SECTION 6 – CONDOMINUM DEVELOPMENT REQUIREMENTS

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6.0 Introduction

The following are the City's Multi-Family and Residential/Industrial Condominium design requirements for all development applications. A list of standard drawings and required sample letters are included within Appendices.

If you're planning a condominium development, you must first determine what category of condo you're applying for:

- Standard or phased
  - Standard conversion residential/ commercial
- Common element
- Vacant land
- Leasehold

You must also make sure you comply with any requirements related to zoning, parking, existing building permits or land transfer.

If you have a related site plan application, it may need to be approved before you apply for condominium registration. We'll confirm exactly which requirements you need during the pre-application process.

6.1 Design Standards & Servicing Policy for Condominium Developments

6.1.1 General Requirements

Types:

- Standard condominium

  Consists of buildings that are subdivided into units that include exclusive use areas and common elements. Exclusive use areas can include patios, balconies, driveways associated with a unit. Common elements include hallways, recreational facilities, exterior lighting, walkways and visitor parking areas.

- Phased condominium

  Phased condo developments are standard condominiums that are registered in phases under one condominium corporation. These types of condos are developed in stages, and increase in size until the project is complete.

    - Requirements and approvals

      Standard or phased condominiums include brand new builds, as well as buildings that are converted from other uses. Standard condominiums can be used for residential or non-residential purposes.

  Check these guides for detailed information about the documents you need to submit for each type of standard condominium:

- Standard conversion residential requirements
- Standard new build residential requirements
- Standard conversion non-residential requirements
- Standard new build non-residential requirements
- Phased new build residential requirements

- Common element

  A common element condominium is comprised only of common elements such as a road, visitor parking spaces, grounds and walkways that belong to all owners. The units are attached to the condominium as parcels of tied land (POTLs) but don't form part of the condominium corporation.

  For detailed information about the documents you need to submit for this type of condominium development, check the common element condominium guide.

- Vacant land

These type of condominiums are vacant lots upon which residential units are built. They share common elements like roads.

For detailed information about the documents you need to submit for this type of condominium development, check the vacant land condominium guide.

- Leasehold

  Leasehold condominiums are built on long term leased land. They share common elements including hallways, recreational facilities, exterior lighting, walkways, driveways, and visitor parking areas.

Engineering drawings shall be prepared to the satisfaction of the City, to show location of all underground services, including Sanitary, Storm, Watermains, Hydro, Telecommunications, Gas, etc., together with the location of all roadways, sidewalks and boulevards, certified and stamped by a registered Professional Engineer of the Province of Ontario.

Roadways shall not be considered to form any part of the required parking.

Designated fire access routes shall be provided throughout the development to the standards of the Fire Department and Emergency Services Division and in accordance with good engineering practise. (Refer also to fire routes By-law No. 1036-81, as amended)

A. Proper waste collection areas must be provided throughout the development so that the waste haulers vehicles can enter the development and collect waste efficiently and safely. Such arrangements shall be in accordance with standards as set down by the Regional Municipality of Peel. **Multi-family developments** shall be signed so as to easily identify the location of all blocks. Such signs shall be approved by the Urban Design Section of the Planning and Building Department.
B. A certified statement signed and stamped by a registered Professional Engineer of the Province of Ontario stating that all services have been designed and constructed in accordance with the City of Mississauga Standards and Servicing Policy for **Multi-family and Condominium Developments** is required prior to registration of the development.

For more information regarding the Condominium application process visit the link below: https://www.mississauga.ca/services-and-programs/planning-and-development/development-applications/condominum-applications/

6.1.2 Internal Private Roadways

Internal private roadways shall be designed in accordance with the current City of Mississauga design criteria for a minor residential street (including curbs, curb and gutters, subdrains and sidewalks where applicable) in accordance with the latest Ontario Provincial Standard Drawings

and Specifications or City Standards and Requirements as applicable; with the following modifications:

- Minimum width of roadway to be in accordance with current City Condominium Standard Drawings (Appendix 1).
- Condo road cross section(s) (Common Element) shall illustrate allowances for a MIN 3.0m utility servicing corridor within the boulevard(s) Condo Road cross section(s) (Standard) shall illustrate allowances for utility servicing within the boulevard(s)
- Minimum centre line turning radius shall be 12m (fire truck) for any development which has no buildings over three stories.
- Lengths of driveways must be a minimum of 6m measured from the back of the sidewalk/ curb.,
- Minimum overhead clearance shall be 5.0m.
- The minimum pavement structure for the roads will be as follows, but may vary depending upon site soil conditions. For site conditions or any specific uses which require extra strength pavement, the pavement structure shall be substantiated by a report from the applicant's geotechnical consultant.

Minimum Pavement Structure for Roads and Parking Areas	
250mm	OPSS Granular 'B'
200mm	OPSS Granular 'A'
65mm	OPSS H.L.8
40mm	OPSS H.L.3

- Parking lots shall be structurally designed to the equivalent of the internal road design standards.
- The minimum pavement structure for driveways to individual, single, semi or townhouse units will be as follows:

Minimum Pavement Structure for Driveways	
150mm	OPSS Granular 'A'
50mm	OPSS H.L.8
25mm	OPSS H.L.3F

Minimum Pavement Structure for Roads and Parking Areas Industrial Condominium	
250mm	OPSS Granular 'B'
200mm	OPSS Granular 'A'
65mm	OPSS H.L.8
40mm	OPSS H.L.3

6.1.3 Watermains and Water Services

- Watermains and water services shall be designed and constructed in accordance with the most recent requirements of the Region of Peel, the Ontario Building Code and in accordance with municipal by-laws.
- Trench backfill for the watermain and water service installations shall consist of native or granular material, free of organics and contaminants, placed and compacted in lifts as required to achieve a minimum compaction of 95% of the Standard Dry Density. (OPSS 514.07.08)
- Shall be designed and constructed in accordance with the Region of Peel Design Criteria and Development Procedures Manual, latest edition.
- Upon completion of the site work and services and prior to registration, a certified statement signed and stamped is required from a registered/licensed Professional Engineer of the Province of Ontario confirming that all water boxes have been raised to final grade, uncovered and in a clean condition.
    - For any questions regarding this certification please contact the Region of Peel contact associated with the application.

6.1.4 Storm and Sanitary Sewers, Drains and Appurtenances

- The storm and sanitary sewers, drains and appurtenances shall be designed and constructed in accordance with the most recent requirements of the Ontario Building Code and in accordance with the appropriate municipal By-laws.
- Trench backfill for the storm and sanitary sewer and drain installations shall consist of native or granular material, free of organics and contaminants, placed and compacted in lifts as required to achieve a minimum compaction of 95% of the Standard Proctor Density. (OPSS 514.07.08)
- Upon completion of the site servicing works building construction and landscaping; the storm sewer system, including catchbasins and leads shall be cleaned and flushed.
- Flushing operations shall comply with the current Storm Sewer Use By-Law adopted by Council and be certified by a registered Professional Engineer from the Province of Ontario upon completion.

6.1.5 Streetlighting

- Private lighting must minimize light trespass onto municipal rights-of-way, as glare or spill light can interfere with the municipal roadway lighting design and performance. Any private lighting within the private lands must not negatively impact the municipal right-of-way.

- All electrical installations must comply with ESA requirements, (applies universally to any electrical system).

- Lighting should be underground fed where applicable, in accordance with City requirements.
- The lighting system to be fully operational prior to occupancy.
- If the lighting forms part of developer-installed infrastructure on City property, then the City Street Lighting Design Manual must be followed as the minimum design standard.
- Contact the City's streetlighting team to obtain the City Street Lighting Design Manual.

6.1.6 Individual Unit Services

Storm sewers, sanitary sewers and watermains shall not be permitted to be constructed under any building except in special circumstances as permitted in the Ontario Building Code.

6.1.7 Utilities

Gas, Hydro the provision of Telecommunications, etc., shall be constructed underground and in accordance with the applicable utility company's requirements. The Developer's Consultant will arrange for the necessary design co ordination with the various utility companies and receive acceptance/approval from each utility company, prior to the issuance of Building permits.

6.1.8 Erosion and Sediment Control

Condominium developments which are within 30m of a watercourse and/or which are comprised of an area in excess of 1 hectare shall be subject to the provisions of the current Erosion and Sediment Control By-law adopted by Council. The developer will be required to apply for an Erosion and Sediment Control Permit prior to undertaking any land stripping or regrading activities within the lands.

Appendix 1: City of Mississauga Standard Drawings for Private Roads

- COM Standard Drawing No. 2211.154
  Roadway cross section specific to private common element condominium road (with on-street parking)

- COM Standard Drawing No. 2211.155
  Roadway cross section specific to private common element condominium road (with off-street parking)

- COM Standard Drawing No. 2211.156
  Private road cross section for a standard condominium with on-street parking.

- COM Standard Drawing No. 2211.157
  Private road cross section for a standard condominium with off-street parking.

- COM Standard Drawing No. 2211.158
  Sidewalk driveway entrance details for a private condominium road

Appendix 2: Condominium Certification Letter Templates

Environmental Reliance Letter Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Manager, Development Engineering & Construction

Planning & Building Department

City of Mississauga

300 City Centre Drive,

Mississauga, ON

L5B 3C1

RE: Reliance Letter for *(INSERT FULL SITE ADDRESS OR LEGAL DESCRIPTION AND APPLICATION REFERENCE NUMBER)*

To *Manager, Development Engineering & Construction Section*:

It is understood that ***(INSERT NAME OF PROPERTY OWNER)*** (the "Owner") is seeking approval of a development application from the City of Mississauga (the "City") regarding the above-referenced property (the "Site"). **[*INSERT LEGAL NAME OF CONSULTING FIRM]*** has prepared the following report(s) on behalf of the Owner:

- **[*Insert title, date and file number of the report(s)*]**

On behalf of **[*INSERT LEGAL NAME OF CONSULTING FIRM],*** I confirm that I am a Qualified Person within the meaning of Sections 5 and 6 of O.Reg.153/04 of the *Environmental Protection Act, R.S.O. 1990, c.19* and have the requisite authority to make this representation and warranty.

I hereby represent and warrant to the City that the work performed and completed, as described in the above report(s) is in accordance with the level and skill exercised by a reasonable environmental professional and is consistent with the requirements under O. Reg. 153/04, as amended. I further represent that the City and its Peer Reviewers (where applicable) may rely on the reports listed herein as if the reports had been prepared for the use and benefit of the City.

Signature of Qualified Person, as defined under O. Reg. 153/04	*Print name / Professional Designation*
Day | *Month* | *Year*	*Print Position/Title*

Interim Grading Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction
Development Engineering & Construction Section
City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: INTERIM GRADING CERTIFICATION
DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

Insert company name has served as the engineering consultant for the above noted residential/ commercial/ industrial condominium development. This letter will confirm that I have inspected the interim grading on date of the above-noted lands and the buildings thereon and do hereby certify that the buildings constructed and the existing grades, including internal roadways and driveways are in general conformity with the previously approved preliminary “Building and Grading Certificate”.

I hereby certify that the final grading of the lands can be completed to conform with the previously approved preliminary “Building and Grading Certificate” and that the complete final grading will not alter the overall drainage on adjacent lands.

Should you have any questions or concerns regarding the letter please do not hesitate to contact this office at CONSULTANT CONTACT INFO.

Sincerely,

P.Eng Signature & P.Eng. Stamp

Print name
Engineering Firm

Interim grading certification may be used for condominium registration, prior to the issuance of a Final Grading Certification.

Final Grading Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction
Development Engineering & Construction Section
City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: FINAL GRADING CERTIFICATION
DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

I have conducted a site inspection on Enter Date with respect to the final grading of the subject lands and have viewed the finished lot grading and building thereon and do hereby certify that the building(s) constructed with relationship to the elevations and the grading of the lands are in general conformity with the Enter Date *(*)* certification of "Proposed Building and Grading" previously submitted.

Sincerely,

P.Eng Signature & P.Eng. Stamp

Print name

Engineering Firm

The date of the certification of "Proposed Building and Grading" shall be indicated on this Certificate should the Professional Engineer or Ontario Land Surveyor issuing it be different than the original Professional Engineer, or Ontario Land Surveyor.

Interim Pavement Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction
Development Engineering & Construction Section
City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: INTERIM PAVEMENT STRUCTURE CERTIFICATION

DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

GEOTECHNICAL CONSULTANT INFO has served as the geotechnical consultant for the above noted condominium development, encompassing inspection, compaction and testing of sewer trench backfilling, road
construction and building foundations. This letter will confirm that we have monitored the quality and placement of all materials during pavement construction at the above noted development.

I hereby certify that the 'As-Constructed' interim pavement structure has been completed up to base course asphalt and is capable of supporting heavy emergency vehicle traffic, including fire trucks.

I understand the top course asphalt will be placed at a later date and hereby certify that the final pavement
structure can be completed in compliance with the City of Mississauga's minimum design standard for condominium developments.

As-Constructed Pavement Structure

Internal Roadway and Parking Areas	**Driveways**
mm GRAN 'B'	mm GRAN 'B'
mm GRAN 'A'	mm GRAN 'A'
mm BASE COURSE	mm BASE COURSE

Should you have any questions or concerns regarding the letter please do not hesitate to contact this office
at CONSULTANT CONTACT INFO.

Sincerely,

P.Eng Signature & P.Eng. Stamp

Print name

Engineering Firm

Final Pavement Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction
Development Engineering & Construction Section
City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: FINAL PAVEMENT STRUCTURE CERTIFICATION

DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

GEOTECHNICAL CONSULTANT INFO has served as the geotechnical consultant for the above noted condominium development, encompassing inspection, compaction and testing of sewer trench backfilling, road
construction and building foundations. This letter will confirm that we have monitored the quality and placement of all materials during pavement construction at the above noted development.

I hereby certify that the 'As-Constructed' final pavement structure has been completed to top course asphalt and has met or exceeded the City of Mississauga's minimum design standard for condominium developments and has been provided as follows:

As-Constructed Pavement Structure

Internal Roadway and Parking Areas	**Driveways**
mm GRAN 'B'	mm GRAN 'B'
mm GRAN 'A'	mm GRAN 'A'
mm BASE COURSE	mm BASE COURSE
mm TOP COURSE	mm TOP COURSE

Should you have any questions or concerns regarding the letter please do not hesitate to contact this office
at CONSULTANT CONTACT INFO.
Sincerely,
P.Eng Signature & P.Eng. Stamp

Print name

Engineering Firm

Condominium Services Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction

Development Engineering & Construction Section
City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: CONDOMINIUM SERVICES CERTIFICATION

DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

CONSULTANT INFO has served as the engineering consultant for the above noted condominium development, encompassing the inspection of the installation of the underground and aboveground services I hereby certify that all underground and aboveground services have been designed and constructed in accordance with the City of Mississauga Standards and Policies for Servicing of Condominium Developments.

Further, I hereby confirm that CONTRACTOR INFO has completed the flushing of the sewer systems on
insert date and certify that we have found the lines to be deficient free, clear of debris and operational.

I further certify that all granular, asphalt and concrete materials utilized for the construction of the private roads, curbs, sidewalks, walkways, driveways and parking areas meet the applicable O.P.S./City
of Mississauga standards and specifications.

Should you have any questions/ concerns please contact this office at CONSULTANT CONTACT INFO.

Sincerely,
P.Eng Signature & P.Eng. Stamp
Print name
Engineering Firm

Surveyor Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction

Development Engineering & Construction Section
City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: SURVEYOR CERTIFICATION

DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

OLS INFO has served as the Ontario Land Surveyor for the above noted condominium development. We hereby certify that a Reference Plan has been deposited that describes the necessary and appropriate utilities, services and location of easements, and right-of-way required for the use and maintenance of all internal utilities, services and access ways among and between the various parcels of land, buildings or parts thereon which may be capable of separate ownership.

(Include for Phased Condo scenario):
I further certify that the limits for this phase of development comprise the necessary roads and services within the adjacent phase lands required to sustain this development and that the easements and right-of-
way shall be more precisely described and created with the declaration and/or easement and cost sharing
agreement, upon condominium registration.

Should you have any questions/ concerns please contact this office at OLS INFO.

Sincerely,

OLS Signature & OLS Stamp

Print name

OLS Firm

Retaining Wall Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction
Development Engineering & Construction Section

City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: RETAINING WALL CERTIFICATION

DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

GEOTECHNICAL CONSULTANT INFO has served as the geotechnical consultant for the above noted condominium development, whose services include inspection of retaining wall construction *and foundation bearing capacity* (*include if wall exceeds 0.6m in height*). This letter will confirm that we have monitored the quality and placement of all materials during retaining wall construction at the above noted development.

This letter is to certify that the above described retaining wall was adequately designed, and subsequently constructed, in accordance with the design to support the dead and live loads applied on the structure.

This is also to certify that the above retaining wall has been designed and constructed in accordance with all the applicable standards and regulations.

Should you have any questions or concerns regarding the letter please do not hesitate to contact this office at

CONSULTANT CONTACT INFO.

Sincerely,
P.Eng Signature & P.Eng. Stamp

Print name

Engineering Firm

Engineer Certification Template

(INSERT COMPANY LETTERHEAD/LOGO)

(INSERT DATE)

Supervisor/Coordinator, Development Construction

Development Engineering & Construction Section

City of Mississauga
300 City Centre Drive,
Mississauga, ON
L5B 3C1

File: CDM - (Ward)
SP -

RE: ENGINEER CERTIFICATION

DEVELOPMENT NAME, Phase (*if applicable*)
DEVELOPER NAME
DEVELOPER'S MUNICIPAL ADDRESS

INSERT COMPANY NAME has served as the engineering consultant for the above noted condominium development. I hereby certify that the Servicing Plans and Engineering Drawings describe the necessary and appropriate utilities, services and location of easements and right-of-way required for the use and maintenance of all internal utilities, services and access ways among and between the various parcels of land, buildings or parts thereon which may be capable of separate ownership.

I further hereby certify that the roads and services within the adjacent phase lands required to sustain this development shall be completed and operational in accordance with City of Mississauga standards and specifications.

Should you have any questions or concerns regarding the letter please do not hesitate to contact this office at

CONSULTANT CONTACT INFO.

Sincerely,

P.Eng Signature & P.Eng. Stamp

Print name

Engineering Firm