

**SECTION 3 - ENGINEERING SUBMISSION REQUIREMENTS FOR MUNICIPAL
INFRASTRUCTURE**

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3.0 Introduction

The purpose of this section is to outline the general engineering submission requirements for municipal infrastructure works to support a development applications including Plans of Subdivision, Rezoning, Lifting of the “H” Holding Zone, Site Plan and Consent applications.

These municipal infrastructure works are contained within schedules of a Subdivision Agreement, Development Agreement or Site Plan Agreement.

Standard templates for these agreements can be obtained from the Planning and Building Department.

3.1 Engineering Fees

City of Mississauga (City) Engineering Fees are calculated in accordance with the current City Fees and Charges By-law provided on the City's [website](#) under "Fees and Charges By-law: Schedule C 1 Planning Act Processing Fees".

City Engineering Fees are to be paid to the Development Engineering & Construction Permits Administration Services located at 3185 Mavis Road, Mississauga, Ontario, L5C 1T7.

All City Engineering Fees are to be submitted by certified cheque, bank draft or money order along with the accompanying security form. All cheques are to be made out to the City of Mississauga

Region of Peel Engineering Fees are to be paid directly to the Region of Peel. For the Region's portion of engineering fees, please contact the Development Services Section of the Public Works Department at planninginfo@peelregion.ca

3.1.0 Total Engineering Fee

The Total Engineering Fee is a requirement prior to finalizing the Municipal Infrastructure Schedules of the Agreement. This fee is calculated in accordance with the Current Fees and Charges By-law noted above. To calculate the City's Total Engineering Fee, the total cost of all servicing works is used to determine the fee bracket. Once the fee bracket is determined, the Total Engineering Fee is a percentage of the City's portion of the servicing works or a minimum of, based on the fee bracket. The Preliminary Engineering Fee is credited towards this fee.

3.1.1 Preliminary Engineering Fee

A Preliminary Engineering Fee of \$1,500.00 must be paid prior to review and circulation of the First Engineering Submission. This non-refundable fee will be credited towards the Total Engineering Fee required for the municipal infrastructure works and is payable online via the City's [eStore](#).

3.1.2 Interim Engineering Fee

An Interim Engineering Fee is a requirement of an Interim Engineering Submission (when applicable). This fee is calculated in accordance with the Current Fees and Charges By-law noted above. This non-refundable fee is not credited towards the Total Engineering Fee required for the municipal infrastructure works.

3.1.3 Final Engineering Fee

A Final Engineering Fee is a requirement of a Final Engineering Submission. This fee is calculated in accordance with the Current Fees and Charges By-law noted above as the Total Engineering Fee minus the Preliminary Engineering Fee.

3.2 Municipal Infrastructure Schedules (Subdivision Agreement)

- **SCHEDULE “D”– Works and Servicing**
Servicing works and additional terms, provisions, conditions and notes for the municipal infrastructure are placed in this schedule.
- **SCHEDULE “D-1” – Drawings, Plans and Specifications of the Engineering Works**
List of survey and engineering plans that are applicable to the municipal works.
- **SCHEDULE “D-2” – Drawings, Plans and Specifications of the Landscaping Works**
List of survey and landscape plans that are applicable to the municipal works.
- **SCHEDULE “D-3” – Timing of Municipal Infrastructure**
The Owner agrees to complete the engineering works as listed in Schedule “G”, in accordance with the timing provisions outlined in Schedule “D-3” of this Agreement. Any extension of these completion dates is to be approved by the Development Engineering & Construction Section and/or the Regional Commissioner of Public Works.
- **SCHEDULE “D-4” – Land Dedications, Easements and Conveyances**
Land dedications, easements and conveyances required for the development.
- **SCHEDULE “D-5” – Development Charge Credits**
- **SCHEDULE “E”– Region of Peel Conditions (Subdivision Agreement)**
The Owner is to consult with the Region of Peel for inclusion of their conditions within this schedule.
- **SCHEDULE “G”– Cost Estimate/Securities**
The cost of all municipal infrastructure structure works are to be included within this schedule, including cash contributions. Refer to Appendix A for examples of the summarized and detailed cost estimate formats.

3.3 Municipal Infrastructure Schedules (Development/Site Plan Agreement)

- **SCHEDULE “D”– Municipal Infrastructure**
Servicing works and additional terms, provisions, conditions and notes for the municipal infrastructure are placed in this schedule.
- **SCHEDULE “D-1” – Drawings, Plans and Specifications of the Municipal Infrastructure Works**
List of survey, engineering and landscape plans that are applicable to the development.
- **SCHEDULE “D-2” – Financial Contributions of the City and the Region to the Municipal Infrastructure Works**
Details of the participation, if any, of the City and/or Region with respect to the financing of the Works, are shown in this schedule of the Agreement.
- **SCHEDULE “D-3” – Timing of the Municipal Infrastructure Works**
The Owner agrees to complete the engineering works as listed in Schedule “G”, in accordance with the timing provisions outlined in Schedule “D-3”/“C-3” of this Agreement. Any extension of these completion dates is to be approved by the Development Engineering & Construction Section and/or the Regional Commissioner of Public Works.
- **SCHEDULE “D-4” – Land Dedication and Conveyances**
Land dedications and conveyances required for the development.
- **SCHEDULE “E”– Region Conditions**
The Owner is to consult with the Region of Peel for inclusion of their conditions within this schedule.
- **SCHEDULE “G”– Cost Estimate/Securities**
The cost of all municipal infrastructure structure works are to be included within this schedule, including cash contributions. Refer to Appendix A for examples of the summarized and detailed cost estimate formats.

3.4 Engineering Submissions for Municipal Infrastructure

All engineering submissions are to be submitted to the City/Region via eplans portal unless otherwise directed by City review staff/ Planning department.

Schedules are to be legal size paper, drawings for all submissions shall be pdf size ARCH A-E and placed in numerical order. The title block shall follow the City's title block template requirements (Refer to Appendix D). Each sheet in the submission set shall be stamped with the cycle number and date of submission.

3.4.0 First Engineering Submission

PRIOR TO THE FIRST ENGINEERING SUBMISSION, PLEASE CONTACT DEVELOPMENT ENGINEERING & CONSTRUCTION SECTION TO ARRANGE A MEETING (IF NECESSARY) TO REVIEW THE FIRST ENGINEERING SUBMISSION REQUIREMENTS IN DETAIL. PLEASE ENSURE ALL ITEMS IDENTIFIED IN THE ENGINEERING SUBMISSION CHECKLIST ARE UPLOADED TO EPLANS.

The following material is typically required for the First Engineering Submission (via eplans):

- Reference Plans
- General Above Ground Services Plan
- [General Underground Services Plan](#)
- Storm Drainage Plans
- Storm Sewer Design Sheets
- [Stormwater Management Report](#)
- Stormwater Management Facility design drawings (e.g. facility design, planting plans, Operation & Maintenance Manual, etc.)
- Plan and Profile Drawings
- Miscellaneous and Special Detail Drawings (i.e. detailed drawings for outlets and watercourse improvements)
- [Grading Plans](#)
- Pavement Marking Plan
- Signage Plan
- [Utility Plan](#)
- Streetscape/Landscape Plans
- [Geotechnical Soils Report](#)
- [Hydrogeological Report](#)
- Phase One Environmental Site Assessment

- [Traffic Impact Study](#)
 - Draft Agreement Schedules
 - [Noise Report](#)
 - Streetlight and Public Service Network Plans
 - Proposed Plan for Registration (M-Plan)
 - Tree Survey Plan
 - Arborist Report
 - Detailed Drawings for Outlets and Watercourse Improvements
- (1) A Letter of Retention from the Consulting Engineer stating that they have 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 Engineer stating that they have 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 they have supervised the backfilling operations, carried out sufficient tests to obtain a representative report as to the compaction of the backfill and that they find the backfill installation to be in compliance with the City's specifications (Refer to Appendix B).
- (3) Proof of payment (receipt) of the Preliminary Engineering Fee from the City.

➤ **For Draft Plans of Subdivisions, please also include the following material:**

- (4) 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 proposed plan for registration (M-Plan).

3.4.1 [Second Engineering Submission](#)

The following material is required for the Second Engineering Submission (via eplans):

- (1) Revised Engineering Submission Materials.
- (2) A response matrix explaining how each outstanding comment has been addressed.
- (3) Completed Form SW1 (for storm sewers) and/or SW2 (for stormwater facilities) for City's records in regard to Consolidated Linear Infrastructure Environmental Compliance Approval.
- (4) If approvals from External Agencies are required, Development Engineering & Construction Section will forward the required review material to the appropriate authorities.
- **PLEASE BE ADVISED THAT THE CITY WILL NOT CIRCULATE TO PUCC UNTIL THE CITY IS SATISFIED WITH THE ENGINEERING AND OR STREETScape PLANS**

SUBMISSION PLANS. PRIOR TO THE SECOND ENGINEERING SUBMISSION, PLEASE CONTACT DEVELOPMENT ENGINEERING & CONSTRUCTION SECTION PRIOR TO PREPARING THE PUCG PACKAGE FOR THIS CONFIRMATION AND SUBMISSION REQUIREMENTS.

3.4.2 Interim Engineering Submission

An Interim Engineering Submission is required when the current submission does not meet the City's requirements per 3.4.1.1. This includes but is not limited to: lack of submission material for review, missing information, major outstanding conditions that have not been addressed, improperly submitted material or major design changes.

- (1) Provide all outstanding/revised materials per arrangements with Development Engineering & Construction.
- (2) Proof of payment of the Interim Engineering Submission Fee from the City.

3.4.3 Final Engineering Submission

The following material is required for the Final Engineering Submission:

- (1) An original Letter of Credit or Surety Bond for the approved securities as per Schedule "G" of the Agreement.
- (2) Proof of payment from the City for (a) the Final Engineering Fee and, (b) any required cash contributions.
- (3) Certificate of Insurance as per Article 'IV' or 'V' of the Agreement.
- (4) Written confirmation from the Region of Peel that includes a final approval letter for municipal works and payment confirmation of required Regional cash contributions and Region Engineering Fees.
- (5) The Owner must submit evidence, in writing, to the Development Engineering & Construction Section that arrangements 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.
- (6) The Owner must submit evidence, in writing, to the Development Engineering & Construction Section that satisfactory arrangements have been made with the City's Streetlighting team and Alectra Mississauga for the installation of streetlighting.
- (7) C-Plans for design and as-constructed drawings. Note: Please contact Development Engineering & Construction Section for details on C-numbering process.

Appendix A: Schedule 'G' Format

Schedule G summary and detailed work sheet samples can be seen below.

Project Name
City Project No.
Region Project No.

SCHEDULE 'G'
City of Mississauga
Detailed Estimate - Summary



SCHEDULE "G" - SECURITIES

PROJECT NAME
SECURITY COST ESTIMATE
CONSULTANT NAME
CITY OF MISSISSAUGA
CITY PROJECT No.
REGION PROJECT No.



1) Cost Estimates and Security

A1 City - Right of Way(s)	Road Works	Storm Sewer	Sanitary Sewer	Watermain	ROW Total
1) Street A	\$ -	\$ -	\$ -	\$ -	\$ -
2) Street B	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
A2 Region - Right of Way(s)	Road Works	Storm Sewer	Sanitary Sewer	Watermain	ROW Total
1) Region Rd. A	\$ -	\$ -	\$ -	\$ -	\$ -
Region Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -
2) Miscellaneous (City)					\$ -
3) Streetlighting					\$ -
4) Streetscape					\$ -
5) Parks					\$ -
6) Environmental					\$ -
B1) Subtotal - City Municipal Works: Road Works (Item A1), Storm Sewers (Item A1), Miscellaneous (City) (Item 2), Streetlighting (Item 3), Streetscape (Item 4), Parks (Item 5), Environmental (Item 6)					\$ -
B2) Subtotal - Region Municipal Works: Road Works (Item A2), Storm Sewer (Item A2), Sanitary Sewers (Item A1+A2), Watermains (Item A1+A2) <i>**Miscellaneous (Region) capture within Region works items</i>					\$ -
B3) Total Amount to be secured (B1 + B2)					\$ -
<hr/>					
C1) Cash Contributions to the City of Mississauga					
i) Transportation & Works					\$ -
Sub total Item C (i):					\$ -
ii) Community Services					\$ -
Sub total Item C (ii):					\$ -
C2) Cash Contributions to the Region of Peel					\$ -

Project Name
City Project No.
Region Project No.

SCHEDULE 'G'
City of Mississauga
Detailed Estimate - Roads (City ROW)



Street A		Units	Quantity	Unit Rate	Amount
Road Works					
1)	0	0			\$ -
2)	0	0			\$ -
Subtotal					\$ -
10% Contingency					\$ -
Total					\$ -

Appendix B: Engineering Submission Letter Templates

Consultant Letter of Retention (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Development Engineering & Construction
300 City Centre Drive, 8th Floor
Mississauga, Ontario, L5B 3C1

Attn.: Development Engineering & Construction (Reviewer)

Re: **LETTER OF RETENTION (CONSULTING ENGINEER)**
(Development Name), Phase __ (*if applicable*)
(Developer Name)
(Municipal Address)

This is to state that our firm has been retained by the Owner for the purpose of carrying out those functions as outlined in Schedule D of the proposed Subdivision / Development / Site Plan Agreement for (File Number: _____) including the full-time supervision of all grading and drainage works.

Sincerely,

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

(Engineer's stamp)

Geotechnical Engineers' Letter of Retention (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Development Engineering & Construction
300 City Centre Drive, 8th Floor
Mississauga, Ontario, L5B 3C1

Attn.: Development Engineering & Construction (Reviewer)

Re: **LETTER OF RETENTION (GEOTECHNICAL ENGINEER)**

(Development Name), Phase __ (*if applicable*)

(Developer Name)

(Municipal Address)

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

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.

Sincerely,

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

(Engineer's stamp)

Indemnification Letter and Undertaking - Sample

(For Pre-servicing Subdivisions)

[Company Letterhead]

Date: _____

File: _____ (Ward __)

The Corporation of the City of Mississauga
Development Engineering & Construction
300 City Centre Drive, 8th Floor
Mississauga, Ontario L5B 3C1

Attn.: Development Engineering & Construction (Reviewer)

Re: **INDEMNIFICATION LETTER AND UNDERTAKING (PRE-SERVICING)**
(Development Name), (Phase __)
(Developer Name)
(Municipal Address)

In consideration of The Corporation of the City of Mississauga (the "City") allowing services to be installed in the proposed subdivision, prior to registration of the plan of subdivision, we as the Owners **[Name of Owner]**, undertake and agree as follows:

- 1) The Owner acknowledges, agrees and undertakes that by proceeding with these services in advance of registration of a plan of subdivision, the Owner is 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 Owners.
- 3) To submit a security as required by the Development Engineering & Construction section in the amount of \$_____ representing 100% of the value of Schedule G of the Subdivision Agreement.
- 4) The Owner shall indemnify, defend and hold the City, its elected officials, councillors, employees, contractors, sub-contractors, agents and any other persons for whom the City may be responsible in law (the "Indemnified Persons") harmless from and against any and all direct or indirect damages, incidental damages, and special damages, or any suits, claims, actions and judgements for damages or losses sustained or incurred by other persons, in relation to death, injury or damage to property including without limitation, court costs, arbitration fees, penalties, fines, amounts paid in settlement of claims and legal fees and expenses of investigation ("Losses") as may be incurred or sustained by the Indemnified Persons, or which may be commenced or brought against the Indemnified Persons or which any of them may suffer or become liable for, as result of, or in relation to any matter arising from the City allowing services to be installed in the proposed subdivision prior to registration of the draft plan, the enforcement or non-enforcement of the Owner's obligations hereunder, the condition or state of repair of any and all of the works carried out in accordance with this indemnification letter, or in consequence of any breach of any term, obligation or undertaking of the Owner contained herein.

The Owner hereby absolutely and unconditionally releases the Indemnified Persons from any and all claims, suits, liability or responsibility for any Losses which may now or at any time hereafter be incurred or sustained directly or indirectly by the Owner as a result of, or in connection with, the enforcement or non-enforcement of the terms of this indemnification letter and undertaking or any matter arising under the terms of this indemnification letter and undertaking, including but not limited to any Losses in relation to the design, installation, use, maintenance or repair by the Owner of the works and facilities contemplated hereunder.

- 5) To fully execute the Subdivision Agreement. Proceed with the development in accordance with the schedules of performance as set out in the Subdivision Agreement 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 Development Engineering & Construction Section, with the costs incurred by the City to be a charge to the Owners.
- 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 Development Engineering & Construction Section 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. Should the securities be insufficient to cover costs incurred by the City, resulting from action taken to deal with a problem caused by the Owner, any such costs incurred will be added to the property tax roll and may be collected in like manner as municipal taxes.
- 7) To limit the hours of work associated with the development from 7:00 a.m. to 7:00 p.m. Furthermore, to prohibit work from occurring on Sundays and Statutory Holidays.
- 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.
- 9) To acknowledge that references to "Pre-servicing" as relates to this indemnification letter and undertaking shall account only for the preparation and installation of belowground municipal services required to support the proposed subdivision, up to base asphalt or base of curb.
- 10) To identify 'Schedule A' as attached, being a legal description of the subject lands.

Sincerely,

Per:

I have the authority to bind the Corporation.

CONTACT INFORMATION

Name of **OWNER:**

Company: Office Tel: Email:

Name of **ENGINEER:**

Company: Office Tel: Email:

Ontario Land Surveyors Certification Re: Final M-Plan
(Sample Letter)
(Company Letterhead)
(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Development Engineering & Construction
300 City Centre Drive, 8th Floor
Mississauga, Ontario, L5B 3C1

Attn.: Development Engineering & Construction (Reviewer)

Re: **OLS CERTIFICATION**
(Development Name), Phase __ (*if applicable*)
(Developer Name)
(Municipal Address)

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.


Appendix C: Terms of Reference

Utility Plan (Terms of Reference)



A Utility Plan is to be submitted as part of a complete Development Application (Rezoning / OPA / H-OZ / Site Plan / Draft Plan / Subdivision Agreement / Shoring Excavation and Engineering Clearance, where applicable).

The Utility Plan is to be based on the physical locates of all existing utilities/services within the municipal boulevard along the frontage(s) of the site. The physical locates must be obtained from test pits at reasonable intervals and/or by surface geophysics. A link to the city Utility Plan Terms of Reference can be found [HERE](#).

Storm Design Template Reference

STORM SEWER DESIGN CHART FOR CIRCULAR DRAINS FLOWING FULL																										
Project Name: < Project Name >										CONC. n = 0.013																
Project Number: < Project Number >										PVC n = 0.013																
Date: < Month DD, YYYY >										CSP n = 0.024																
Initial Time of Concentration: <input type="text" value="15"/> min.										Storm Return Period (years) = <input type="text" value="10"/>																
IDF: CoM Std. 2111.010																										
Location				Design Flow - Hydrology							Sewer Parameters - Hydraulics						Sewer Verification									
Catchment Area	Street	From MH	To MH	Sub-Areas			Total	Runoff C	Indiv. AC (ha)	Accum. AC (ha)	Time of Conc. (min)	Rainfall Intensity I (mm/h)	Peak Flow q (L/s)	Length (m)	Nominal Pipe Diameter (mm)	Actual Pipe Diameter (mm)	Pipe Material	Manning's n	Slope (%)	Pipe Cap. Full Q (L/s)	Velocity V (m/s)	Travel Time (min)	q/Q	Capacity Check	Velocity Check	
				for C = 0.90 (ha)	0.65 (ha)	0.20 (ha)																				
Street 'B' to Street 'C'																										
C1	Street 'A'						0.00	--				307.16														
C1	Street 'A'						0.00	--				307.16														
C1	Street 'A'						0.00	--				307.16														
Street 'C' to Street 'D'																										
C2	Street 'A'						0.00	--				307.16														
C2	Street 'A'						0.00	--				307.16														
C2	Street 'A'						0.00	--				307.16														
Street 'D' to Street 'E'																										
C3	Street 'A'						0.00	--				307.16														
C3	Street 'A'						0.00	--				307.16														
C3	Street 'A'						0.00	--				307.16														

Appendix D: Title Block Template

<input type="checkbox"/> FIRST DATE	<input type="checkbox"/> SECOND DATE	<input type="checkbox"/> INTERIM DATE	<input type="checkbox"/> FINAL DATE
DESIGN BY _____		APPROVED BY _____	
_____ CHKD		_____	
CONSULTING ENGINEERING CO.		ADDRESS, PHONE & EMAIL ADDRESS OF CONSULTING ENGINEERING CO.	
OWNERS LEGAL NAME AS IN SUBDIVISION/DEVELOPMENT AGREEMENT			
			
			
STREET NAME / EASEMENT DESCRIPTION PLAN AND PROFILE			
STA	TO STA	CITY FILE No. _____	
SCALE H 1:500, V 1:50	AREA Z-	PROJECT No.	
DRAWN BY	CHECKED BY	PLAN No.	
DATE	SHEET OF	C-	