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 works, including cash contributions, is to be included in this schedule. Detailed cost estimates must be prepared using the City's online tool. Refer to Appendix A for a copy of the City's Schedule G Estimate Tool Manual.

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 works, including cash contributions, is to be included in this schedule. Detailed cost estimates must be prepared using the City's online tool. Refer to Appendix A for a copy of the City's Schedule G Estimate Tool Manual.

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 PUCC PACKAGE FOR THIS COMFIRMATION 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’ Estimate Tool Manual

Schedule G web tool summary walkthrough including detailed sample screen shots.

CITY OF MISSISSAUGA

Schedule G Estimate Tool Manual

Abstract

An instructional guide to utilizing Mississauga's Schedule G Estimate Tool application

Development Engineering

DEVENG@mississauga.ca

Schedule G Estimate Tool

Getting Started

What is the purpose for this tool?

- The tool was designed for applicants submitting development applications for rezoning, subdivision, severance, or site plan file requiring an *“engineering submission”* and cost estimate for municipal works. This requirement is identified in ePlans City staff comments. The application was developed to provide delivery of consistent standardized formatting as outlined in the City’s Development Requirements Manual. Once completed and approved by staff, a PDF produced by the application is to be appended to the development agreement. The development of this application was implemented to assist the applicant and staff reviewers by streamlining and standardizing the review process for all stakeholders.

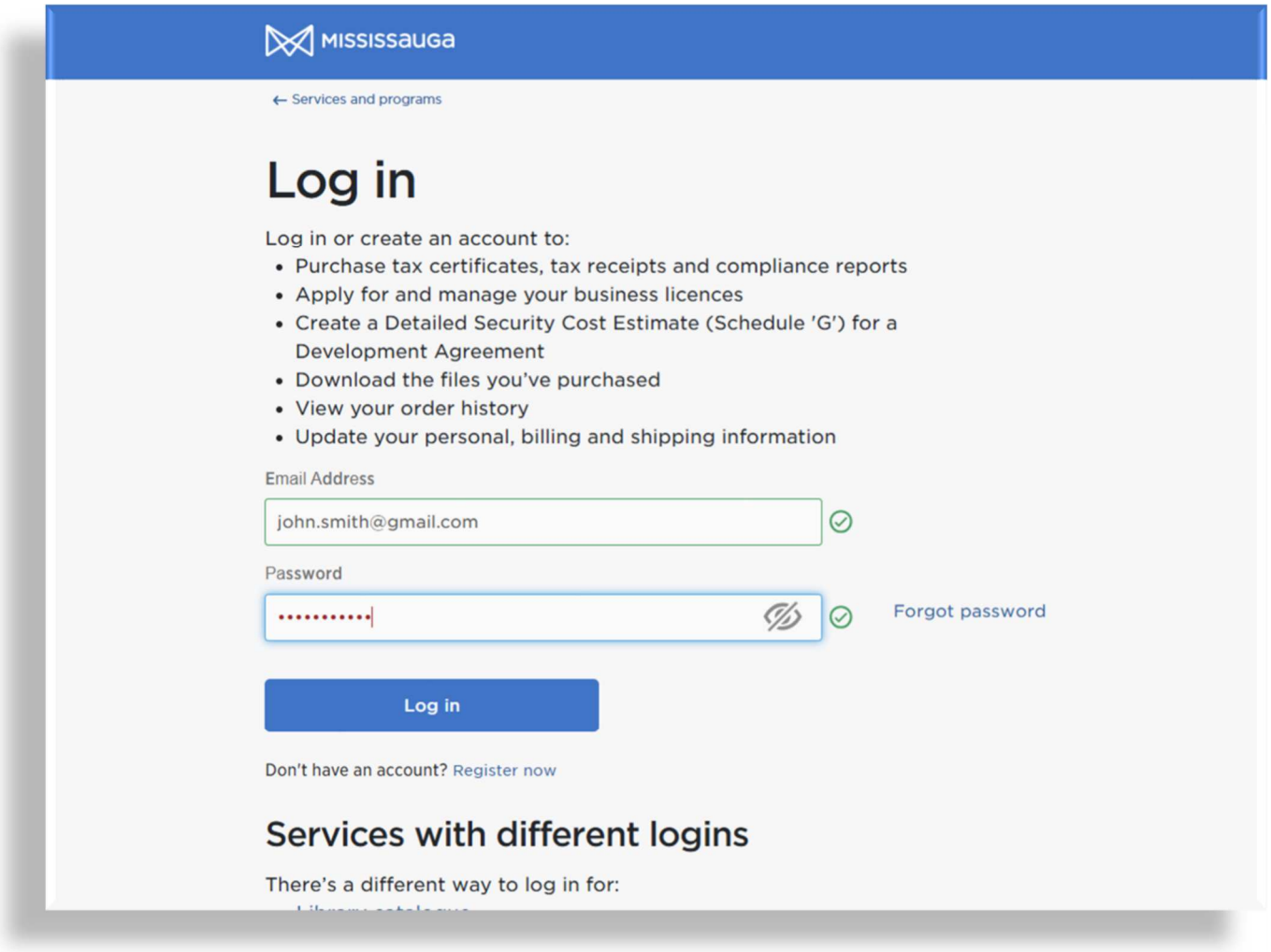
- The *“engineering submission” cost estimate* for municipal works must include a summary page and detailed cost breakdown schedules, which this program will **automatically generate** in the accepted City legal agreement format. The application makes use of formulas, conditional formatting and filters.

- The applicant can log in to the City’s website portal to access the estimate tool application to itemize the securities required for the municipal works associated with the development application.

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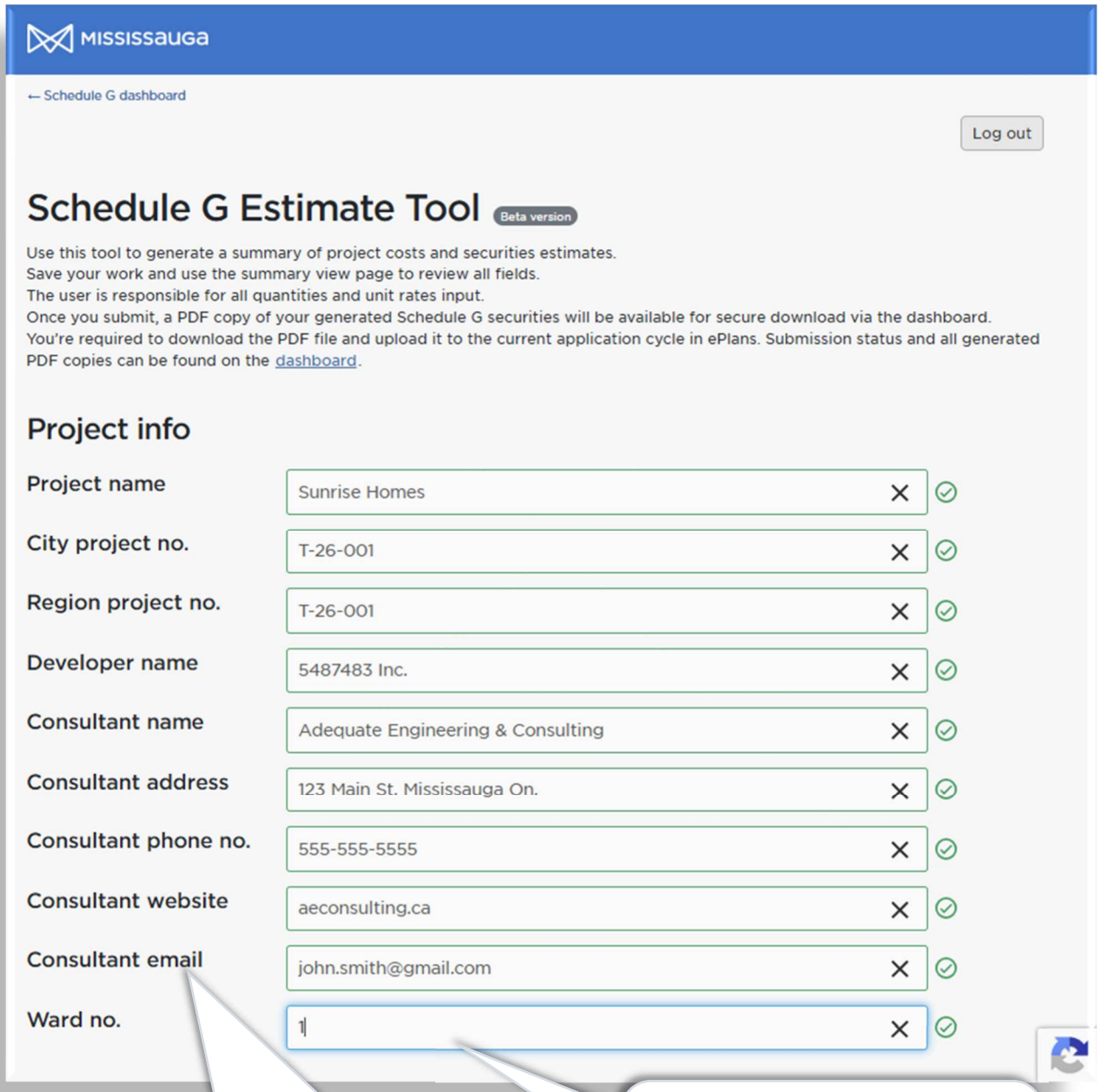
Log in


MISSISSAUGA
← Services and programs
Log in
Log in or create an account to:
• Purchase tax certificates, tax receipts and compliance reports
• Apply for and manage your business licences
• Create a Detailed Security Cost Estimate (Schedule 'G') for a Development Agreement
• Download the files you've purchased
• View your order history
• Update your personal, billing and shipping information
Email Address
john.smith@gmail.com
Password
Forgot password
Log in
Don't have an account? Register now
Services with different logins
There's a different way to log in for:

Project information & setup page

Step 1

User must fill in all required **“Project info”** below and then proceed to **“Project setup”** table on same page. See sample below.



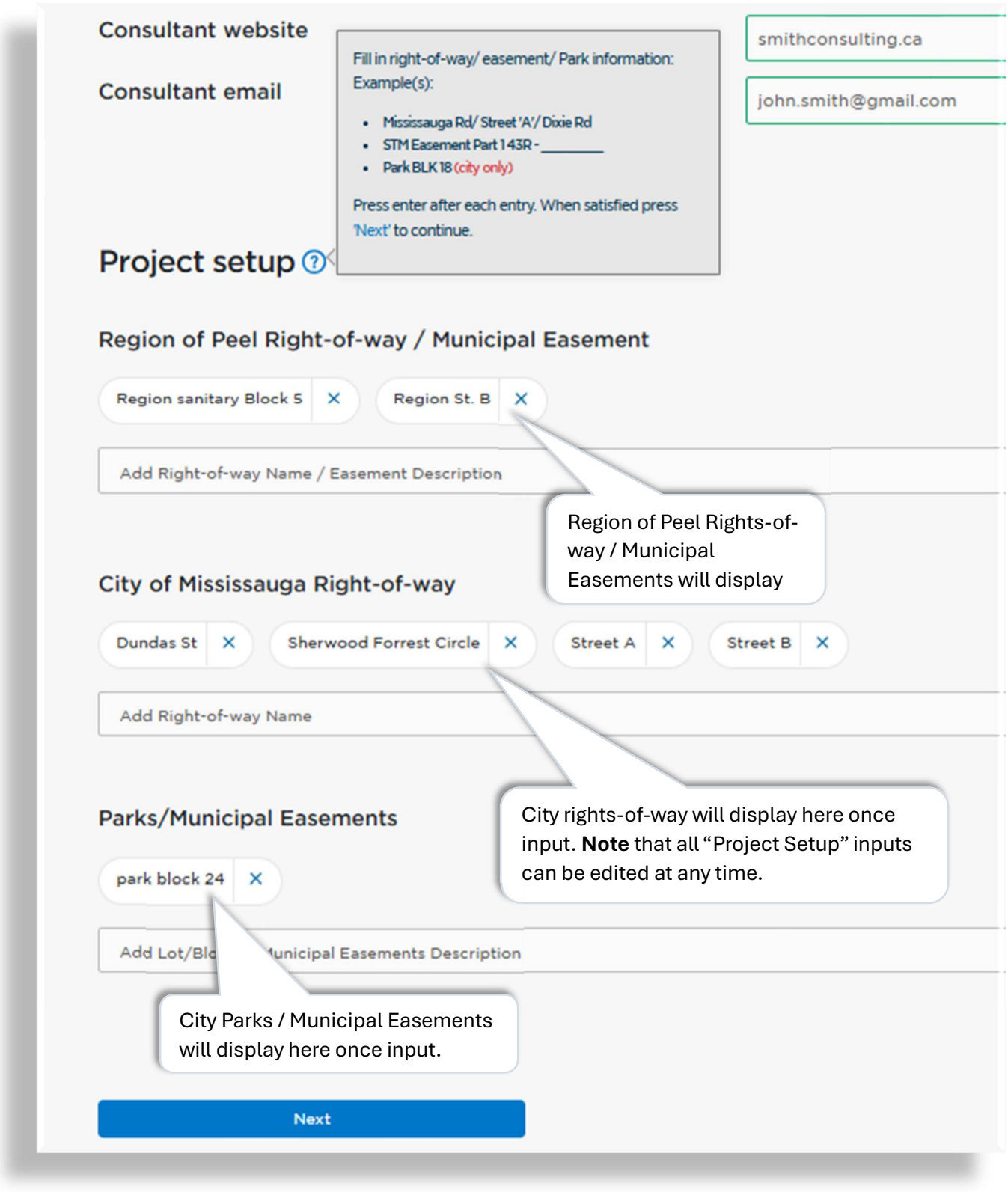
This email will be used for formal submission confirmation correspondence back to the applicant. The City email will also include a link to the application “Dashboard”.

Ward number to be filled out, Project information is promoted to generated detailed estimate headers and footers.

Step 2

User must then fill in **"Project setup"** information table. Note that "Project Info" and "Project Setup" can be edited at any point in cycle 1, before the cost estimate is submitted for review by city staff.

When completed, press "Next" which will take you the **"Municipal Item Index"** page.



Step 3

Municipal Item list

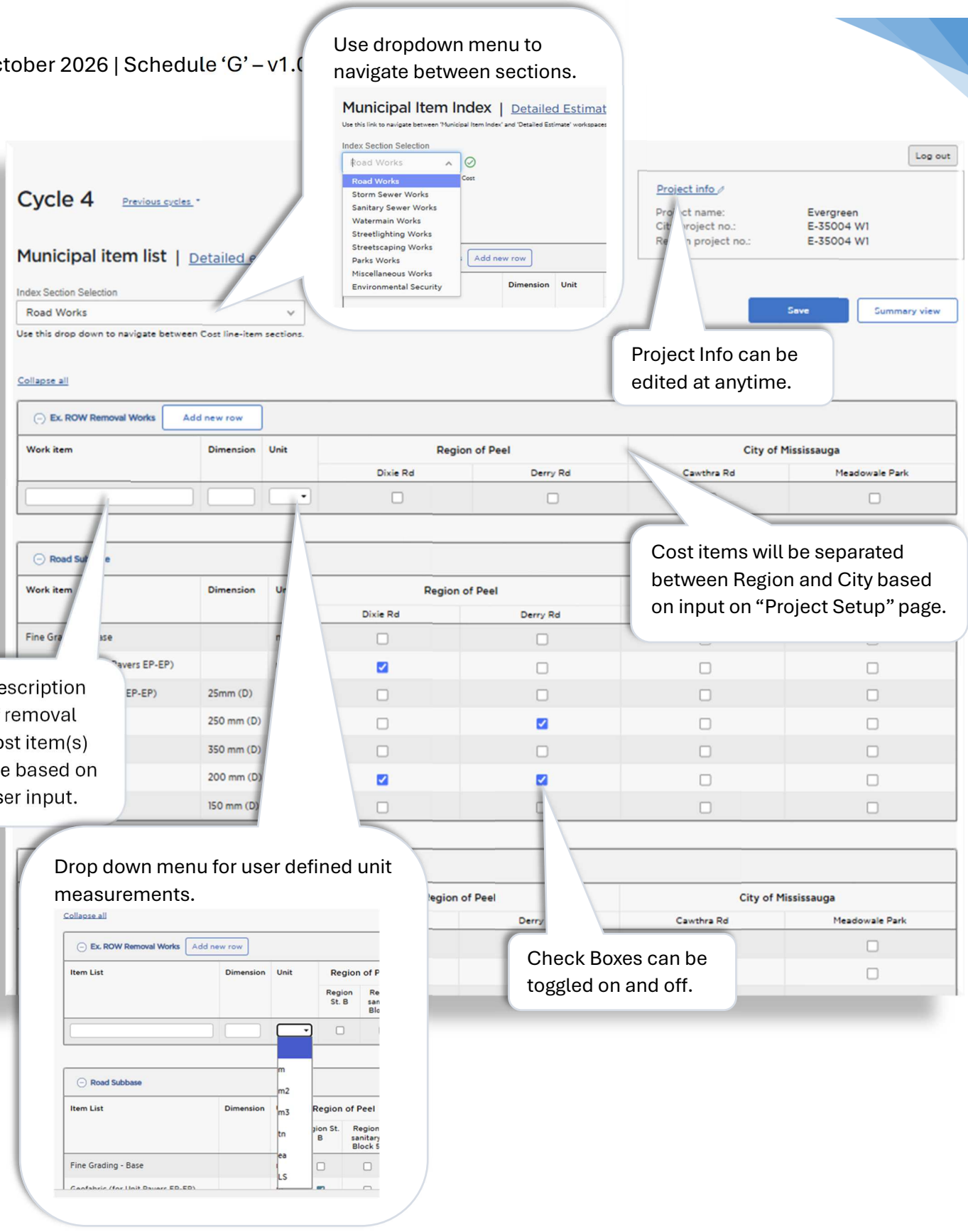
What is the "Municipal Item list" / how does it work?

- The "Municipal Item list" illustrates common servicing construction contract line items down the left side of the worksheet, users select the items relative to Right -of-way (ROW) names covered in the **"Project Setup"** section, which are now populated across the top of the Items List
    - The items list of Municipal Infrastructure contract line items have been grouped into categories under the **"Index Section Selection"** box for easy reference:
        - Road Works
        - Storm Sewer Works
        - Sanitary Sewer Works
        - Watermain Works
        - Streetlighting Works
        - Streetscaping Works
        - Parks Works
        - Environmental Security
        - Miscellaneous Works
    - Many categories include subcategories which further divide and group the line items
    - The items included in the application cover a very broad spectrum of standard construction works and includes space for both user defined line items and the ability to add items should the user find it necessary to do so.
        - Users are encouraged to confirm all necessary items are selected ahead of proceeding to complete the Unit Rates and Quantities input of each of the applicable detailed estimate tabs.

Fill in all applicable **"Municipal Item list"** checkboxes. See sample below.
See instructions for "custom" items below.
Refer to notes on page for navigation assistance.

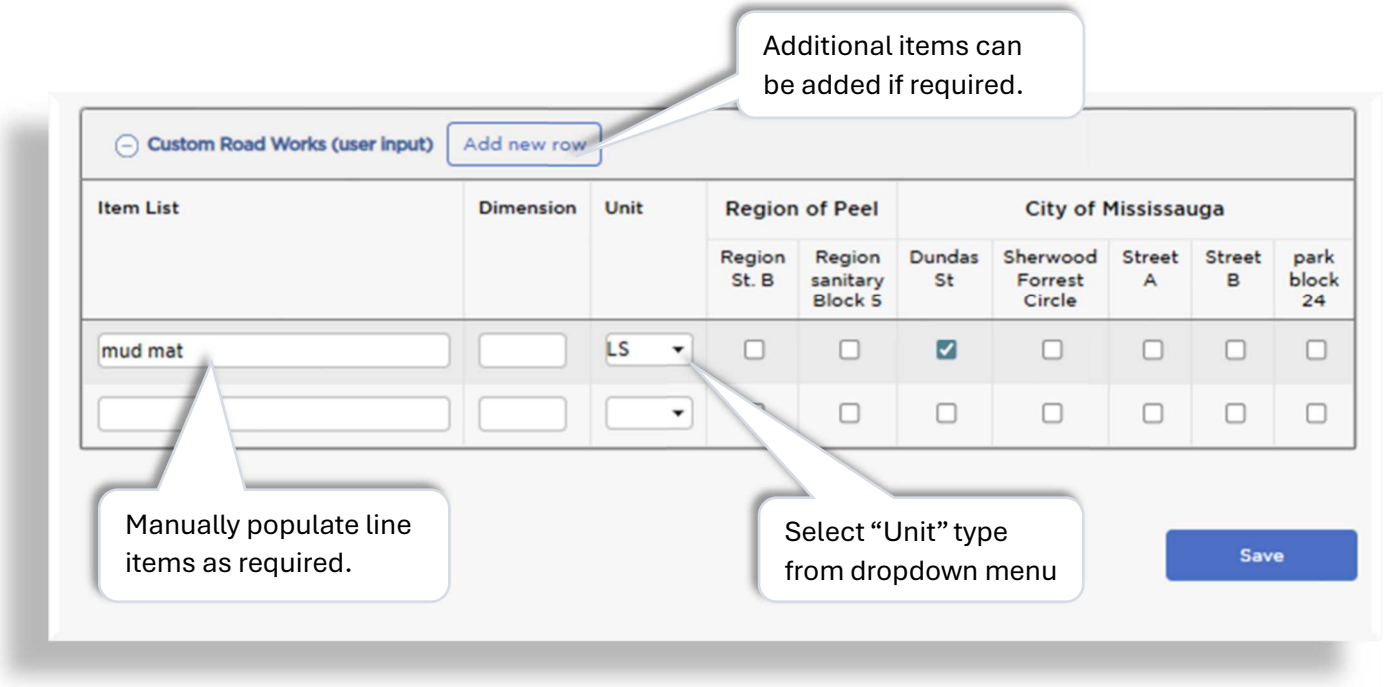
Applicant should use the **"Save"** button function when navigating between sections and pages. Note: the refresh/reload function may need to be used on occasions when input data appears to be missing.

Once all applicable items have been checked, navigate to the **"Detailed Estimate"** page. Selected items for each ROW/Easement/Park are automatically added to the corresponding detailed estimate(s) of those individual ROW/Easement/Park.


Use dropdown menu to navigate between sections.
Municipal Item Index | Detailed Estimat
Index Section Selection
Road Works
Road Works
Storm Sewer Works
Sanitary Sewer Works
Watermain Works
Streetlighting Works
Streetscaping Works
Parks Works
Miscellaneous Works
Environmental Security
Cycle 4
Previous cycles
Municipal item list | Detailed e
Index Section Selection
Road Works
Use this drop down to navigate between Cost line-item sections.
Log out
Project info
Project name: Evergreen
City project no.: E-35004 W1
Region project no.: E-35004 W1
Save
Summary view
Project Info can be edited at anytime.
Collapse all
Ex. ROW Removal Works
Add new row
Work item
Dimension
Unit
Region of Peel
Dixie Rd
Derry Rd
City of Mississauga
Cawthra Rd
Meadowale Park
Cost items will be separated between Region and City based on input on “Project Setup” page.
Description of removal cost item(s) are based on user input.
Fine Grading - Base
Geofabric (for Unit Pavers EP-EP)
25mm (D)
250 mm (D)
350 mm (D)
200 mm (D)
150 mm (D)
Check Boxes can be toggled on and off.
Drop down menu for user defined unit measurements.
Item List
Road Subbase
m
m2
m3
tn
ea
LS

Custom item list

NOTE: User has option to include custom item(s) for each section of works that do not appear on pre-populated item list. Custom table is found at bottom of section page.
When all items have been checked press **“Save”** and proceed to the **“Detailed Estimate”** page.



Streetscape item list

NOTE: This table has an additional feature that further automatically defines associated items (Linked Works) for the 5 unique streetscape conditions ‘A’ through ‘E’ shown on the table below. Once the user completes the checkbox selection process, all the “Linked Works” cost items will automatically be carried over to the detailed estimate page.

Once the user selects the proposed streetscape treatment design (A to E), the “Linked Works Matrix” will automatically populate the following tables as shown below.

Collapse all

Street Tree Corridors

Item List	Dimension	Unit	City of Mississauga				
			Dundas St	Sherwood Forrest Circle	Street A	Street B	park block 24
A | Street Tree Corridor - Soil Cells (02950-24)			☑	☐	☐	☐	☐
B | Street Tree Corridor - Trees in Sod			☐	☑	☐	☐	☐
C | Street Tree Corridor - Trees in Planter			☐	☐	☑	☐	☐
D | Street Tree Corridor - Trees in Planter Linked (Soil Cells)			☐	☐	☐	☑	☐
E | Boulevard - No Trees			☐	☐	☐	☐	☑

Street Tree Corridor - Linked Works Matrix

Item List	Dimension	Unit	City of Mississauga				
			Dundas St	Sherwood Forrest Circle	Street A	Street B	park block 24
Decidulous Tree - 60mm		ea	A	B	C	D	
Subdrain Installation incl. geofabric and connections		m	A	B	C	D	
Connection to CB		ea	A	B	C	D	
Connection to STM pipe		ea	A	B	C	D	
Granular ‘A’ layer (150mm depth, paving granular base inc)		m²	A		C	D	
Unit paving (SPEC PAVER) x80mm (incl. bedding and jointing sand)		m²	A		C	D	

Step 4

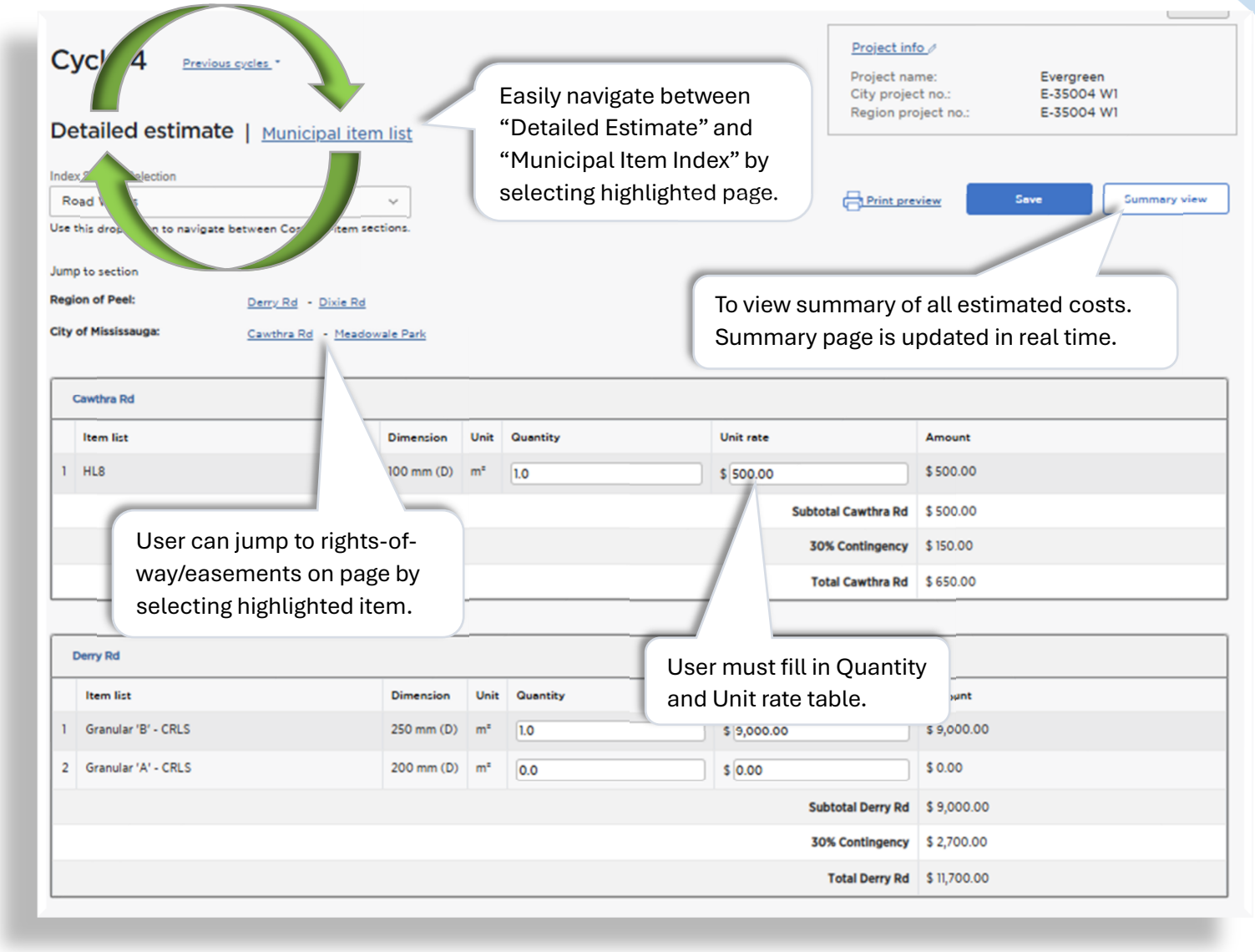
Detailed Estimate Page

User must fill in “Quantity” and “Unit rate” for each item.

User can navigate to other sections anytime by using the **“Index Section Selection”** box. Ie “Storm sewer works” “watermain works” …etc. Use the “Save” button function when navigating between sections and pages.

User can also navigate back to **“Municipal Item list”** at any time to revise/delete input data. Use “Save” function often when navigating to different sections or pages in application.

NOTE: Total amounts including contingency are automatically tabulated on detailed estimate and carried forward to “Summary” page. To view summary of estimated costs, press **“Summary preview”** button at any time as shown in the sample below.



Cawthra Rd

	Item list	Dimension	Unit	Quantity	Unit rate	Amount
1	HL8	100 mm (D)	m²	1.0	$ 500.00	$ 500.00
					Subtotal Cawthra Rd	$ 500.00
					30% Contingency	$ 150.00
					Total Cawthra Rd	$ 650.00

Derry Rd

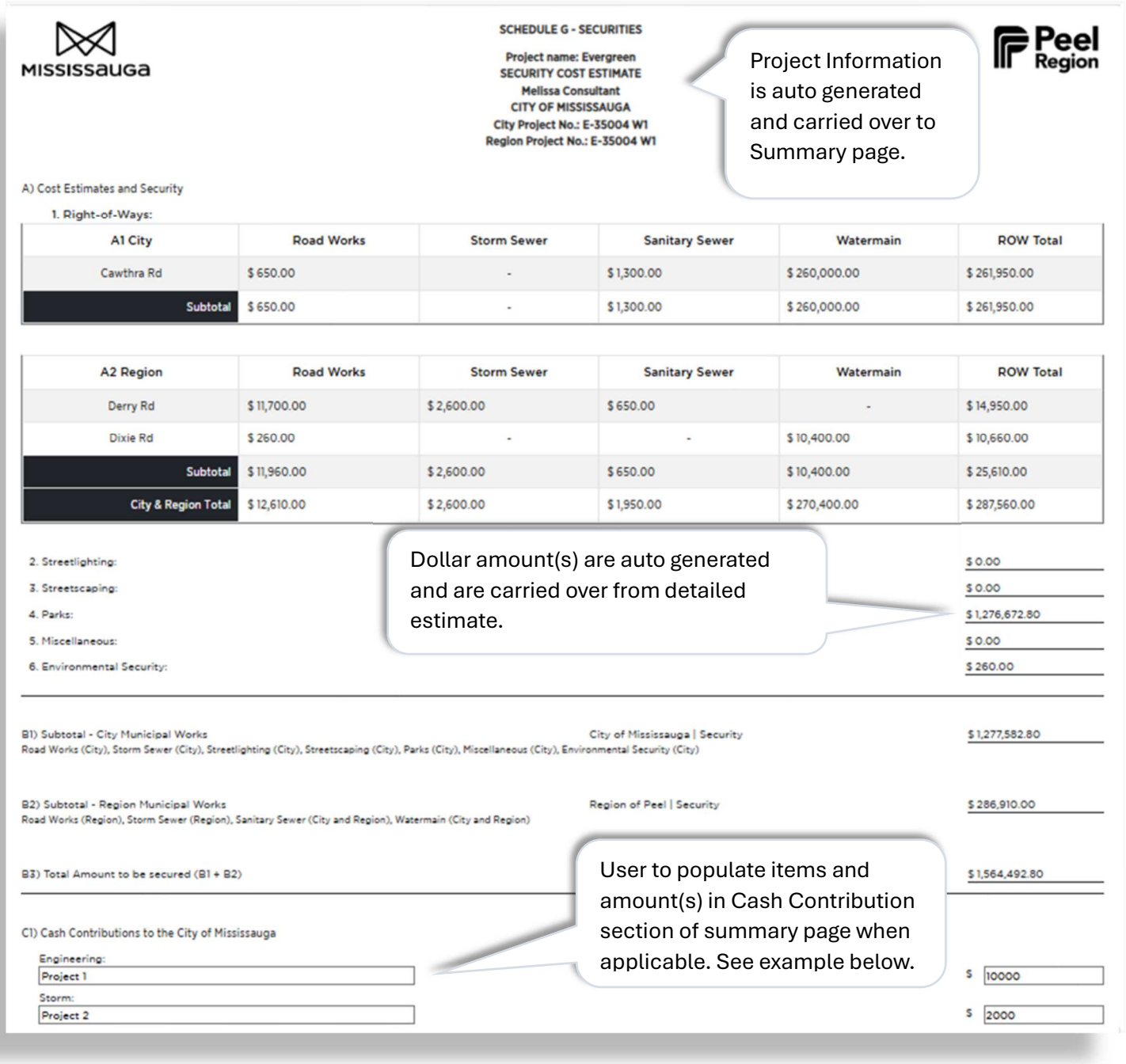
	Item list	Dimension	Unit	Quantity	Unit rate	Amount
1	Granular 'B' - CRLS	250 mm (D)	m²	1.0	$ 9,000.00	$ 9,000.00
2	Granular 'A' - CRLS	200 mm (D)	m²	0.0	$ 0.00	$ 0.00
					Subtotal Derry Rd	$ 9,000.00
					30% Contingency	$ 2,700.00
					Total Derry Rd	$ 11,700.00

Step 5

Summary Page

Note that there is no manual input required or allowed on this page except for the cash contribution amounts (if applicable) at bottom of page.

User has options to print to pdf, close the page or submit finished estimate to the City.



MISSISSAUGA

SCHEDULE G - SECURITIES

Project name: Evergreen
SECURITY COST ESTIMATE
Melissa Consultant
CITY OF MISSISSAUGA
City Project No.: E-35004 W1
Region Project No.: E-35004 W1

Peel Region

Project Information is auto generated and carried over to Summary page.

A) Cost Estimates and Security

1. Right-of-Ways:

A1 City	Road Works	Storm Sewer	Sanitary Sewer	Watermain	ROW Total
Cawthra Rd	$ 650.00	-	$ 1,300.00	$ 260,000.00	$ 261,950.00
Subtotal	$ 650.00	-	$ 1,300.00	$ 260,000.00	$ 261,950.00

A2 Region	Road Works	Storm Sewer	Sanitary Sewer	Watermain	ROW Total
Derry Rd	$ 11,700.00	$ 2,600.00	$ 650.00	-	$ 14,950.00
Dixie Rd	$ 260.00	-	-	$ 10,400.00	$ 10,660.00
Subtotal	$ 11,960.00	$ 2,600.00	$ 650.00	$ 10,400.00	$ 25,610.00
City & Region Total	$ 12,610.00	$ 2,600.00	$ 1,950.00	$ 270,400.00	$ 287,560.00

Dollar amount(s) are auto generated and are carried over from detailed estimate.

2. Streetlighting:	$ 0.00
3. Streetscaping:	$ 0.00
4. Parks:	$ 1,276,672.80
5. Miscellaneous:	$ 0.00
6. Environmental Security:	$ 260.00

B1) Subtotal - City Municipal Works — City of Mississauga | Security — $ 1,277,582.80
Road Works (City), Storm Sewer (City), Streetlighting (City), Streetscaping (City), Parks (City), Miscellaneous (City), Environmental Security (City)

B2) Subtotal - Region Municipal Works — Region of Peel | Security — $ 286,910.00
Road Works (Region), Storm Sewer (Region), Sanitary Sewer (City and Region), Watermain (City and Region)

B3) Total Amount to be secured (B1 + B2) — $ 1,564,492.80

User to populate items and amount(s) in Cash Contribution section of summary page when applicable. See example below.

C1) Cash Contributions to the City of Mississauga

Engineering: Project 1	$ 10000
Storm: Project 2	$ 2000

User to input description of cash contribution and dollar amount as required.

B3) Total Amount to be secured (B1 + B2) $1,564,492.80

C1) Cash Contributions to the City of Mississauga

Engineering: Project 1	$	10000
Storm: Project 2	$	2000
Environmental: Project 3	$	3000
Traffic:	$	0
Subtotal	$	15,000.00
Parks:	$	0
Forestry:	$	0
Urban Design:	$	0
Subtotal	$	0.00
Bus Rapid Transit (BRT)	$	0
Subtotal	$	0.00
Total cash contribution for City of Mississauga	$	15,000.00

C2) Cash Contributions to the Region of Peel

Cash Contrib	$	10000
Subtotal	$	10,000.00
Total cash contribution for for Region of Peel	$	10,000.00

Disclaimer

If the above security is not sufficient to rectify any default, the City may recover from the Owner all costs and expenses incurred by the City, whether directly or indirectly, with respect to the default or the remedy thereof.

Note: The estimates contained in this Schedule are for information purposes only, and shall not restrict the rights of the City, as set out in this Agreement, to draw on the security up to the full remaining balance thereof, to rectify any default, nor to require any increase in said security.

Step 6

Print Preparation

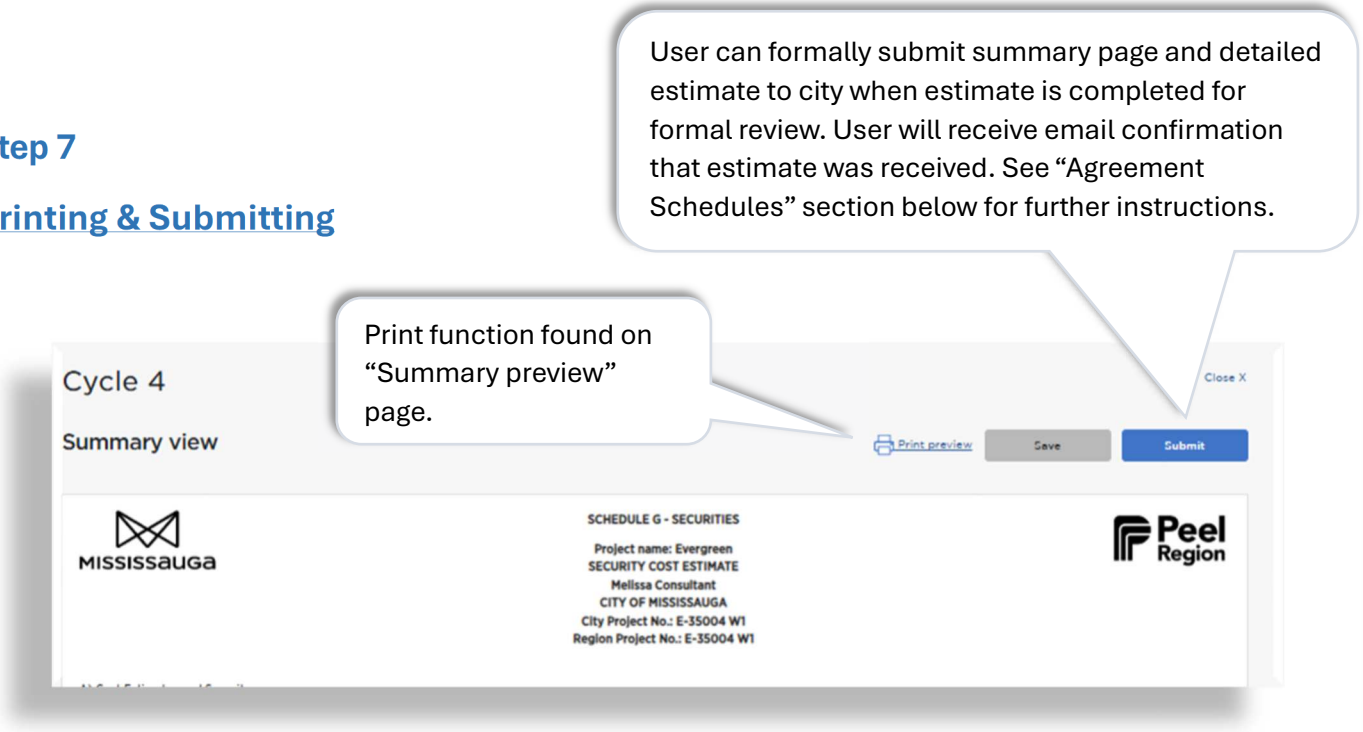
User is encouraged to fully review the item selections and confirm they are satisfied. Following which, users are encouraged to review and audit their quantity and unit rate inputs and audit the calculations, sub-totals and totals and confirm they are satisfied.

a. Any anomalies or calculation errors need to be communicated to the City so we can assist in resolution ahead of upload to ePlans.

Please save your file often and keep a copy of the completed Schedule G Detailed Cost Estimate document containing your input data, as you may need to revise input data based on staff comments throughout future ePlans cycles of the application review process.

Step 7

Printing & Submitting



Note: Please ensure when assembling all the schedules that will be appended to the legal agreement the order of appearance must follow the list as shown below.

Step 8

Agreement Schedules (preparation for ePlans submission)

1. Schedules ‘A” to “F” inclusive, then;
2. *Summary* Schedule ‘G’
   Detailed estimate as applicable
   a. *Roads (City ROW)*
   b. *Storm (City ROW)*
   c. *Streetlighting (City)*
   d. *Miscellaneous (City)*
   e. *Roads (Region ROW)*
   f. *Storm (Region ROW)*
   g. *Sanitary (Region ROW)*
   h. *Sanitary (City ROW)*
   i. *Watermain (Region ROW)*
   j. *Watermain (City ROW)*
   k. *Streetscape City*
   l. *Parks City*
   m. *Environmental*
3. Remaining Schedules as applicable

- Combine “Summary” sheet followed by individual Schedule ‘G’ PDF pages into one document. The “Summary page” and “Detailed Cost Estimate” sheets are to be printed to PDF for Schedule G of the agreement.

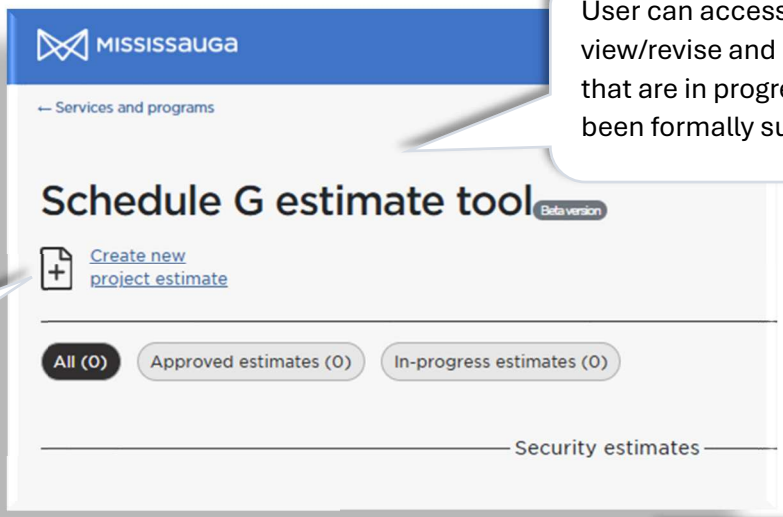
- The draft Legal agreement must include the following schedules in order (1 through 12 as shown above when engineering submission is required).

- Upon final approval of cost estimate from City and Region staff (if applicable), the user is to upload the final version of the populated estimate document as well as the draft agreement containing the completed Schedule ‘G’ PDF to ePlans for staff review.

Step 9

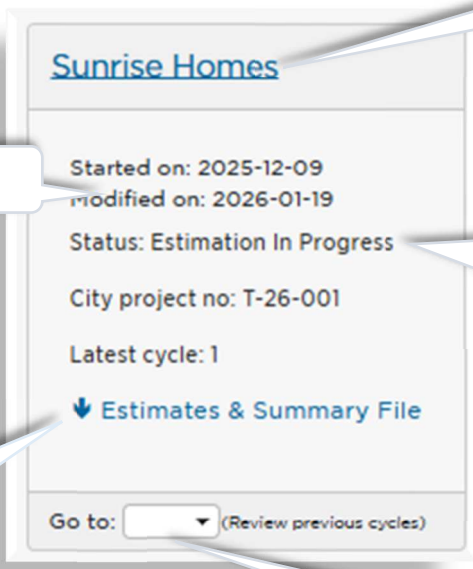
Dashboard

User can review status of files and access or review any development file application that they have submitted or currently working on.
There are several functions the user has access to, as noted below.



User can access the dashboard portal to view/revise and download cost estimate files that are in progress or review files that have been formally submitted/approved.

User can create new file at any time.



Open link to existing file.

Date stamp

Status will read “Estimation in Progress”, “Estimation Submitted” or “Estimation Approved”.

Download available under “Estimation Submitted”

User can access previous submission cycle information as needed.

Fees

Details below are for information only and are not part of this application. Contact reviewers responsible for fee submission process for directions.

1) Transportation & Works "Engineering Fee" (City)

Amount of "engineering fee" required is to be confirmed by the Development Engineering reviewer.

- This fee is based on the City of Mississauga 2026 "Fees and Charges" bylaw that can be viewed at:

https://www.mississauga.ca/wp-content/uploads/2026/01/05114007/Schedule-C-1-Planning-Act-Processing-Fees-Applications.pdf

Note: If applicant has paid a preliminary engineering fee, the amount will be deducted from the total amount payable (City).

2) "Streetscape" Processing fee (City)

Amount of "processing fee" required for streetscape is to be confirmed by the Planning Dept. reviewer.

- This fee is based on the City of Mississauga 2026 "Fees and Charges" bylaw that can be viewed at:

https://www.mississauga.ca/wp-content/uploads/2026/04/17082245/Schedule-D-Parks-Forestry-and-Environment-Fees-and-Charges.pdf

3) Region of Peel "Engineering Fee"

Amount of engineering fees required is to be confirmed by the Region of Peel reviewer.

The applicant/ applicant's representative is responsible for ensuring the accuracy of all figures within the completed Schedule 'G' estimate document. Please contact the City's Development Engineering reviewer if you require assistance.

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 >
Project Number: < Project Number >
Date: < Month DD, YYYY >

CONC. n = 0.013
PVC n = 0.013
CSP n = 0.024

Initial Time of Concentration: 15 min.
IDF: CoM Std. 2111.010

Storm Return Period (years) = 10

MISSISSAUGA

Location								Design Flow - Hydrology						Sewer Parameters - Hydraulics										Sewer Verification		
Catchment Area	Street	From MH	To MH	Sub-Areas for C = 0.90 (ha)	0.65 (ha)	0.20 (ha)	Total (ha)	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
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'												307.16				--										
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'												307.16				--										
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

