	B-2 - Consultants' Letter of Retention	3-32
	B-3 - Geotechnical Engineers' Letter of Retention	3-33
	B-4 - Letters of Credit	3-34
	B-5 - Indemnification Letter (For Pre-Servicing Subdivisions)	3-36
	B-6 - Ontario Land Surveyors Certification Re: Final M-Plan	3-38

3.0 INTRODUCTION

The purpose of the section is to outline the general requirements for both “Subdivision” and “Municipal Works” Servicing Agreements that are required for plans of Subdivision, Rezoning, Lifting of the ‘H’, Land Division, and Site Plan applications. It is the responsibility of the Developer to ensure that formal engineering submissions are complete to the satisfaction of each City Department as well as any external agency/authority.

3.01 ENGINEERING FEES AND SECURITIES

City's Engineering Fees are in accordance with the current City of Mississauga *Fees and Charges By-law: Planning Act Processing* provided on City of Mississauga website (<http://www.mississauga.ca/portal/cityhall/bylaws>).

For the Region's portion of engineering fees, refer to the current Region of Peel User By-law.

All engineering fees, including Regional Engineering fees, are to be submitted to the Development Engineering Section of the Transportation and Works Department at the address below:

DEVELOPMENT ENGINEERING SECTION
Transportation and Works Department
Transportation and Infrastructure Planning Division
201 City Centre Drive, Suite 800
Mississauga, Ontario
L5B 2T4

3.01.01 Preliminary Engineering Fees

Along with the first engineering submission – a \$500.00 per gross ha (\$200.00 per gross acre) payment is to be made to the Development Engineering Section as the Preliminary Engineering Fee. (Minimum Charge \$1500.00)

NOTE: Prior to pre-servicing (or final submission if no pre-servicing) - 100% of total engineering fees are to be paid (less previous payment).

3.01.02 Method of Payment

All fees are to be submitted by certified cheque, bank draft or money order. All cheques are to be made out to the City of Mississauga or to the Regional Municipality of Peel, depending on the item concerned.

3.02 ENGINEERING SUBMISSIONS FOR SERVICING AGREEMENT

All engineering submissions are to be coordinated and forwarded to the Development Engineering Section of the Transportation and Works Department by the Consulting Engineer. The Development Engineering Section will circulate to internal departments and external agencies for comments and/or approvals. All comments and/or approvals will be returned to the Consulting Engineer through the Development Engineering Section. A Servicing Agreement Status Sheet used to track circulations and comments is available to the engineering consultant (Refer to Appendix A-1).

Drafts for the Servicing Agreement schedules are to be on legal size paper. Prints of drawings for all submissions shall be individually folded in accordion fashion to a 210 mm x 297 mm size and placed in numerical order, with title block out. Each print shall be stamped with the submission number and date of submission.

Submissions are to be submitted in their entirety by ONE agent of the Developer in ONE complete Package. Any incomplete submissions delivered to the City shall be returned immediately.

Separate submissions are to be made to the Regional Municipality of Peel in accordance with their requirements.

3.02.01 Servicing Agreement Schedules**SCHEDULE "A"**

Schedule A describes the lands in the Agreement which the application for approval of a Plan of Subdivision has been made. With respect to a Municipal Works Servicing Agreement, the lands described in Schedule 'A' of the agreement are the lands where the works will be performed.

SCHEDULE "A-1"

Schedule A-1 is to list the survey plans, engineering and landscape plans that are applicable to the development. The following clause is to be added to the Schedule in lieu of listing the standard drawings:

"As of the date of this agreement all current City of Mississauga, Region of Peel and Ontario Provincial standard drawings and specifications including any amendments shall constitute part of this Agreement."

SCHEDULE "A-2"

Schedule A-2 is required only if the Servicing Agreement includes the development of a park block. The Landscape Works and the location of where each of the Landscape Works is to be constructed is shown on the plans and details which form Schedule A-2 of this Agreement.

SCHEDULE "B"

Schedule B is to list conveyances of land and easements required by the Servicing Agreement.

SCHEDULE "C"

Schedule C is to include restrictions and conditions regarding site plan approval for any building permit clearance and a list of the developer's obligations to be certified by the consulting engineer on the Lot/Block grading plan that the proposed construction satisfies certain criteria.

SCHEDULE "D" OR "D-1"

Schedule D or D-1 is to include a summary spread sheet of estimated costs for security purposes, cash contributions, and special notes as per the following example.

Schedule D or D-1 shall also include detailed estimates of the servicing works in an itemized format.

**SERVICING AGREEMENT
SCHEDULE "D" OR "D-1"**

DEVELOPMENT:

DEVELOPER:

CONSULTING ENGINEER:

SUMMARY

A. 1.	<u>Street Name</u>	<u>Road Works</u>	<u>Storm Sewer</u>	<u>Sanitary Sewer</u>	<u>Water Mains</u>	<u>Total</u>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	
	Total	<hr/>	<hr/>	<hr/>	<hr/>	
2.	Miscellaneous					\$
3.	Streetscape					\$
4.	Subtotal of Storm Sewers, Roads, Miscellaneous, Streetscaping					\$
5.	Subtotal of Sanitary Sewers and Watermains					\$
	Total Amount To Be Secured (No. 4 plus No. 5)					\$

B. Cash Contributions to City of Mississauga:

- 1.
- 2.

C. Cash Contributions to Region of Peel

- 1.
- 2.

D. Additional Terms, Provisions, and Conditions:

1. Regarding City mud tracking clean-up, dust and indiscriminate dumping, should the City be involved in these works, the following rates are to apply:
 - (a) Where the City forces are used - cost times two.
 - (b) Where the City retains independent contractors - cost plus forty percent.
 - (c) Minimum charge is one-half day.
2. An amount of \$ shall be held back on the Letter of Credit until final assumption, in order to secure that adequate lot grading and drainage is maintained to the satisfaction of the City of Mississauga.
3. An amount of \$ shall be held back on the Letter of Credit to cover the deductible amount of the insurance posted for (file number). The holdback will remain in place for as long as the insurance is required by the Transportation and Works Department.

SCHEDULE "D-2"

Schedule D-2 is required only if the Servicing Agreement includes the development of a park block.

SCHEDULE "E"

Details of the participation, if any, of the City and/or Region with respect to the financing of the Works, are shown in Schedule E of this Agreement.

SCHEDULE "F" or "F-1"

The Developer agrees to complete the Engineering Works as listed in Schedule D/D-1, in accordance with the timing provisions as outlined in Schedule F/F-1 of this Agreement. Any extension of these completion dates is to be approved by the City Commissioner of Transportation and Works and/or the Regional Commissioner of Public Works.

Schedule F or F-1 dates to include the following items:

Dates

1. Underground Services to be completed on or before
2. Curb base and base asphalt to be completed on or before
3. Streetlighting to be completed on or before (within a month after base asphalt)
4. Sidewalks, top stage curb and boulevard sodding to be completed on or before
5. Top course asphalt to be completed on or before (33 months after base asphalt)

SCHEDULE "F-2"

Schedule F-2 is required only if the Servicing Agreement includes the development of a park block.

The Developer agrees to complete the Landscape Works as listed in Schedule D-2 in accordance with the timing provisions as outlined in Schedule F-2 of this Agreement. Any extension of these completion dates is to be approved by the City Commissioner of Community Services.

3.02.02 Servicing Agreement for a Plan of Subdivision**3.02.02.01 First Submission**

NOTE: ALL ENGINEERING SUBMISSIONS ARE TO BE COORDINATED BY THE DEVELOPERS CONSULTING ENGINEER.

The following material is required for the First Submission:

Two complete sets labeled “Development Engineering”:

- Proposed Plan for Registration (M-Plan)
- Reference Plans
- General above ground services plan
- General underground services plan
- Storm drainage plans
- Storm sewer design sheets
- Stormwater Management report (if required)
- Plan and profile drawings
- Miscellaneous and special detail drawings
- Grading plan
- Grading plan for park blocks
- Grading plan for school blocks
- Utility Plan (if required)
- Streetscape Plans
- Tree Survey Plan
- Arborist Report (if required)
- Soils Report and Phase I E.S.A.
- Servicing Agreement Schedules A, A-I, B, C, D, E and F
- Development Agreement schedules

In addition to the above, the following is to be included:

- Two copies of the following, labeled “Environmental Services – Storm Drainage”
 - Grading plans
 - Storm drainage plans
 - Storm sewer design sheets
 - Stormwater Management report (if required)
 - Copies of detail drawings for outlets and watercourse improvements.
 - Plan/Profile drawings
 - M-Plan
 - Reference Plans
- Two copies of the M-Plan, Reference Plans, Above Ground Services Plan, Plan and Profile drawings, Pavement Marking Plan, Streetscape Plan, Signage Plan, Servicing Agreement schedules, Utility Plan (if required), and Traffic Impact Study (if applicable), labeled “Transportation Asset Management”.
- One copy of the M-Plan, Reference Plans, General Plans, Soils Report and Phase I E.S.A. labeled “Environmental Services”.
- A copy of the consulting engineers’ letter to the Region of Peel forwarding the first engineering submission in accordance with their requirements.
- A letter from the Ontario Land Surveyor confirming that the Development and Design Division of the Planning and Building Department is in receipt of the draft final M-Plan(s). This letter is required prior to this department commencing review of the first submission.
- A Letter of Retention to the City from the Consulting Engineer stating that he/she has been engaged for the design and complete general construction supervision of all municipal services. (Refer to Appendix B-2).

- A Letter of Retention from the Geotechnical Consultant stating that he has been retained to supervise, in total, the installation of bedding and the backfilling of all trenches within road allowances and easements, and to certify to the owner and the City that he has supervised the backfilling operations, carried out sufficient tests to obtain a representative report as to the compaction of the backfill and that he finds the backfill installation to be in compliance with the City's specifications. (Refer to Appendix B-3).
- One complete set of drawings, one copy of the Proposed M-Plan and a copy of the Consulting Engineers' Letter of Retention labeled "Enersource Hydro Mississauga".
- Preliminary Engineering Fee based on \$500.00 per gross hectare (\$200.00 per gross acre) (minimum fee \$1500.00).

The following material is required for a Subdivision **Without Park Works** labeled "Community Services":

- One covering letter from the Landscape Architect outlining the submission contents. This letter is to be copied to the Development Engineering Section.
- Three copies of the proposed plan for registration for street tree planting and bicycle pedestrian route signage calculations.
- One set of engineering drawings.
- One complete set of all Servicing Agreement schedules, including detailed cost breakdowns, and Development Agreement schedules.
- Three sets of the following drawings (where applicable):
 - Streetscape/buffer planting
 - Street tree planting
 - Greenbelt
 - Tree preservation

The following material is required for a Subdivision **With Park Works** labeled "Community Services":

- A Letter of Retention from the Consulting Landscape Architect stating that he has been engaged by the Developer for the design and complete general construction supervision of all landscape works.
- A covering letter from the Landscape Architect outlining the submission contents. This letter is to be copied to the Development Engineering Section.
- A covering letter from the Consulting Engineer stating that he advises that the landscape works are in conformity with the proposed grading and municipal services for this development, plus an outline of the items contained within that submission.

- Three sets of the following drawings (where applicable):
 - Park Master Plan based on the approved concept plan
 - Streetscape/Buffer Planting
 - Street Tree Planting
 - Greenbelt Master Plan
 - Tree Preservation
 - Electrical Plan
- Three copies of the proposed plan for registration for street tree planting and bicycle pedestrian route signage calculations (where applicable).
- One set of Engineering Drawings.
- One complete set of all Servicing Agreement schedules, including detailed cost breakdown, and Development Agreement schedules;

3.02.02.02 Second Submission (Servicing Agreement for a Plan of Subdivision)

The following material is required for the Second Submission:

- First Submission Drawings, Servicing Agreement schedules and Development Agreement schedules marked up by the Development Engineering as part of the First Submission Review.
- Two complete sets in two bundles of all reference plans, drawings, proposed M-Plans, Servicing Agreement schedules and Development Agreement schedules labeled "Development Engineering".
- Two Originals plus one copy of Ministry of Environment application forms, signed by the Developer and the Consulting Engineer, two copies of the storm design sheets and one complete set of drawings labeled "MOE".
- If a stormwater management pond facility is included, provide two copies of Stormwater Management Pond Planting Plans prepared and stamped by a Landscape Architect including detailed drawings, pond plant lists and a detailed cost schedule for the purposed landscaping works. Note that a M.O.E. application form for the pond will need to be submitted as well.

NOTE: Application(s) will not be forwarded to the M.O.E. until the City is satisfied with the engineering design.

- Thirteen (13) prints of general plans, utility plan (if required), profiles and other applicable plans of existing roads on which additional services are to be installed for P.U.C.C. approval. These are to be divided into individual bundles. A key plan is to be provided on these plans.
- Two draft copies of the agreements, deeds and grants of easement with associated plan for Registration (M-Plan) and reference plans.
- One set of the above ground plans, utility plan (if required), Servicing Agreement schedules, Development Agreement schedules, proposed plan for registration (M-Plan) and the detailed cost breakdowns labeled "Planning Division".
- Two sets of the above ground plans, utility plan (if required), grading plans, landscaping plans, fencing plans and associated details labeled "Urban Design".
- A separate package containing one set of general plans, draft legal documents, associated draft M-plan and Reference Plans and copies of Servicing Agreement Schedules A and B labeled "Survey Section".
- A letter from the electrical consultant confirming that a submission has been made to Enersource Hydro Mississauga for street lighting approval.
- Separate labeled packages of revised materials for various divisions to ensure all of their first submission comments have been addressed.
- If approvals from other authorities are required, two complete sets of drawings and Servicing Agreement and Development Agreement schedules are to be provided for forwarding to the appropriate authorities by the City.

- If a school block is involved, two copies of the School Block storm drainage plan, grading plan, above ground plan and underground plan labeled "Board of Education" and/or "Separate School Board" is required.
- If a school block is not involved, two copies of the above ground plan and proposed M-plan labeled "Board of Education" and/or "Separate School Board" are required.
- Five copies of the detailed noise analysis.
- Two copies of the above ground plans labeled "Canada Post".
- Two copies of the above ground plans labeled "MiWay Transit" for the determination of their requirements. MiWay Transit requires a minimum clearance of 15m from the end of the curb radius to allow for future transit infrastructure. This clearance is in accordance with Mississauga Transit's Standard for an accessible bus platform with shelter (<http://www.mississauga.ca/file/COM/2250020.pdf>).

The following material is required for a Subdivision Without Park Works labeled "Community Services":

- One covering letter from the Landscape Architect outlining the submission contents. This letter is to be copied to the Development Engineering Section.
- One set of revised drawings as per City comments.
- One complete set of all revised Servicing Agreement schedules, including cost breakdowns and Development Agreement schedules as per City comments.

The following material is required for a Subdivision With Park Works labeled "Community Services":

- One covering letter from the Consulting Landscape Architect outlining the submission contents.
- Three complete sets of Park Working Drawings based on approved Master Plan Drawings and Servicing Agreement schedules as per City comments.
- Three sets revised landscape drawings as per City comments.
- One set revised engineering drawings as per City comments.
- One complete set of revised Servicing Agreement schedules, including detailed cost breakdowns, and Development Agreement schedules.

3.02.02.03 Requirements for Municipal Structures

When a new roadway structure is required, the second engineering submission shall include two copies of the following material:

1. General Arrangement drawing(s). This drawing is to be prepared in accordance with the MTO Structural Manual. It includes the roadway structure plan, profile, elevation and cross sections.
2. Design Report. The design report includes but is not limited to the description of the works, how the detail was arrived at, different options and cost analysis/least expensive alternate.
3. Design Criteria Sheet. Generally type/class of roadway, volume of traffic, geometric information and cost estimate.
4. Foundation Report.
5. Hydrology Report (when applicable).
6. Letter from the Engineer who certifies the design that Ontario Highway Bridge Design Code (OHBDC) requirements are met.

The structural design drawings and details included as part of the Servicing Agreement shall be stamped and signed by the professional engineer who designed the roadway structure and by the professional engineer who checked the structural design drawings.

**3.02.02.04 Interim Submissions
(Servicing Agreement for a Plan of Subdivision)**

Submit two sets of all drawings, M-Plans, reference plans, Servicing Agreement schedules, including detailed cost breakdowns, Development Agreement schedules and return of the previous submission “mark ups”.

Also provide separate labeled packages of revised materials for various divisions and agencies to ensure all of their previous comments have been addressed.

The Interim Submission Fee applies in accordance with the current City of Mississauga *Fees and Charges By-law: Planning Act Processing*.

3.02.02.05 Erosion and Sediment Control Permit Application Submissions

NOTE: Erosion and Sediment Control Permit Application is not part of the Servicing Agreement.

In accordance with the Erosion and Sediment Control By-law No.512-91 *as amended*, an Erosion and Sediment Control Permit must be obtained prior to any land disturbing activities being undertaken for development sites greater than one hectare and for development sites, of any size, that are adjacent to a water body.

Preliminary submissions of the following materials will be accepted by the Environmental Services Section of the Transportation and Works Department for review:

- Application Forms
- Two copies of the erosion and sediment control plan(s).
- One copy of the cost estimate for the erosion and sediment control measures.

An Erosion and Sediment Control Permit application (***final submission***) is to be made directly to the Environmental Services Section of the Transportation and Works Department and shall consist of the following:

- Permit Application Forms.
- Five copies of the erosion and sediment control plan(s), certified by a Professional Engineer
- Application fee plus HST in accordance with the requirements of the By-law
- Securities (certified cheque) covering 100% of the total estimated value of erosion and sediment control measures, including engineering and contingencies, and administration fee in accordance with the requirements of the Erosion and Sediment Control By-law and current Fees and Charges By-law.
- Tree Injury or Destruction Questionnaire and Declaration
- Owner's Authorization Letter for Permit Application

Contact the Environmental Services Section of the Transportation and Works Department for additional information regarding the above noted forms and By-laws.

3.02.02.06 Subdivision Underground Pre-Servicing for A Plan of Subdivision (Optional)

The Commissioner of Transportation and Works will consider pre-servicing of a subdivision when the following conditions have been met:

- Application has been made to the Commissioner of Transportation and Works for permission to proceed with pre-servicing. The Community Services Department is to be copied on the consulting engineer's pre-servicing request letter.
- Upon approval of the pre-servicing application, the Developer must execute and deposit with the Commissioner of Transportation and Works a Letter of Undertaking in a form approved by the City. (Refer to Appendix B-5)
- Three copies of the Servicing and Development Agreements executed by the developer, material for re-circulation to receive pre-servicing approval from outstanding departments and or agencies and five sets of all drawings are to be provided.
- Ten copies of above ground plans are to be provided.
- Submission is to be made to the Commissioner of Transportation and Works of copies of the deeds and easement documents for external services, with associated deposited reference plans. No permission to construct external services will be given prior to full registration unless the easements have been granted and/or lands transferred to the City and a Letter of Credit has been deposited with the City, for the total cost of the services. Connections to existing services will not be permitted until the plan is registered.
- All other necessary documents, 300mm reserves, easements, etc., must be approved as to form and description.
- The Engineering Fees for the City and the Region must be paid to the City prior to the commencement of any works.
- Additional Pre-servicing Processing Fee to be paid in accordance with the current City of Mississauga *Fees and Charges By-law: Planning Act Processing*.
- One original and one copy of the Insurance Certificate are to be submitted as per Article 17 of the Servicing Agreement.
- A cash deposit is to be submitted as required by the Transportation and Works Department in accordance with the current City of Mississauga *Fees and Charges By-law: Planning Act Processing*. This cash deposit is to be returned at the time of registration of the subdivision.
- Any required re-zoning by-laws must be in effect.
- Prior to registration of the plan, all requirements and any specific requirements detailed in the Servicing and Development Agreements must be satisfied. However, if the underground pre-servicing has been completed prior to the registration of the plan of subdivision, the City will not require the full value of the Letter of Credit provided an appropriate reduction request has been submitted to and approved by the Transportation and Works Department.

- Upon approval to proceed, one copy of the Engineering Drawings must be sent to each of the utility companies such as Hydro, telecommunication providers, Gas Company etc., which will be installing services in the development.
- Existing buildings are to be demolished with all materials removed from within the limits of the plan.

**3.02.02.07 Final Engineering Submission
(Servicing Agreement for A Plan of Subdivision)**

The following material is required for the Final Submission:

- Thirteen complete Servicing Agreements properly signed and executed by the owner(s).
- Two copies of a letter from the Ontario Land Surveyor Certifying that the final M-Plan has not been changed since the Zoning By-Law came into effect.
- One copy of Proposed M-Plan, signed and dated by the owner, above ground plan and underground plan labeled "Building Division".
- Nine complete sets of all drawings listed in Schedule A-1 of the Servicing Agreement, including the proposed plan for registration and all related reference plans.
- Three executed copies of the Development Agreement.
- Four sets (full size) of all drawings listed in Schedule A-1 of the Servicing Agreement with the exception of the proposed plan for registration and the tree survey plan for Development Construction and Inspection.
- Ten additional copies of the above ground services plan showing emergency routes, temporary accesses, construction roads and fire hydrants etc., (if subdivision was pre-serviced these above ground plans are not necessary).
- One set of mylars of the original engineering and landscape drawings listed in Schedule A-1 of the Servicing Agreement.
- Two prints of the final storm drainage plan and the storm sewer design sheet & all associated drainage reports labeled "Environmental Services – Storm Drainage".
- Six additional copies of the proposed plan for registration; signed and dated by the owner.
- Three additional copies of all related reference plans.
- One copy of proposed M-Plan, signed and dated by owner and one copy of all above ground plans labeled "Development Engineering" for assignment of street numbers.
- Written documentation from the Developers Solicitor forwarding all electronic legal documents to Legal Services as required under Schedule B of the Servicing Agreement.
- Two copies of the following legal documents are required:
 - Hard copies of all Teraview electronic documents conveying land to the City and/or Region, and grants of easements in favour of the City and/or Region, as set out in Schedule B of the Servicing Agreement.
 - In the event of mortgagees, partial discharges are required for all easements and land being conveyed to the City and/or Region.
- Copies of required approvals - i.e. M.O.E., C.V.C., etc.

- Two copies of Servicing Agreement Schedules C, D, E, and F.
- One original and one copy of the Certificate of Insurance (Construction Liability) as per Article 17 of the Servicing Agreement (Refer to Appendix B-1).
- Securities as per Article 18 of the Servicing Agreement, plus one copy.
- Cash contribution to the City of Mississauga as per Schedule D or D-1 of the Servicing Agreement. Region of Peel to confirm receipt of Regional cash contribution.
- Payment 100% of total engineering fees less Preliminary Engineering Fee previously paid.
- The Developer must submit evidence in writing to the Commissioner of Transportation and Works that arrangement have been made with the telecommunication and Hydro providers for the installation of their cables in a common trench in the prescribed locations on road allowances.
- The Developer must submit evidence, in writing, to the Commissioner of Transportation and Works that satisfactory arrangement have been made with Enersource Hydro Mississauga for the installation of street lighting.

Refer to Appendix A-2 for the Final Submission Checklist.

Note 1 Development **With Park Blocks** and Schedule “D-2” of the Servicing Agreement

- The signature of the Commissioner of Community Services is required. Therefore, thirteen executed Agreements are to be forwarded to the Community Services Department. One copy of the Servicing Agreement is to be forwarded to the Transportation and Works Department simultaneously with the submission to the Community Services Department.

The following materials are also to be submitted to Community Services Department with the Servicing Agreements:

- Nine complete sets of landscape drawings listed in Schedule A-1 and A-2 of the Servicing Agreement, to form part of the Agreement. These nine sets will be stamped "approved" and sent to the Development Engineering Section.
- Five complete sets of landscape drawings listed in Schedule A-1 and A-2 of the Servicing Agreement for internal distribution.
- One set of the complete Engineering drawings included in Schedule A-1.
- One certified cheque, bank draft or money order as Parks processing fee as a percentage of works secured in Schedule D-2.
- One Letter of Credit in the amount required, as per Schedule D-2.
- Where applicable, Letter of Credit for future parkland conveyance.

3.02.03 Servicing Agreement for Municipal Works

3.02.03.01 First Submission

NOTE: ALL ENGINEERING SUBMISSIONS ARE TO BE COORDINATED BY THE DEVELOPERS CONSULTING ENGINEER.

The following material is required for the First Submission:

Two complete sets labeled “Development Engineering”

- Reference Plans
- General above ground services plan
- General underground services plan
- Storm drainage plans
- Storm sewer design sheets
- Stormwater Management report (if required)
- Plan and profile drawings
- Miscellaneous and special detail drawings
- Grading plan
- Utility Plan (if required)
- Streetscape Plans
- Soils Report and Phase I E.S.A.
- Servicing Agreement Schedules A, A-I, B, D, E and F

In addition to the above, the following is to be included:

- Two copies of the following labeled “Environmental Services – Storm Drainage”
 - General plans
 - Grading plans
 - Storm drainage plans
 - Storm sewer design sheets
 - Stormwater Management report (if required)
 - Copies of detail drawings for outlets and watercourse improvements.
 - Plan/Profile Drawings
- Two copies of the M-Plan (if applicable), Reference Plans, Above Ground Services Plan, and Profile drawings, Pavement Marking Plan, Streetscape Plan, Servicing Agreement schedules and Traffic Impact Study, labeled “Transportation Asset Management”.
- One copy of the Reference Plans, General Plans, Soils Report and Phase I E.S.A. labeled “Environmental Services”.
- A copy of the consulting engineers’ letter to the Region of Peel forwarding the first engineering submission in accordance with their requirements.
- A Letter of Retention to the City from the Consulting Engineer stating that he/she has been engaged for the design and complete general construction supervision of all municipal services (Refer to Appendix B-2).
- A Letter of Retention from the Geotechnical Consultant stating that he has been retained to supervise, in total, the installation of bedding and the backfilling of all trenches within road allowances and easements, and to certify to the owner and the City that he has supervised the backfilling operations, carried out sufficient tests to obtain a representative report as to the compaction of the backfill and that he finds the backfill installation to be in compliance with the City’s specifications (Refer to Appendix B-3).

- One complete set of drawings, one copy of the Proposed Reference Plan and a copy of the Consulting Engineers' Letter of Retention labeled "Enersource Hydro Mississauga".
- Preliminary Engineering Fee based on the minimum fee \$600.00.

The Following material labeled "Community Services"

- Two complete sets of engineering drawings.
- Two complete sets of all Servicing Agreement schedules, including detailed cost breakdowns, and Development Agreement schedules.
- Three sets of the following drawings (where applicable):
 - Streetscape/buffer planting
 - Street tree planting
 - Tree preservation
 - Utility plans

3.02.03.02 Second Submission (Servicing Agreement for Municipal Works)

The following material is required for the Second Submission:

- First Submission Drawings and Servicing Agreement schedules marked up by the Development Engineering as part of the First Submission Review.
- Two complete sets in two bundles, of all reference plans, drawings, Servicing Agreement schedules and Development Agreement schedules labeled "Development Engineering".
- Two Originals plus one copy of Ministry of Environment application forms, signed by the Developer and the Consulting Engineer, two copies of this storm design sheets and one complete set of drawings labeled "MOE".
- If a stormwater management pond facility is included, provide two copies of Stormwater Management Pond Planting Plans prepared and stamped by a Landscape Architect including detailed drawings, pond plant lists and a detailed cost schedule for the purposed landscaping works. Note that a M.O.E. application form for the pond will need to be submitted as well.

NOTE: Application(s) will not be forwarded to the M.O.E. until the City is satisfied with the engineering design.

- Thirteen (13) prints of general plans, utility plan (if required), profiles and other applicable plans of existing roads on which additional services are to be installed for P.U.C.C. approval. These are to be divided into individual bundles. A key plan is to be provided on these plans.
- Two draft copies of the agreements, deeds and grants of easement and reference plans.
- One set of the above ground plans, utility plan (if required), landscape plans, Servicing Agreement schedules, and the detailed cost breakdowns labeled "Planning Division".
- Two sets of the above ground plans, utility plan (if required), grading plans, landscaping plans, and associated details labeled "Urban Design".
- A separate package containing one set of general plans, draft legal documents, associated reference plans and copies of Servicing Agreement Schedules 'A' and 'B' labeled "Survey Section".
- A letter from the electrical consultant confirming that a submission has been made to Enersource Hydro Mississauga for street lighting approval.
- Separate labeled packages of revised materials for various divisions to ensure all of their first submission comments have been addressed.
- If approvals from other authorities are required, two complete sets of drawings and Servicing Agreement and Development Agreement schedules are to be provided for forwarding to the appropriate authorities by the City.

- Two copies of the above ground plans labeled “MiWay Transit” for the determination of their requirements.

MiWay Transit requires a minimum clearance of 15m from the end of the curb radius to allow for future transit infrastructure. This clearance is in accordance with Mississauga Transit's Standard for an accessible bus platform with shelter (<http://www.mississauga.ca/file/COM/2250020.pdf>).

**3.02.03.03 Interim Submissions
(Servicing Agreement for Municipal Works)**

Submit two sets of all drawings, reference plans, Servicing Agreement schedules, detailed cost breakdowns, Development Agreement schedules and return of the previous submission “mark ups”.

Also provide separate labeled packages of revised materials for various divisions and agencies to ensure all of their previous comments have been addressed.

An Interim Submission Fee applies in accordance with the current City of Mississauga *Fees and Charges By-law: Planning Act Processing*.

**3.02.03.04 Final Engineering Submission
(Servicing Agreement for Municipal Works)**

The following plans and documents are required for the Final Submission:

- Thirteen complete Servicing Agreements properly signed and executed by the owner(s).
- Nine complete sets of all drawings listed in Schedule A-I of the Servicing Agreement, including all related reference plans.
- Four sets (full size) of all drawings listed in Schedule A-1 of the Servicing Agreement for Development Construction and Inspection.
- Ten additional copies of the above ground services plan showing emergency routes, temporary accesses, construction roads and fire hydrants etc.
- One set of mylars of the original engineering and landscape drawings listed in Schedules A-1 of the Servicing Agreement.
- Two prints of the final storm drainage plan and the storm sewer design sheet & all associated drainage reports labeled “Environmental Services – Storm Drainage”.
- Three additional copies of all related reference plans.
- Written documentation from the Developers Solicitor forwarding all electronic legal documents to Legal Services as required under Schedule B of the Servicing Agreement.
- Two copies of the following legal documents are required:
 - Hard copies of all Teraview electronic documents conveying land to the City and/or Region, and grants of easements in favour of the City and/or Region, as set out in Schedule B of the Servicing Agreement.
 - In the event of mortgagees, partial discharges are required for all easements and land being conveyed to the City and/or Region.
- Copies of required approvals - i.e. M.O.E., C.V.C., etc.
- Three copies of the detailed cost breakdowns as per Schedule D of the Servicing Agreement.
- Two copies of Servicing Agreement Schedules D, E, and F.
- One original and one copy of the Insurance Certificate as per Article 17 of the Servicing Agreement.
- Securities as per Article 18 of the Servicing Agreement, plus one copy.
- Cash contribution to the City of Mississauga as per Schedule D of the Servicing Agreement. The Region of Peel to confirm receipt of regional cash contribution.
- Payment 100% of total engineering charges less processing fee previously paid.

- The Developer must submit evidence in writing to the Commissioner of Transportation and Works that arrangements have been made with the telecommunications and Hydro providers for the installation of their cables in a common trench in the prescribed locations on road allowances within the plan of subdivision (if applicable).
- The Developer must submit evidence, in writing, to the Commissioner of Transportation and Works that satisfactory arrangements have been made with Enersource Hydro Mississauga for the installation of street lighting (if applicable).

Refer to Appendix A-2 for a Final Submission checklist.

Appendix 'A'

Submission Status Templates

A-1 - Servicing Agreement Status Sheet**Servicing Agreement**

File:		Consultant:	
Developer:		Coordinator:	

Reviewer	First submission received		day / mth / yr		sub	recirculated day / mth / yr	commts rec'd day / mth / yr	approval date
	sub	circulated day / mth / yr	commts rec'd day / mth / yr					
name	Storm drainage	1st			2nd			
name	Traffic	1st			2nd			
name	Environmental	1st			2nd			
name	Community Services	1st			2nd			
name	Enersource	1st						
name	Finance	1st						
name	Region	1st						
name	Other	1st						
First submission returned		day / mth / yr						

Second submission rec'd		day / mth / yr		sub	recirculated day / mth / yr	commts rec'd day / mth / yr	approval date
name	Planning/Urban design	2nd					
name	MOE	2nd					
name	PUCC	2nd					
name	Conservation Authority	2nd					
name	Survey	2nd					
name	MTO	2nd					
name	Infrastructure Ontario	2nd					
name	Hydro One Networks	2nd					
name	Capital Works	2nd					
name	Transit	2nd					
name	Fire	2nd					
name	Public Sch. Board	2nd					
name	Separate Sch. Board	2nd					
name	Traffic Operations	2nd					
name	Pipeline Transcanada	2nd					
name	Pipeline Enbridge	2nd					
name	Railway	2nd					
name	Metrolinx	2nd					
name	Canada Post	2nd					
name	Legal	preserv.					
name	Finance	preserv.					
Second Submission retn'd		day / mth / yr					

Interim Submission	Date rec'd day / mth / yr	Returned day / mth / yr
--------------------	------------------------------	----------------------------

Preservicing Submission	Date rec'd day / mth / yr	Date appr'd day / mth / yr
-------------------------	------------------------------	-------------------------------

Final Submission	Date rec'd day / mth / yr	Date appr'd day / mth / yr
------------------	------------------------------	-------------------------------

By-Law passed Council session	day / mth / yr	By-law No.
----------------------------------	----------------	------------

A-2 - Final Submission Checklist

Description		Developer: FILE:	
		RECEIVED/ APPROV	COMMENTS
1	(TOTAL DEDUCTIBLE AMT.) INSURANCE CERTIFICATE	\$	
2	LETTER OF CREDIT	\$	
3a	ENGINEERING FEES City	\$	
3b	ENGINEERING FEES Region	\$	
4	CASH CONTRIBUTION	\$	
5	C.V.C/ H.R.C.A./ T.R.C.A.		
6	O.L.S. CERTIFICATE, RE: FINAL M-PLAN		
7	SEDIMENT CONTROL PERMIT (STAGE 2)		
8	ORIGINAL COPIES OF ENGINEERING DRAWINGS OTHER DEPARTMENTS/AGENCIES		
9	SEE ATTACHED SUBD. STATUS SHEET		
10	ZONING BY-LAW		
11	SCHOOL BOARDS	PUBLIC SEPARATE	
12	LEGAL DOCUMENTS	EXTERNAL INTERNAL	
13	DEVELOPMENT AGREEMENT		
14	COMMON TRENCH LETTERS	CABLE TELECOM. HYDRO (VERIFY PROVIDER AS IDENTIFIED) TELECOM. PROVIDER	
15	HYDRO MISSISSAUGA LETTER RE: STREETLIGHTING -(Plus check to ensure P.U.C.C information on drawings and 'markups' returned)		
16	P.U.C.C. APPROVAL		
17	M.O.E.	SEWERS POND	
18	LETTER OF APPROVAL FROM REGION		
19	LETTERS OF RETENTION FROM ENG. & SOILS CONSULTANTS		
20	COMMUNITY SERVICES		
21	STREET NAMES APPROVAL		
22	OTHER AGENCIES		
23	CANADA POST APPROVAL OF HYDRO SWITCHGEAR AND/OR		
24	BELL CUE CABINET LOCATIONS		
26			
27			

Appendix 'B'
Standard Forms and Letters

B-1 - Certificate of Insurance

<http://www.mississauga.ca/certificateofinsurance>

B-2 - Consultants' Letter of RetentionInstructions For Use

This letter is to be submitted to the Transportation and Works Department as part of the First Engineering submission.

Sample Letter

Date:

City of Mississauga
Transportation and Works Department
201 City Centre Drive, Suite 800
Mississauga, Ontario
L5B 2T4

Attention: Commissioner
Transportation and Works Department

Gentlemen:

Re: (Description of Development/Works)

File Number: _____

This is to state that our firm has been retained by the Developer for the purpose of carrying out those functions as outlined in Clause I of the proposed Servicing Agreement for (File Number: _____) including the full-time supervision of all grading and drainage works.

Yours very truly,

(A Professional Engineer
with signing authority for
the consulting engineering firm)

B-3 - Geotechnical Engineers' Letter of RetentionInstructions For Use

This letter is to be submitted to the Transportation and Works Department as part of the First Engineering Submission.

Sample Letter

Date:

City of Mississauga
Transportation and Works Department
201 City Centre Drive
Mississauga, Ontario
L5B 2T4

Attention: Commissioner
Transportation and Works Department

Gentlemen:

RE: (Description of Development/Works)
File Number: _____

This is to state that our firm has been retained by the Developer to supervise, in total, the installation of the bedding and backfilling of all trenches within the road allowances and easements within the above noted Subdivision.

We understand that we are to certify to the owner and the City that we have carried out sufficient testing to obtain a representative report as to the compaction of the backfill, and that we find the backfill to be in compliance with City Specifications and requirements.

We shall also confirm that final subgrade conditions are equal or better than those anticipated in the preparation of the pavement design.

Yours very truly,

(A Professional Engineer
with signing authority for
the Geotechnical Firm)

(Engineer's stamp)

B-4 - Letters of Credit**DRAFT ONLY – USE BANK LETTERHEAD**

Date: _____

No: _____

IRREVOCABLE LETTER OF CREDIT

To: **Corporation of the City of Mississauga** (*Beneficiary name and address must be written as here – no additional info.*)
300 City Centre Drive
Mississauga, Ontario
L5B 3C1

We hereby authorize you to draw on (Name of Bank, Address, Postal Code) for account of (Name of Applicant, Address, Postal Code) up to an aggregate amount of (Amount written out in full) Canadian Dollars (\$Amount) available on demand as follows:

Pursuant to the request of our customer, the said (Name of Applicant), we The (Name of Bank), hereby establish and give to you an Irrevocable Letter of Credit in your favour in the total amount of (\$Amount of Security) which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customers to make such demand and without recognizing any claim of our said customers.

Provided, however, that you are to deliver to us at such time as written demand for payment is made upon us, a **letter** signed by you agreeing and/or confirming that monies drawn pursuant to the Letter of Credit are to be retained and used to meet obligations in connection with (provide Legal description of project and/or File number as per instructions from Department requesting the Security).

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

This Letter of Credit will continue up to (insert Expiry Date of one year) and will expire on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time up to the close of business on that date. It is a condition of this Letter of Credit that it shall be deemed to be **automatically** extended for one year from the present or any future expiration date hereof, unless **thirty days (30)** prior to any such date, we shall notify you in writing by Registered Mail or Courier that we elect not to consider this Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw by means of your demand accompanied by your above written **letter**.

Partial drawings permitted.

The drawings under this credit are to state that they are drawn under the (Name of Bank, Address, Postal Code), Letter of Credit (Number).

This Letter of Credit is issued subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), ICC Publication No. 600.

For (Bank)

Authorized Signature

Authorized Signature

Corporation of the City of Mississauga Letters of Credit Format

NOTES

Letters of Credit must be issued from Schedule 1 Banks or Schedule 2 Banks with Dominion Bond Rating Service rating of R-1.

Letters of Credit from other institutions, including Trust Companies and Credit Unions, will not be accepted.

Acceptable alternatives to a Letter of Credit are cash, certified cheque, bank draft or money order. Letters of Guarantee will not be accepted.

Beneficiary Address must appear as on this Format. No Department or Floor number may be added, or attention to any person.

Separate Letters of Credit are required for each City of Mississauga Department requesting same.

For Transportation and Works:

If the Letter of Credit is for more than one type of Security i.e.: Municipal Services Protection, and Lot Grading, etc., it must specify the \$ amount for each Security type.

For Planning and Building Department, Development and Design Division:

Paragraph Three (3) is to read as follows:

“Provided, however, that you are to deliver to us at such time as a written demand for payment is made upon us, a letter signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be retained and used to meet obligations in connection with site works as approved under Site Plan Application (provide Site Plan Application file number) and municipal address (insert municipal address number and street name).”

Please deliver the completed Letter of Credit to the Department requesting same for processing.

B-5 - Indemnification Letter (For Pre-Servicing Subdivisions)Instructions For Use

This letter is to be submitted to the Transportation and Works Department prior to approval for pre-servicing.

Sample Letter

Date:

City of Mississauga
Transportation and Works Department
201 City Centre Drive, Suite 800
Mississauga, Ontario
L5B 2T4

Attention: Commissioner
Transportation and Works Department

Gentlemen:

Re: (Name of Subdivision)

In consideration of the City of Mississauga allowing services to be installed in the proposed subdivision, prior to registration of the plan, [Name of Developer], we as Developers covenants and agrees as follows:

1. The Developers acknowledge that by proceeding with these services in advance of registration of a plan of subdivision, the Developers are doing so totally at their own risk.
2. To allow the City, its employees, servants and agents, to enter the lands at all reasonable times and for all reasonable purposes, including and without limiting the generality of the foregoing, for all necessary inspections, and to correct any drainage problems and to correct or eliminate any other nuisance, such as dust, garbage and debris, excavations, old buildings, etc. and the cost incurred by the City in so doing shall be charged to the Developers.
3. To submit a cash deposit as required by the Transportation and Works Department in the amount of 5% of the value of Schedule D to a maximum of \$10,000.00.
4. To indemnify the City and Region, its employees, servants and agents (and the Hydro-Commission) against all actions, causes of actions, suits, claims and demands whatsoever, which may arise either directly or indirectly by reason of the pre-servicing, and the owners undertaking the construction of the work within the proposed subdivision.
5. To proceed with the development in accordance with the attached schedule of performance, and should active development of the land come to a termination, to smooth, grade and seed the site to renew vegetation, and prevent erosion problems, and upon any failure in performing this obligation, to allow the City to enter the lands and carry out the work deemed necessary by the Transportation and Works Department, with the costs incurred by the City to be a charge to the Developers.

6. To allow the City to draw on the cash deposit under clause 3 above for the completion of any works considered necessary by the City Engineer including those indicated under clauses 2 and 5 and other works such as rectification of drainage problems and clean up of existing roads, upon verbal notification to the consulting engineer.
7. To limit the hours of work associated with the development from 7:00 a.m. to 7:00 p.m.
8. To require these undertakings and covenants to be assumed by any successor in title, to the effect that the obligations and covenants herein shall be binding upon the executor's administrators, successors and assigns.

Yours very truly,

(Signature of Developer)
For: (Name of Development)

(Corporate Seal)

B-6 - Ontario Land Surveyors Certification Re: Final M-PlanInstructions for Use

This letter is to be submitted to the Transportation and Works Department as part of the Final Engineering Submission.

Sample Letter

Date:

City of Mississauga
Transportation and Works Department
201 City Centre Drive, suite 800
Mississauga, ON L5B 2T4

Attention: Commissioner, Transportation and Works Department

Re: (Name of Subdivision)

21T-_____

I hereby certify that the Final M-Plan submitted as part of the Final Engineering Submission has not been changed since the Zoning By-Law came into effect.

Yours Truly,

(The Ontario Land Surveyor who signs the Surveyors Certificate on the M-Plan)

(The OLS Stamp)

NOTE: If the certificate cannot be provided because of changes to Draft M-Plan, then three Draft M-Plans and three sets of lots schedules are to be included with final submission for approval by the Zoning Section of the Building Division of the Planning and Building Department. A letter is to be included from the OLS outlining where the changes on the M-Plan have occurred.