

Community Services Department

SUBDIVISION REQUIREMENTS MANUAL

Park and Greenbelt Development

Tree Preservation

Boulevard Treatments

**City of Mississauga Community Services Department
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Subdivision Requirements Manual

DISCLAIMER

The Community Services Department, Subdivision Requirements Manual is designed to be used as a guideline only and is not intended to be used in tender documents or as construction specifications.

Please be advised that City standards, policies, procedures and/or the contents of this manual may be subject to change without notice. It is the sole responsibility of the developer's consultants to ensure the latest revised copy of this manual and/or associated addendums are being adhered to at all times. Please contact the Community Services Landscape Architect to verify that you are using the most current version of this document.

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www.city.mississauga.on.ca/COMMSVCS/planning/submanual/subdivisionmanual.htm

PART I

A SUMMARY OF THE SUBDIVISION PROCESS

1.1 THE PLANNING UNIT

The Planning Unit is comprised of both Planners and Landscape Architects that work to regulate and assist in the processing of subdivision applications. There are two major stages to a subdivision application: Draft Plan Stage and Plan Processing Stage. This manual applies to the **Plan Processing Stage**.

At the Plan Processing Stage, a Landscape Architect will be assigned to assist you with your subdivision application. The Landscape Architect will act as the co-ordinator between other City Departments for items relating to landscape works in co-operation with the Development Engineering Section, Transportation and Works Department. The Development Engineering Section is the overall co-ordinating body for subdivision applications.

It is recommended that the following procedures are followed in order to fulfill the Community Services Department requirements in an efficient manner.

1.2 THE SERVICING AGREEMENT

1.2.1 The Servicing Agreement is a legally binding document that outlines all of the subdivision requirements. It lists all documents, conditions, and the cash contributions and securities required to be taken by the City of Mississauga, either for the implementation of the works by the City, or to ensure that the works are implemented by the Developer. The Servicing Agreement is prepared by the Consulting Engineer with appropriate input by the Consulting Landscape Architect.

1.2.2 The Servicing Agreement is broken down into the following schedules:

Schedule A-1

Schedule A-1 lists all Engineering Drawings and Documents by drawing title and corresponding drawing number. If there are no park works, then landscape drawings will also be listed in Schedule A-1 (if applicable):

- Streetscape Drawings
- Street Tree Planting Plans (where required)
- Greenbelt Landscape Drawings
- Tree Preservation Plans

The following clause is to be added to the Schedule in lieu of listing the standard drawings:

“As of the date of this agreement all current City of Mississauga, Region of Peel, and Ontario Provincial Standard Drawings and specifications including any amendments shall constitute part of this Agreement.”

Schedule A-2

A list of all Landscape Drawings and Documents by drawing title and corresponding drawing number. Schedule A-2 is only for parks related work.

Schedule B

The Developer agrees to obtain all conveyances and easements, free from all encumbrances, and to execute and deliver all transfers of conveyance and transfers of easement required by the City and/or Region, as listed in Schedule "B" of the Servicing Agreement. Schedule B also outlines parkland dedication requirements.

Schedule C

Lands with special conditions, to be met by the Developer prior to issuance of building permits, are listed in Schedule "C" of the Servicing Agreement.

Schedule D-1

The listing of engineering works and landscape works (other than park works) and the corresponding monetary amounts required for security and contribution purposes are indicated in Schedule D-1 of the Servicing Agreement.

Schedule D-2

The listing of the park landscape works and the corresponding monetary amounts required for security and contribution purposes are documented in Schedule D-2 of the Servicing Agreement.

Schedule F-1

The Developer agrees to complete the engineering works, as listed in Schedule D-1, in accordance with the completion dates outlined in Schedule F-1.

Schedule F-2

The Developer agrees to complete the park landscape works, as listed in Schedule D-2, in accordance with the completion dates outlined in Schedule F-2 of this agreement. This date will be set one year and one growing season from registration. Any extension of these completion dates is to be requested in writing by the Developer and approved by the Community Services Department. Should such an approval not be given by the Community Services Department and should the park not be completed within 6 months of the F-2 date, the Community Services Department reserves the right to notify the developer and subsequently draw on the D-2 Letter of Credit.

Examples of Schedules A-2, C, D-2, F-2 can be found in Part V, Section 5.1.

1.2.3 Servicing Agreement Requirements: The consulting Landscape Architect is to contact the Community Services Landscape Architect and consult the City of Mississauga MAX comments to review the requirements for the subdivision. After summarizing the landscape related requirements to be satisfied through the Servicing Agreement, the process to be followed will fall under one of two categories:

- .1 **Without a Park** (*also refer to section 1.4*): When there is no park involved in the subdivision, the Community Services concerns (where applicable) are listed in the following Schedules:

Schedule A-1

streetscape plans
 street tree planting plans (when required)
 greenbelt plans
 tree preservation plans and documents
 details

Schedule B

cash-in-lieu of parkland clause

Schedule C

tree preservation clause
 cash-in-lieu of parkland conditions
 warning clauses

Schedule D

streetscape securities
 street tree planting cash contribution or securities
 multi-use recreational trail signage cash contribution
 greenbelt securities
 tree preservation securities
 buffer and window planting cash contribution or securities

- .2 **With a Park** (*also refer to section 1.5*): When there is a park involved in the subdivision, the Community Services' concerns where applicable are listed in the following Schedules:

Schedule A-2

all landscape drawings and details

Schedule B

parkland dedication clause

Schedule C

tree preservation clause
 park notification signage clause
 warning clauses

Schedule D-1

street tree planting cash contribution
 streetscape securities
 multi-use recreational trail signage cash contribution
 buffer and window planting cash contributions
 tree preservation securities not related to parks works

Schedule D-2

park/greenbelt development securities
 tree preservation securities as related to parks works
 park/greenbelt development charges credits

Schedule F-2

completion dates for parks/greenbelts

1.3 THE DEVELOPMENT AGREEMENT

1.3.1 The Development Agreement is an agreement registered on title to advise prospective property owners of warning clauses or conditions of building permit issuance. The Development Agreement is prepared by the Consulting Engineer with appropriate input by the Consulting Landscape Architect.

1.3.2 The Development Agreement is broken down into the following schedules:

Schedule A

Schedule “A” contains the legal description of the property.

Schedule B

Warning clauses and Notice Provisions are outlined in Schedule “B”.

Schedule C

Schedule “C” lists all restrictions and conditions to be met by the Developer prior to issuance of building permits.

Schedule D

Schedule “D” lists services provided in lieu of the payment of development charges.

Schedule E

Schedule “E” outlines the non-residential subdivision development charges instalment plan.

1.3.3 Development Agreement Requirements: The consulting Landscape Architect is to contact the Community Services Landscape Architect and consult the City of Mississauga MAX comments to review the requirements for the development agreement. Community Services requirements for the development agreement are listed in the following schedules:

Schedule B

parkland dedication conditions

warning clauses for the following:

street trees
 tree preservation
 hoarding
 fencing
 recreational facilities
 pathways and trails
 park/ greenbelt/ woodland lighting
 soil stockpiling
 sales or construction trailers
 naturalized areas

Schedule C

cash-in-lieu of parkland requirements

1.4 SUMMARY OF THE SUBDIVISION PROCESS WITHOUT A PARK

1.4.1 First Submission: Submit the following drawings and documents to the Transportation and Works Department who will forward them to the Community Services Department:

- .1 One Letter of Retention from the Consulting Landscape Architect stating that he has been engaged by the Developer for the design and complete general construction supervision of all landscape works.
- .2 One covering letter from the Landscape Architect outlining the submission contents. This letter is required to be copied to the Transportation and Works Department, Development Engineering Section.
- .3 One covering letter from the Consulting Engineer stating that he/she advises that the landscape works are in conformity with the proposed grading and municipal services for this development, plus an outline of items contained within that submission.
- .4 Three (3) sets of the following drawings (where applicable):
 - tree preservation (refer to Part III)
 - arborist report (refer to Part III)
 - streetscape (refer to Part IV)
 - street tree planting (refer to Part IV) (where required)
 - greenbelt landscape drawings (refer to Part II)
 - buffer planting
- .5 Three (3) copies of the M-plan for registration for street tree planting and multi-use recreational trail signage calculations (where applicable).
- .6 One set of the Engineering Drawings.
- .7 Two (2) copies of the complete Servicing Agreement, including Schedules A-1, B, C, D Summary, F-1.

- .8 One (1) copy of the Schedule D-1 Breakdown.
- .9 One copy each of Schedules B and C of the Development Agreement.

Refer to The Servicing Agreement - Section 1.2 for a complete list of potential program items and where they are to be entered into the Servicing Agreement when there is no park involved. These drawings are required to be submitted directly to the Transportation and Works Department who will forward them to the Community Services Department.

The Community Services Department will review and comment on the first submission. In the case where streetscape is involved, the drawings will be circulated by the Transportation and Works Department to the Planning and Building and Community Services Departments for comments. All comments will then be sent to the Transportation and Works Department, who will in turn distribute the comments to the Consulting Engineer. It is the responsibility of the Consulting Engineer to distribute the comments to the appropriate consultant (i.e., Landscape Architectural Consultant) after receiving them from the Transportation and Works Department.

Review & Revise your Submission as Per Comments from the City

1.4.2 Second Submission: Submit the following drawings and documents to the Transportation and Works Department who will forward them to the Community Services Department:

- .1 One covering letter from the Consulting Engineer stating that he has reviewed the revised plans as prepared by the Landscape Architect and advises that the landscape works are in conformity with the proposed grading and municipal services for this development.
- .2 One covering letter from the Landscape Architect outlining the submission contents. This letter is required to be copied to the Development Engineering Section, Transportation and Works Department.
- .3 Three (3) sets of the revised landscape drawings as per City comments.
- .4 One (1) set of the revised engineering drawings as per City comments.
- .5 One (1) copy of the revised Servicing Agreement, including Schedule D-1 Breakdown.
- .6 One (1) copy of each of Schedules B and C of the Development Agreement.

The Community Services Department will review the revised drawings and documents. Comments will be issued to the Transportation and Works Department either approving the revised drawings and documents or requiring further revisions. Again these comments will be passed on to the Consulting Engineer who in turn will distribute the comments to the appropriate consultants.

Review & Revise Your Submission As Per Comments From The City

1.4.3 Interim/Pre-Servicing Submissions: Submit the following drawings and documents to the Community Services Department:

- .1 Submit two (2) sets of only the material requiring revisions.

1.4.4 Final Submission: At the final submission stage all Community Services Department requirements should be totally resolved.

The signature of the Commissioner of the Community Services Department is not required on the signing pages of the Servicing Agreement when there are no parks works involved. Therefore, the following applies:

Submit the following drawings and documents to the Transportation and Works Department who will forward them to the Community Services Department:

- .1 Landscape Drawings included in Schedule A-1

Potential list to include:

- streetscape plans
- street tree planting plans
- greenbelt plans
- tree preservation plans

Landscape drawings required:

- three (3) sets of prints of all landscape drawings
- digital requirements for drawings (refer to section 1.5.2)
- one (1) set of prints of all landscape drawings reduced to 11" x 17"

- .2 Engineering Documents Required

Engineering documents required:

- one (1) complete set of prints
- one (1) copy of the Servicing Agreement including Schedules A-1, B, C, D Summary and Breakdown, and F-1
- One (1) copy each of Schedules B and C of the Development Agreement

- .3 Financial Requirements

Submit All Forms Of Payment To The Transportation and Works Department

- cash contribution for 100% of the street tree planting, multi-use recreational trail signage works and greenbelt/streetscape processing fees in the form of a certified cheque. See 2.4.5 Financial Requirements for information regarding processing fees.
- Security for 100% of the works to be carried out by the Developer including:
 - streetscape
 - greenbelt
 - tree preservation
 in the form of a Bank Letter of Credit (refer to section 1.5.1)

1.5 SUMMARY OF THE SUBDIVISION PROCESS WITH A PARK

1.5.1 **Draft Plan Submission:** Submit the following:

- .1 Three (3) copies of the Concept Plan directly to the Community Services Department in conjunction with the Draft Plan Submission.

1.5.2 **First Submission:** Submit the following drawings and documents to the Transportation and Works Department who will forward them to the Community Services Department:

- .1 One (1) **Letter of Retention** from the Consulting Landscape Architect stating that he has been engaged by the Developer for the design and complete general construction supervision of all landscape works.

The Consulting Landscape Architect will be responsible for all park and greenbelt works (referred to in this document as “landscape works”) including, but not limited to layout, grading, planting, servicing, lighting, the co-ordination of all stages of construction and liaising with the Community Services Department Landscape Architect. The Consulting Landscape Architect will co-ordinate the developer’s design and construction forces for all items relating to the landscape works.

- .2 One (1) covering letter from the Consulting Landscape Architect outlining the submission contents. This letter is required to be copied to the Transportation and Works Department, Development Engineering Section.
- .3 One (1) covering letter from the Consultant Engineer stating that he advises that the landscape works are in conformity with the proposed grading and municipal services for this development, plus an outline of the items contained within that submission.
- .4 Three (3) sets of the following drawings (where applicable):
 - Park Master Plan based on the approved Concept Plan (refer to Section 2.3)
 - Streetscape (refer to Part IV)
 - Street Tree Planting (refer to Part IV)
 - Greenbelt Landscape Drawings (refer to Part II)
 - Tree Preservation (refer to Part III)
 - Arborist Report (refer to Part III)
- .5 Three (3) copies of the M-plan for registration.
- .6 One (1) set of the Engineering Drawings.
- .7 Two (2) copies of the Complete Servicing Agreement, including Schedules A-1, A-2, B, C, D-1 Summary and Breakdown, D-2, F-1, F-2.

Refer to the **Servicing Agreement**, Section 1.2 for a complete list of potential items and where they are to be entered into the Servicing Agreement when there is a Park involved.

The Community Services Department will review and comment on the first submission. In the case where streetscape is involved, the drawings will be circulated by the Transportation

and Works Department to the Planning and Building and Community Services Departments for comments. All comments will then be sent to the Transportation and Works Department, who will in turn distribute the comments to the Consulting Engineer. It is the responsibility of the Consulting Engineer to distribute the comments to the appropriate consultant (i.e., Landscape Architectural Consultant) after receiving them from the Transportation and Works Department.

Review & Revise Your Submission As Per Comments From The City

As part of the park/greenbelt approval process, the Master Plan will be presented by the assisting Community Services Landscape Architect to the Parks Review Committee for comments and/or approval. Refer to Part II Park/Greenbelt Block Submission and Approval Procedures for further information.

1.5.3 Second Submission: Submit the following drawings and documents to the Transportation and Works Department who will forward them to the Community Services Department:

- .1 One (1) covering letter from the Consulting Engineer stating that he has reviewed the revised plans as prepared by the Landscape Architect and advises that the landscape works are in conformity with the proposed grading and municipal services for this development.
- .2 One (1) covering letter from the consulting Landscape Architect outlining the submission contents. This letter is required to be copied to the Transportation and Works Department, Development Engineering Section.
- .3 Three (3) complete sets of the Park Working Drawings based on approved Master Plan Drawings and schedules as per City comments.
- .4 One (1) copy of the revised Schedule D-2 of the Servicing Agreement.

The Community Services Department will review the revised drawings and documents. Comments will be issued to the Transportation and Works Department either approving the revised drawings and documents or requiring further revisions. Again, these comments will be passed on to the Consulting Engineer who in turn will distribute the comments to the appropriate consultant.

Review & Revise Your Submission As Per Comments From The City

Refer to Part II Park/Greenbelt Blocks, Submission and Approval Procedures for further information.

1.5.4 Interim/Pre-Servicing Submissions: Submit the following drawings and documents to the Community Services Department:

- .1 Submit two (2) sets of only the material requiring revisions.

1.5.5 Final Submission: At the final submission stage all Community Services Department requirements are required to be totally resolved.

- .1 As the signature of the Commissioner of the Community Services Department is required, twelve (12) executed Servicing Agreements are to be forwarded to the Community Services Department. In addition, one copy of the Servicing Agreement is to be forwarded to the Transportation and Works Department, simultaneously with the submission to the Community Services Department.
- .2 Digital files of all drawings are to be submitted with the final submission. Digital files must conform to "Digital Requirements for Drawings" (refer to section 1.5.2.)

Submit the following drawings and documents to the Transportation and Works Department who will forward them to the Community Services Department:

- .3 Nine (9) complete sets of landscape drawings listed in Schedule A-1 and A-2 of the Servicing Agreement, to form part of the Agreement. These 9 sets will be stamped "Approved" and sent to the Transportation and Works Department.
- .4 Nine (9) complete sets of landscape drawings listed in Schedule A-1 and A-2 of the Servicing Agreement which will be stamped "Approved" and are for internal distribution.

(Note: Eighteen (18) copies in total of the landscape drawings are required.)

- .5 One (1) set of the complete Engineering Drawings (including electrical) included in Schedule A-1.
- .6 One (1) 3.5" disc of the original drawings listed in A-2 and the appropriate drawings listed in A-1 (ie., boulevard planting) (refer to section 1.6.2).
- .7 One (1) certified cheque as cash contribution for landscape related items, as per Schedule D-1.
- .8 One (1) certified cheque as Parks Administration Fee as a percentage of works secured in Schedule D-2.
- .9 One (1) Letter of Credit in the amount required, as per Schedule D-2.

1.5.6 “As Constructed” Drawings:

- .1 The Electrical Consultant must submit “As Constructed” digital files conforming to the “Digital Requirements for Drawings” (refer to section 1.6.2) and certify that the installed path lights conform to the established photometric criteria. “As Constructed” data will clearly show pole locations, conduit alignment, conductor size and on-site spot checks of photometrics. Photometric checks will include Maximum to Minimum and Average to Minimum Ratio calculations.
- .2 The Landscape Architectural Consultant must submit “As Constructed” digital files conforming to the “Digital Requirements for Drawings” (refer to section 1.6.2) as a requirement of final acceptance of the landscape works.

1.6 GENERAL REQUIREMENTS FOR THE SUBDIVISION PROCESS

1.6.1 Submission Format Requirements:

- .1 All drawings must be folded in accordion fashion, size 210 mm x 297 mm (8 ½ x 11") and in numerical order with the title block exposed.
- .2 All submissions are to be stamped with the appropriate submission number (1st, 2nd, etc.) and are to include a covering letter advising of changes to plans.
- .3 All formal submissions are to be forwarded to the Transportation and Works Department who then forward them to the Community Services Department on the applicants behalf. The Community Services Department will forward comments back to the applicant via the Transportation and Works Department.

Submit to:

City of Mississauga
 Transportation and Works Department
 Development Engineering Section
 3484 Semenyk Court, 2nd Fl.
 Mississauga, ON L5C 4R1

- .4 All park/landscape concept drawings submitted to the Community Services Department require a covering letter outlining the submission contents. This letter is required to be copied to the Transportation and Works Department, Development Engineering Section, for their review.

Submit to:

City of Mississauga
 Community Services Department
 Planning & Development Section
 300 City Centre Drive, 2nd Floor
 Mississauga, ON L5B 3C1

- .5 Acceptable Letters of Credit must be drawn on one of the following chartered banks:

Bank of Montreal
 Bank of Nova Scotia
 Canadian Imperial Bank of Commerce
 Royal Bank of Canada
 Toronto Dominion Bank
 National Bank

Questions in this regard should be referred to the Securities Analyst, Finance Department at 896-5275.

Refer to Letter of Credit, Part V - 5.2 for a standard example.

1.6.2 Standard Sheet Format Requirements

The following requirements apply to all Park, Greenbelt, Streetscape and Tree Preservation Drawings. Streetscape Drawings shall be prepared on Engineering drawings using the above and below ground services as the base information. Utility information will be included on all Streetscape Drawings. All electronically produced drawings must be submitted in the following format:

.1 Digital Requirements for drawings submitted to Community Services:

- a) All work must be submitted in a Bentley Microstation 2D *.dgn file format (Version 4.* or higher). AutoCAD *.dwg and *.dxf file formats are unacceptable. A Microstation seed file with the following specifications will be provided for consultants:

Working unit definition: 2500 Units Of Resolution (UOR) per metre
 Master Units (MU) = 1717986
 Sub Units (SU) = 100
 Positional Units (PU) = 25
 Global Origin: 0 east, 4 600 000 north

- b) Digital drawings must be provided in vector format. Raster or image formats (i.e. *.tif, *.bmp, etc.) imported into digital drawings are unacceptable.
- c) Digital non-graphical data is to be submitted in a Microsoft Excel 97 or ASCII text format (comma or tab delimited), with detailed column definitions (title, column name, data position (start, end), data type (character, numeric), and accompanying metadata where appropriate.
- d) All digital data is to be submitted to the City of Mississauga in a CD-ROM format.
- e) Digital drawings to maintain consistency as a digital file and not have superimposed information manually added to approved final plot.

.2 Use of City of Mississauga Base Mapping Information

- a) City of Mississauga base mapping information is intended for City of Mississauga purposes and may not be suitable for your purposes.
- b) Topographic and Cadastral base mapping data for project areas is available in Microstation digital file format (*.dgn). The City is not responsible for converting files into alternative formats (*.dwg & *.dxf).
- c) Use of all digital information is solely for the production of work within the specified project area and is not to be used in any form for the production or procurement of other works.

- d) Digital information supplied is not to be altered, distributed, manipulated or misrepresented in any form.
- e) The digital information supplied are not plans of survey. All measurements shown on or derived from the drawings must be verified with actual field measurements before works commence.
- f) All digitized information produced by consultants as part of a specified project will remain the exclusive property of the City of Mississauga, and as such is subject to copyright laws and infringement rights.
- g) The City of Mississauga does not guarantee the validity of the data content and will not be liable for any claims or loss arising from its application or interpretation.

For more information contact:

Andrew Boan, GIS Analyst

City of Mississauga

Community Services Department, Planning and Administration Division

phone: (905) 896-5381, fax: (905)615-3976,

email: andrew.boan@city.mississauga.on.ca

- .3 Size of Drawings: 91 cm x 122 cm (36 in x 48 in) or 61 cm x 91 cm (24 in x 36 in)
- .4 Title Block: to be the same as the City of Mississauga Community Services Department standard title block unless otherwise approved.

The title block is required to include the following:
 - Developer's name, address, telephone number
 - Engineering Consultant's name, address, telephone number
 - Landscape Architect's name, address, telephone number
 - Subdivision identification: Subdivision name, T-file number, lot and block numbers
 - Scale - all drawings are to be at a scale of 1:500 unless specified otherwise
- .5 Professional Stamp: all drawings are to include the seal of the Professional Landscape Architect who is a member in good standing of the Ontario Association of Landscape Architects.
- .6 North Arrow: orient all drawings to ensure north is always facing the top edge of the drawing.

- .7 Key Plan:
 - a) Scale - 1:10,000
 - b) Location of surrounding roads and land uses
 - c) North arrow to be same orientation as working drawings
 - d) Subject land to be clearly toned

- .8 General Labelling
 - property line dimensions
 - lot and block numbers and street designation or names

- .9 Standard Drawing Notes

Standard Note “A”

Standard Note “A” shall be placed on all Layout Grading and Planting drawings:
“Any revisions to the landscape plans will be subject to the review and approval by the Community Services Department, City of Mississauga, before commencement of the landscape works”.

Standard Note “B”

Standard Note “B” shall be placed on all Grading Drawings and Tree Preservation Drawings:

“I hereby certify that this Landscape Grading and Tree Preservation Plan is compatible with the proposed grading and municipal works for this development as submitted by the Consulting Engineers”.

Standard Note “C”

Standard Note “C” shall be placed on all master plans, concept plans, grading plans, layout plans and:

“Path light pole locations are conceptual only. Final location will be established on the electrical plans approved for construction.”

Signature of Consulting Engineer

Name

Address

Date

1.7 CONSTRUCTION PROCESS

1.7.1 General: The Community Services Department reserves the right to take on the responsibility of developing park property should the developer fail to demonstrate the following:

- .1 that the park will be developed within the required time lines, as determined by the Servicing Agreement F-2 Schedule and the Community Services Department.
- .2 that the contractor to be retained is to the satisfaction of the Community Services Department.
- .3 the park site is divided between multiple developers.

1.7.2 Construction Meetings: The consulting landscape architect is required to notify the Community Services landscape architect when construction of any Community Services works is commencing. Arrangements will be made for start up and regular on site meetings.

1.7.3 Preliminary Acceptance Requirements: Preliminary Acceptance for completed landscape works may be requested, in writing, by the consulting landscape architect. Preliminary Acceptance for completed landscape works will be granted if the following criteria are met:

- .1 all landscape works are installed in accordance with the approved working drawings, the most recent Subdivision Requirements Manual Details and Specifications and to the satisfaction of the Community Services landscape architect.
- .2 copies of all required tests, as outlined in Part VI Specifications and Standard Details, Section 01005, General Requirements Item 1.6.1, have been submitted and approved by the Community Services Department.
- .3 upon completion of the tested lighting system, the electrical engineer is required to submit a letter to the Community Services Department certifying that the installed path light system conforms to the design criteria and the design drawings. Written confirmation of the energizing of the lighting system will be submitted to the Community Services Department.
- .4 a grading certificate, stamped by a certified engineer, will be submitted to the Community Services Department prior to Preliminary Acceptance. The grading certificate will verify that all finished grades are as per the approved working drawings.
- .5 all soccer pitches and ball diamonds have been located and marked as per Part VI Specifications and Standard Details.
- .6 all landscape items will meet the acceptance requirements of the Subdivision Requirements Manual Specifications.

- .7 the Preliminary Acceptance inspection, by the Community Services landscape architect, has been conducted during the active growing season of April 15 to October 15 only (two weeks notice will be given, in writing, when the site is ready for a Preliminary Acceptance inspection).

Landscape works will be warrantied for a two year period from the date of Preliminary Acceptance. Specific warranty requirements are outlined in Part VI Specifications and Standard Details.

1.7.4 Final Acceptance Requirements: Final Acceptance for completed landscape works can be requested, in writing, by the consulting landscape architect. Final Acceptance for completed landscape works will be granted if the following criteria are met:

- .1 all landscape works have been granted Preliminary Acceptance and the associated warranty periods have expired.
- .2 a completion certificate has been submitted and stamped by the consulting landscape architect.
- .3 As Constructed Drawings for the park work have been submitted in accordance with PART I, Section 1.5.6.2
- .4 As Constructed Drawings for the electrical work have been submitted in accordance with PART I, Section 1.5.6.1.
- .5 the Final Acceptance inspection, by the Community Services landscape architect, has been conducted during the active growing season of April 15 to October only (two weeks notice will be given, in writing, when the site is ready for a Final Acceptance inspection).
- .6 the Project Close Out Specifications, Section 01800, of the Subdivision Requirements Manual have been met.

PART II PARK AND GREENBELT BLOCKS

2.1 SUMMARY OF REQUIREMENTS

The basic objective of this program is to ensure that parkland and associated facilities are developed to best service the projected population in accordance with approved standards.

The Department philosophy is to work with the Developer's agents, other Departments and agencies to achieve this objective. In this regard, the Department is responsible for providing data on the quantity, type and sizes of required recreation facilities, as well as assisting the Developer and his agents in plan preparation and for monitoring site construction.

In the case of Greenbelt lands, the Community Services Department is committed to working with other City Departments, Conservation Authorities and the Developer to ensure that required landscape improvements within these lands comply with storm water management and environmental protection requirements and restrictions.

The Developer's responsibilities within this program include the following works:

- c) Preparation of concept, master plans, and working drawings, including electrical drawings.
- d) Supply and installation of grading and servicing including storm sewers and water services.
- e) Supply and installation of planting including, trees, shrubs, sodding and seeding.
- f) Supply and installation of pathways and parking lots (where applicable).
- g) Supply and installation of lighting where applicable for major pathways.
- h) Supply and installation of electrical service kiosks.
- i) Supply and installation of support structures where required such as retaining walls and bridges.

In accordance with the 1997 Development Charges Act and 1998 By-law, most park development works are eligible for Open Space or Recreational Facilities and Equipment development charges. Some greenbelt development works are also eligible for development charges. These charges must be documented in Schedule D-2 of the Servicing Agreement, and approved by Council prior to Council approval of the Subdivision Agreement. It is the role of the assisting Landscape Architect to guide the consulting Landscape Architect in developing a mutually acceptable Schedule D-2. (See also 2.4.5 - "Financial Requirements").

2.2 PLANNING AND DESIGN GUIDELINES

2.2.1 Facilities

.1 Sport Facility Layout

Size: Refer to Standard Details (PART VI) for sizes of facilities.

Orientation: In general, all sports facilities are to be laid out with a northeast/southwest orientation along the playing axis. Refer to Standard Details (PART VI) for facility specific orientation.

Buffer Zones: Adequate buffer zones as shown on Standard Details (PART VI) are to be provided between residential areas and playing fields as well as between individual playing fields.

.2 Sport Facility Lighting

Sports facility lighting is provided in major community parks only. The supply and installation of the sports lighting is the responsibility of the City of Mississauga.

This lighting will be required to be indicated on the Park Master Plan if it constitutes part of the park design components.

.3 Pathways

Major Pedestrian Pathways: Major pathways serve as a link through the park or to facilities such as schools, community centres, transportation routes, and libraries. Pathways should be designed to accommodate maintenance vehicles. Where adequate radii cannot be achieved, increased path widths are required.

These pathways are to be a minimum of 2.4 m wide asphalt. Designated Multi-use Recreational Trails may require wider pathways.

The minimum buffer requirement between the property line or top of bank of a greenbelt and the pathway is 3.0 m.

.4 Pathway Lighting

The basic objective of the Community Services Department Policy for lighting park walkways in subdivisions is to provide a safe, efficient level of lighting where residential areas are linked through parks to community centres, schools, libraries and public transit stops, major arms of paths, or in any other cases deemed necessary by the Community Services Department through the Master Plan Process.

Drawings are to be prepared by an Electrical Engineer for pathways requiring lighting as designated on the Master Plan and will be detailed as to layout, type and wiring size. Illumination levels are to be obtained by design calculations based on the pre-approved lighting fixtures stipulated in the Park Path Lighting Specifications using the Micro-Site-Light program. The design parameters will use a light loss factor of 0.7; a calculation grid of 3.0 m along the pathway and 0.8 m across. Design drawings and

program printouts are to be submitted with the working drawing package.

The Electrical Engineer must verify that the constructed path alignment has not deviated to compromise the lighting design. Should the path alignment change significantly the Engineer must recalculate the lighting design to ensure conformance with the photometric criteria.

Upon completion of the path light construction the Engineer must certify that the illumination levels meet the following photometric criteria:

IESNA Distribution: Type II
Type III and Type V will be permitted at City's discretion.

Average Horizontal and Vertical Illumination on the path:	10 lux
Average Illumination adjacent to the path (3.0 m either side):	3.3 lux
Maximum to Minimum Ratio:	10:1
Average to Minimum Ratio:	4:1
Disability Glare	40%

Constructed sections of pathway lighting that do not conform to the photometric criteria will not be accepted until poles have been relocated and retested.

Electrical Power Pedestals are required where any Hydro Service enters a Park.

All other technical aspects of the lighting system must conform to the Specifications (PART VI), Division 16, Section 16500 - Electrical Pathway Lighting Systems and Section 16010 - Electrical Pathway Lighting Design Specification.

Engineered Walkway Lighting: Where an engineered walkway leads into a park, a standard park light shall be provided. Standard park lighting will continue along the pathway if required. Refer to Standard Detail # 16530-1 (PART VI).

Electrical Power Pedestal: An electrical power pedestal is required wherever pathway lighting is to be installed within the park as determined by the path lighting policy. The pedestal is to be installed where Hydro enters the park. Electrical drawings prepared by an electrical engineer are to be submitted with the working drawing package.

These pedestals are to be located 2.0 m from street line, and 2.0 m from an asphalt path. Refer to Standard Detail # 16530-5 (PART VI). They may be located in corners of parks to be less intrusive.

Refer to Specifications and Standard Details (PART VI) for more information regarding park lighting requirements.

.5 Play Areas

Where the developer includes playground installation as part of his park development responsibilities, this item will be eligible for Recreational Facilities and Equipment Development Charges Credits.

Play areas shall be shown on Master Plans and Working Drawings using the following criteria:

- Components of the play area are to conform to the Play Structure Specifications, Section 02863 (PART VI). It is the consultant’s responsibility to ensure that all safety setbacks and non-encroachment zones conform to the most current CSA guidelines for playgrounds.
- The buffer between residential property lines and any outside edge of the playground area of protective surface is required to be a minimum of 20 m. Buffers from the play area to other property lines will be reviewed on a site by site basis. Refer to Playground Layout Schematic Detail #02861-4, (PART VI).
- Minimum of two park benches are to be shown in conjunction with each playground.

It is the consultant’s responsibility to contact the Community Services Department, Planning & Development Section, to obtain the most current details and specifications for playgrounds prior to tendering for construction. The consultant can obtain the latest list (revised in 1999) of approved play equipment manufacturers and structures from the Community Services Department.

.6 Parking Lots

Provision for parking must be made for all sports facilities provided by the Community Services Department as follows:

Softball	16
Lighted Softball	32
Lighted Baseball	32
Soccer	16
Lighted Soccer	32
Tennis	4 per court

Each regular parking space must be a minimum of 2.75 m x 5.2 m. Each accessible parking space must be a minimum of 4.6 m x 5.2 m. The access road will be 7.0 m in width.

Where applicable, some of this parking may be accommodated “on street” only along the park frontage. The standard parking stall length for “on street” parking is 7.5 m.

The standard required buffer between a parking lot and residential lots is 10.5 m.

The minimum standard parking lot requirement is an asphalt surface with bumper block curbs as per Standard Detail 02510-2 (PART VI). Asphalt paving is required

from the street curb to the property line of the park at the parking lot entrance.

.7 Signage

a) Park Designation Signs:

For park/greenbelt notification signs, refer to Standard Details 10400-1 and 10400-2 (PART VI). Park/greenbelt notification signs are required to be installed prior to Building Permit issuance on undeveloped greenbelts/parkland advising of the facilities and programs to be installed. Specific detailed information regarding the park/greenbelt will be included on the sign as provided by the Community Services staff upon review of the first submission.

Park/greenbelt notification signage is required to be installed and maintained at all park/greenbelt frontages. Where notification signage is required, the following clause is to be entered into Schedule "C" of the Servicing Agreement:

"Pri or to issuance of Building Permit, Park/Greenbelt Notification Signage is required to be erected and maintained by the Developer to the satisfaction of the Community Services Department" until the park/greenbelt construction is completed.

Designation signs must be removed at a date specified by the Community Services Department or at completion of the works. Post holes are to be reinstated after removal of the signs.

b) Permanent Park Signs:

Permanent park signs are to be located at all entrances to park blocks. Entry feature plantings are to be affiliated with the park sign.

Entry feature planting can consist of any landscape related materials that will enhance the park and community. The following materials may be considered for use:

- stones/boulders
- shrubs
- trees
- flowers
- ground cover

Signage and entry feature plantings shall be located and indicated on Master Plan and Working Drawings.

Installation of park signage is the responsibility of the City, however, space is to be allocated for this amenity. Entry feature plantings are the responsibility of the developer.

.8 Park Benches

Space should be allocated for the placement of park benches within the landscaped areas. Such areas may include bus stops, park entrances, playgrounds areas, adjacent to sports facilities, look out points and passive areas of parkland.

When park benches are located adjacent to a path, the bench is to be set back from the path allowing ample space for snow removal equipment to pass. The pathway material is to extend under the bench for ease of maintenance, Please refer to Standard Detail 02871-1 (PART VI).

.9 Water Services

A 50 mm water service is required for all parks, except for those parks designed to have underground irrigation systems. A 100 mm water service is required for all parks designed to have underground irrigation systems.

Ratnik Yard Hydrant(s) (refer to Standard Detail 15430-1) and lead(s) are to be installed when required by the Community Services Department. Locations shall be shown on the Master Plan and Working Drawings, and should be in proximity to the area most suited for flooding an ice skating surface (typically the softball infield).

See Specifications and Standard Details (PART VI) for further information and refer to current regional standards for water service.

2.2.2 Grading Guidelines

.1 Surface Drainage

All surface drainage shall be collected internally to catch basins within the development boundaries unless specified otherwise. Drainage from surrounding properties will not be accepted on park property. Surface drainage should be directed towards catch basins using swales and culverts. Surface drainage should not be directed across pathways and sidewalks.

Acceptable surface runoff grades are as follows:

Tennis	1.0% slope
All other sports facilities	min. 1.5% slope , max. 2.0% slope
Overland drainage swales	min. 2.0% slope
Pedestrian Pathways	max. 8.0% longitudinal slope, 2% cross slope
Graded berms to be mowed	max. 25%
Graded berms or sloped grades not to be maintained	max. 33% slope

.2 Drainage in Special Woodlot Parks

Where a preserved woodlot is part of or adjacent to a park the existing drainage pattern is to be indicated in the woodlot. Special surface drainage and structures may be required to ensure self contained drainage. This may include hand digging swales around the perimeter of the woodlot and the provision of catch basins.

.3 Catch Basins and Manholes

Catch basins for parklands are to conform to the latest OPSD (Ontario Provincial Standard Details) Documents.

Catch basin frame and grate shall conform to the latest OPSD Documents.

Manhole tops are to be set flush with the finished grades.

Catch basins and manholes shall not be located on sports fields, or their associated buffers, pathways, or in planting beds unless otherwise specified.

.4 Culverts

Corrugated steel pipe (C.S.P.) and/or P.V.C. culverts, a minimum of 300 mm in diameter, are to be used where overland drainage crosses under a pathway. Size and type of culvert is required to be specified on the working drawings.

Culverts and culvert ends are to conform to the latest OPSD Document.

All steel edges are to be smooth.

.5 Retaining and Free Standing Walls

All walls shall be detailed on the working drawings and stamped by the Developer's Structural Engineering Consultant. Include dimensions, weather proof materials, colour, texture and pattern.

.6 Hard Surface Areas

Materials used for hard surfaced areas will be approved by the Community Services Department.

Hard surface areas shall drain at a minimum of a 1.0% slope and towards an area drain or catch basin located within the same land surface area.

2.2.3 Planting Guidelines

.1 Preservation of Existing Vegetation

Refer to Part III - Tree Preservation for details.

.2 Tree Planting

Deciduous trees - the minimum size acceptable for parks and arterial roads shall be 60 mm (2 ½" cal). Refer to Specifications and Standard Details (PART VI) for installation procedures. Whips may be used in masses where appropriate in greenbelt or naturalized areas.

Coniferous trees - the minimum height acceptable shall be 2.0 m (6.6'). Refer to Specifications and Standard Details (PART VI) for installation procedures. Coniferous trees must be grouped and planted in a continuous planting bed.

.3 Shrub Planting

Acceptable size and placement shall be determined on plan depending upon the species and purposes of the planting. Spacing shall be specified on the plant list. All shrubs must be planted in a continuous shrub bed. Refer to Specifications and Standard Details (PART VI) for installation procedures.

.4 Ground Cover and Vine Planting

Ground cover and vine planting shall be indicated on working drawings. Spacing and species of the plant material shall be indicated on the plant list.

.5 Planting on Slopes

All plantings on slopes greater than 15% grade should be contained in continuous planting beds.

.6 Sodding

All parkland is to be sodded. Some exceptions may be made by the Community Services landscape architect for naturalized areas where seeding is preferred.

2.2.4 Property Boundary Treatment

.1 Fencing

All municipal open space will be fenced in accordance with Specifications and Standard Details (PART VI).

All required fencing around natural areas shall be situated wholly on municipal property, immediately adjacent to the boundary of the natural area. Gates will not be

permitted. Natural areas include Significant Natural Sites, Natural Sites, Natural Green Space, Special Management Areas and Linkages, as identified in the Official Plan.

All required fencing around parkland and engineered greenbelts shall be situated wholly on private property, immediately adjacent to the boundary of the open space. Parkland includes Community and City Parkland as identified in the Official Plan. Engineered greenbelts include storm water management facilities and engineered drainage channels.

Chain-link fabric will be installed on the municipal side of the fence in all cases.

For more information please refer to Corporate Policy and Procedure # 05-02-01.

2.2.5 Specific Greenbelt Requirements

.1 Reinstatement

Securities will be taken to ensure reinstatement of any disturbed areas, within greenbelts or other natural areas, to the satisfaction of the Community Services Department. Where required, disturbed areas will be revegetated to the satisfaction of the Community Services Department and the appropriate conservation authority. Refer to Planting Guidelines, Section 2.2.3.

.2 Pathways

Greenbelts that require walkways in the form of a standard 2.4 m wide asphalt path or a limestone screening path will be secured for in the servicing agreement. Pathway lighting may also be required.

.3 Hoarding

Where development is proposed adjacent to a greenbelt or other natural area, Highway Fence Hoarding, as per OPSD detail 901.01 (PART VI) will be the minimum hoarding requirement and will be installed 3.0 m from the greenbelt or at the dripline, on private property. The hoarding will be installed prior to the Erosion and Sediment Control Permit issuance and will remain in good repair, by the developer, throughout the entire construction process. Approval to remove hoarding can be obtained from the Community Services Department at the time of site sodding or at an appropriate time as determined by the Community Services Department representative.

.4 Greenbelt Clean-Up

The following clauses are required on the following drawings:

- Engineering Greenbelt Block or Lot Grading Plan
 - Greenbelt Landscape Plan
- a) All foreign debris will be removed from this site, Block _____, prior to preliminary acceptance.
 - b) Dead trees and limbs are to be felled to the ground and sectioned to the satisfaction of the Community Services Department.
 - c) All noxious weeds are to be eradicated from the site prior to preliminary acceptance.

2.2.6 Unauthorized use of Park Blocks

.1 Stockpiling of Topsoil

Stockpiling of topsoil, other than that which will be used for the park, is not permitted without the expressed written consent of the Commissioner of Community Services. Permitted stockpiled topsoil must be secured for under the Servicing Agreement Schedule D-2 or with a separate letter of credit with the Community Services Department.

.2 Unapproved Materials or Structures

The Community Services Department does not permit the location of unapproved materials or structures with park blocks, open space blocks, and greenbelt blocks, at any stage of development up to and including pre-servicing, servicing, registration and post registration stages of development, without the expressed written consent of the Commissioner of Community Services. Unapproved materials or structures include, but are not limited to, construction trailers, construction materials and debris, and promotional trailers.

2.3 STANDARD FORMAT SHEET REQUIREMENTS

See PART I, 1.6.2

2.3.1 **Park/Greenbelt Concept Plan**

The Park/Greenbelt Concept Plans must accurately demonstrate that the proposed facility program including facility buffers can be satisfactorily achieved. As well, space should be allotted for grading and drainage requirements, a passive open space component, and walkways.

2.3.2 **Park/Greenbelt Master Plans**

.1 Scale

Park/Greenbelt Master Plans are to be submitted for approval at a scale of 1:500.

.2 Content

- existing features including grades, existing and proposed vegetation, watercourses, service locations, easements, etc.
- location of proposed sport facilities including required buffers
- passive recreation areas
- playgrounds
- proposed pathways and parking areas
- sign locations
- pathway lighting
- lot or block numbers and street designation or names
- planting areas
- proposed grading
- pathway lighting
- pre-approved easements and utility services

2.3.3 **Park/Greenbelt Working Drawings**

Submit after Park/Greenbelt Master Plan approval.

.1 Grading and Layout Drawings

Content:

- property line dimensions
- existing and proposed contours
- surface drainage
- cross slopes of facilities
- drainage swales indicating direction of flow and percentage of slope
- grading adjacent to property lines
- grading on easements
- existing vegetation
- existing and proposed spot elevations
- culverts and foot bridges

- catch basins and manholes
- pathway systems
- pathway lighting
- sports facilities
- parking lot
- water services
- pedestrian vehicular under/over passes
- park signage
- play areas
- fencing heights and materials
- hard surface areas
- layout dimensions for sports facilities, including required buffer zones
- electrical power pedestals
- furniture and accessories
- retaining/free standing walls
- sight triangles
- pre-approved and existing easements and utility services
- traffic islands
- underground services not in easements
- path lighting
- road allowances

Existing Contours: All existing contours shall be shown as dashed or broken lines at 0.5 m intervals. Contour elevations shall be marked clearly along the perimeter of the development boundaries, at the edges of proposed sport facilities, along drainage swales and on berms.

Proposed Contours: All proposed contours shall be shown as a solid line at 0.5 m intervals. Contour elevations shall be clearly marked along drainage swales, on berms and on proposed sport facilities.

Spot Elevations: Existing and proposed spot elevations shall be indicated along property lines, at the top and bottom stairs, ramps, retaining walls, free standing walls, curbs, top and invert elevations of catch basins, top of manholes and culverts, existing trees to be preserved, and all corners of sport facilities.

Slopes: Indicate slope and direction on all hard surfaces, sodded areas, facilities, and swales.

.2 Planting Drawings

Content:

- plant list, including botanical and common names, height and/or spread, caliper, root condition, remarks and quantity
- deciduous tree planting locations
- coniferous tree planting locations
- shrub planting locations
- ground cover and vine planting locations
- preservation of existing vegetation
- sodded areas
- traffic lights and centre medians within the road allowance

- sight triangles
- pre-approved and existing easements and utility services
- underground services not in easements
- existing above-ground utility services

.3 Electrical Drawings

Content:

- alignment of all paths and areas to be illuminated
- location of power pedestals and poles, pole intervals must be clearly dimensioned
- wiring alignment and size of conductors
- notes on the plans stating that:
 - A) All tree limbs must be pruned around light standards.
 - B) The Contractor is required to provide at least 48 hours notice to the Consulting Electrical Engineer to arrange for inspection.
 - C) The Contractor is responsible for ensuring the Engineer will be notified of any deviations to the design for verification by the Engineer.

Note: Refer to Part VI Specifications and Standard Details for detailed information regarding technical requirements.

2.4 SUBMISSION AND APPROVAL PROCEDURES

2.4.1 **Concept Plan**

.1 Submission Procedure

Submit three (3) copies of the Concept Plan directly to the Community Services Department prior to approval of the Draft Plan of Subdivision.

In cases where concepts have been developed at the Secondary or Tertiary Plan level, it will not be necessary to redevelop concept plans.

.2 Approval

Upon completion of the Concept Plan to the satisfaction of the Community Services Department, written approval will be forwarded to the Developer.

2.4.2 **Master Plan**

.1 Submission Procedure

Submit three (3) copies of the Master Plan directly to the Community Services Department in conjunction with the first Servicing Agreement submission.

Master Plans will be reviewed by Community Services staff and returned with comments to the consultant for changes.

The Park/Greenbelt Master Plan will be presented to the Parks Review Committee by the assisting Landscape Architect. This Committee is an approving body comprised of representatives from various sections within the Community Services Department. The Plan will either receive approval to proceed with working drawings or it will require revisions and re-submission to the Parks Review Committee.

.2 Approval

Upon completion of the Master Plan drawings to the satisfaction of the Community Services Department, written acceptance will be given with a request to proceed with Working Drawings on the basis of the approved Master Plan.

Upon written acceptance submit the following:

- one (1) Xerox reduction of the park Master Plan at 11 x 17"
- six (6) copies of the Master Plan for distribution purposes
- one (1) digital file (of the Master Plan) as per Section 1.6.2 Standard Sheet Format Requirements.

2.4.3 Working Drawings

.1 Submission Procedure

Submit three (3) copies of the Working Drawing Package including the breakdown of Schedule D-2 in conjunction with the second Servicing Agreement submission.

Working Drawings will be reviewed by Community Services staff in various sections and returned with comments directly to the consultant for revisions. The Transportation and Works Department will be copied on this memo.

.2 Approval

Upon completion of the Working Drawings to the satisfaction of the Community Services Department verbal acceptance will be given.

2.4.4 Final Submission

At final submission submit thirteen (13) complete sets of approved Working Drawings, along with one (1) original digital file as per Section 1.6.2 Standard Sheet Format Requirements.

2.4.5 Financial Requirements

.1 Park Development Securities

Where a developer is responsible for park development, a Bank Letter of Credit in the sum of the total value of Schedule D-2 is required. This may differ from the total value of development charges credits. Some items not eligible for development charges credits (i.e. clearing and grubbing, rough grading) may be secured under Schedule D-1 through the Letter of Credit deposited with the Transportation and Works Department.

In the case of a major park which is to be developed by the City of Mississauga, securities for basic park development in the form of a Letter of Credit will be held until the earlier of: the awarding of the tender for park development or three (3) years after registration, at which point cash will be taken in the amount of the Bank Letter of Credit for park development.

Schedule D-2 will include an escalation clause whereby securities may be periodically increased to allow for inflation.

Example: _____ Corporation acknowledges and agrees that an adequate amount of securities must be maintained throughout the period of this agreement, thus the value of the Letter of Credit is to be periodically increased after 20__ (year of registration) to allow for inflation as determined by the Commissioner of Community Services.

.2 Open Space Development Charges Credits

The following descriptions indicate what items are the responsibility of the Developer (to install at his own cost) and what items are the responsibility of the City (to give Development Charges Credits to the Developer) in the design and construction of the open space component of the subdivision agreement.

The following assumes that an environmental audit of the parkland site, before Development Charges Credits are calculated, shows no undesirable characteristics such as contaminants, wetland conditions, etc., and that the site is ready to build upon. If this is not the case, and the City has still agreed to take this parcel as parkland, then the cost to rectify this situation is the Developer's cost, and no Development Charges Credits will be given for these types of remedial works.

The following list generally describes development of a typical park. Items listed under the heading "Basic Park Development" will be eligible for Development Charges Credits. All of the following types of work that are defined below are to be completed to the satisfaction of the Community Services Department as described in this manual.

Any items, not listed below, will be reviewed by the Community Services Department to determine its eligibility for Development Charges Credits.

Developers Responsibility (no Development Charges Credit):

- j) Clearing and Grubbing - removal of all agreed upon vegetative material from site. Any plant material to be saved is to be protected, in the approved manner, before clearing and grubbing commences.
- k) Topsoil Stripping - stripping of all reusable topsoil and stockpiling in an approved method on site. When required, the Developer may be requested to secure the topsoil against wind damage. Contaminated organics or excess fill is to be removed from site. Cleaning and sifting out contaminants from the topsoil may be required above and beyond that requested through the environmental audit. Additional topsoil required to meet specified depths and/or specified topsoil quality is to be supplied at the owner's cost.
- l) Rough Grade - the basic subgrade configuration of the approved grading plan for the site. Surface drainage (if catch basins were in place) would be achieved at completion of the rough grade. If imported fill is required it is the Developer's responsibility to provide at his own expense.
- m) Design - approved concept plans and conceptual grading plans for the park design. These conceptual grading drawings must provide sufficient information and detail to be approved by the Consulting Engineer for that specific Servicing Agreement.
- n) Parkland Fencing - to City specifications (refer to 2.2.4, Property Boundaries Treatment).
- o) Park Notification signs - to City specifications.

- p) Utilities Connections - from the street right-of-way to the park property line to make connections into the park for water service, electrical service for pathway lighting and storm sewers.
- q) Written confirmation by O.L.S. that finished site grades meet the approved proposed grades.

Basic Park Development (Eligible for Development Charges Credit):

- r) Fine grade - all facilities and landscaped areas, as well as, decorative landscape features such as berms, smoothing out changes in grade, etc. At end of fine grading the site is ready to accept the topsoil to the required depth in order to meet the agreed upon final grades.
- s) Topsoil spreading - topsoil is spread to the required depth and prepared to receive sod or seed.
- t) Sodding - supply and install sod as per approved specifications. Two year warranty and maintenance assumed in the unit prices (on occasion, seeding may replace the requirement for sodding by City direction).
- u) Plant material (trees, shrubs, vines, perennials) - supply and install plant material as per approved specifications. Two year warranty and maintenance assumed in the unit prices.
- v) Asphalt Pathways - construction of asphalt pathways. Pathway construction includes all of the required path works such as extensions of pathways into the boulevard to meet the sidewalk or street, curb cuts, culverts, pathway bollards, etc. to make pathways safe and useable. (On occasion a granular pathway may be substituted for asphalt.)
- w) Lighting - Pathway lights and all wiring and electrical pedestals, approvals, hook-ups, etc., to complete the installation and have them energized.
- x) Yard Hydrant - includes hydrant, meter chamber, leads, approvals, hook-ups, etc.
- y) Catch Basins and Storm Sewers - all required catch basins and storm sewers within the park block as required to service the park block only.
- z) Design and Administration - master plan, contract documents, tendering, contract administration, site inspections, approvals, etc.
- aa) Furnishings - park benches.
- bb) Woodlots - works covered under the woodlot management plan.

- cc) Parking Lots - construction of asphalt parking lots, asphalt boulevard entrances, curb cuts, wheel stops, driveways, etc. for those parks where there is no available parking on adjacent properties.

Park Works that can be asked of Developers to provide and credited from the 'Recreational Facilities and Equipment' Development Charges Credits:

- dd) Backstops, infields, goal posts, etc. - supply and install the items to complete the athletic field construction.
- ee) Playgrounds - supply and install the playground equipment, safety surface edge, sand, and drainage to a completed stage ready for use.

.3 Park Processing Fees

Calculation of Fees: Fees for services provided by the City of Mississauga, Community Services Department and the Transportation and Works Department are to be calculated as a percentage of the total estimated gross value of works (Schedules D-1 and D-2) including consultants' fees.

Park Landscape Works

Community Services Department fees are assessed as a percentage (e.g., 4 %) of Landscape Works only (Schedule D-2 of the Servicing Agreement). Again, the percentage is derived from the total estimated value of all works.

Less than \$100,000.00 at 4 ½ % to a maximum of \$4,000.00
 \$100,000.00 to \$500,000.00 at 4% to a maximum of \$17,000.00
 Over \$500,000.00 at 3 ½ %

E.g. Park Landscape Works (including consultants' fees) = \$300,000.00
 4 % x \$300,000.00 = \$12,000.00

Therefore the park processing fee required is \$12,000.00.

Greenbelt and Streetscape Landscape Works

This fee is charged by Community Services as a percentage of the gross Greenbelt and Streetscape Landscape Works costs, as listed under Schedule 'D-1' or 'D2' of the Servicing Agreement:

Less than \$100,000.00 at 2¼ %
 \$100,000.00 to \$500,000.00 at 2%
 Over \$500,000.00 at 1¾ %

.4 Payment Procedure

The following payments will be forwarded to the attention of the Community Services Department prior to the execution of the Servicing Agreement:

- .1 100% of the total Community Services processing fee charges shall be deposited with the City, as approved by the City Treasurer, in the form of a certified cheque.
- .2 The securities for the D-2 Schedule are to be in accordance with this section, 2.4.5 Financial Requirements.

PART III TREE PRESERVATION

3.1 SUMMARY OF REQUIREMENTS

The basic objective of the City's tree preservation initiative is to preserve as many quality trees as possible.

This Department's philosophy is to work with the Developer, his agents and other Departments to achieve this objective. In this regard, the Community Services Department is responsible for monitoring, reviewing and assisting the Developer and his agents in the preparation of plans that reflect site specific attainable goals.

The Developer, when required, will be responsible for the preparation of documents, plans and implementation of the following works. Tree preservation plans and documents will be prepared by a registered landscape architect or a certified arborist as determined by the Community Services Department.

3.2 PRELIMINARY TREE PRESERVATION PLAN (Required Prior to Draft Plan Approval)

This plan indicates existing vegetation on the site and trees to be preserved. The plan must be submitted to the Community Services Department for review and comment prior to the Planning and Development Committee meeting when draft plan approval is requested. The Preliminary Tree Preservation Plan will indicate where Tree Preservation Zones are required in addition to individual trees to be preserved.

The Preliminary Tree Preservation Plan will be stamped by a certified landscape architect or arborist.

3.3 TREE PRESERVATION PLAN (Required Prior to Plan Registration)

The Tree Preservation Plan is a refinement of the Preliminary Tree Preservation Plan as developed through the engineering submission process and reflects comments made by Community Services staff regarding the Preliminary Tree Preservation Plan. The Tree Preservation Plan must accurately locate and identify all existing vegetation on the subject property, and must indicate which trees are to be preserved and which are to be removed.

Where a Preservation Zone is identified in Schedule "T" in the zoning by-law, the Preservation Zone must be shown and dimensioned on the drawing.

Refer to item 3.5.1, **Tree Preservation Plan Requirements**

The Tree Preservation Plan will be stamped by a certified landscape architect or arborist.

3.4 INDIVIDUAL LOT/BLOCK PRESERVATION PLAN (Required Prior to Issuance of Building Permit)

Where there are individual specimens to be preserved within a building lot/block, Individual Lot Preservation Plans will be required on a lot by lot basis as indicated in Schedule "C" of the Servicing Agreement. Where a lot contains a Tree Preservation Zone a list of trees by species and size in the Zone shall be attached to the plan. The Tree Preservation Plan must accurately locate and identify all

existing vegetation on the subject lot, and must indicate which trees are to be preserved and which are to be removed. This individual plan shall also indicate the location of any protective hoarding required.

3.5 PLAN REQUIREMENTS

3.5.1 Tree Preservation Plan Requirements

The following information is the minimum required on the Tree Preservation Plan. The Tree Preservation Plan will be developed in accordance with the Tree Permit Bylaw, Section 3.7.

.1 Vegetation Information

Individual Trees:

- location and identification of each tree exceeding 100 mm diameter measured 1.4 m from the ground
 - existing grade at base of trunk
 - botanical and common names
 - diameter of each tree
 - limit of canopy and existing grade at that point
 - condition (state of health)
- ff) INDICATE WHETHER THE TREE IS TO BE RETAINED OR REMOVED. (STATE REASONS IF THE TREE IS TO BE REMOVED).

Groupings or Woodlot (Tree Preservation Zone):

- location of the outermost trees and existing grade at the base of the trunks
- limit of canopy and the existing grade at that point
- species within the zone to be preserved (botanical and common names)
- average diameter size of trees within the zone measured 1.4 m from the ground
- general condition within the zone
- location and limits of rare or uncommon species, including under storey and ground flora

.2 Site Development Information

- identify and locate existing buildings, structures, fence lines, survey bars
- detailed layout of the proposed development showing lot and block layout, building locations and envelopes, driveways, road patterns, parking areas, walkways, fences, walls
- existing and proposed grades (contours and spot elevations, drainage swales)
- identify and locate existing and proposed services and utilities
- identify and locate existing and proposed easements
- location of proposed protective hoarding

All existing trees should be properly inventoried and identified with tags, in accordance with the Tree Preservation Plan. Trees within a Tree Preservation Zone need not be individually inventoried and tagged. All existing trees to be preserved must be protected with hoarding as per detail no. 02950-8 (PART VI) beyond their drip line prior to issuance of the Erosion and Sediment Control Permit

3.5.2 Specifications for the Protection and Preservation of Existing Vegetation

The following notes are to be included on all tree preservation plans:

- .1 All existing trees, which are to remain, shall be fully protected with hoarding to City standards, erected beyond their "drip line" prior to the issuance of the Erosion and Sediment Control Permit, to the satisfaction of the Community Services Department. Groups of trees and other existing plantings to be protected, shall be treated in a like manner with hoarding around the entire clump(s). Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials or equipment.
- .2 No rigging cables shall be wrapped around or installed in trees. Surplus soil, equipment, debris or materials shall not be placed over root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist.
- .3 The developer or his/her agents shall take every precaution necessary to prevent damage to trees or shrubs to be retained.
- .4 Where limbs or portions of trees are removed to accommodate construction work, they will be removed carefully in accordance with accepted arboricultural practices.
- .5 Where root systems of trees are exposed directly adjacent to or damaged by construction work, they shall be trimmed neatly and the area backfilled with appropriate material to prevent desiccation.
- .6 Where necessary, the trees will be given an overall pruning to restore the balance between roots and top growth or to restore the appearance of the trees.
- .7 Trees that have died or have been damaged beyond repair, shall be removed and replaced by the owner at the developer's own expense with trees of a size and species as approved by the Community Services Department.
- .8 If grades around trees to be protected are likely to change, the owner shall be required to take such precautions as dry welling, retaining walls and root feeding, to the satisfaction of the Community Services Department.

3.5.3 Standard Note "B"

Standard Note "B" shall be placed on all Grading Drawings and Tree Preservation Drawings:

"I hereby certify that this Landscape Grading and Tree Preservation Plan is compatible with the proposed grading and municipal works for this development as submitted by the Consulting Engineers". Refer to section 1.5.2.

3.5.4 Tree Preservation Clause

Where tree preservation is required one or both of the following clauses will be inserted in Schedule "C" of the Servicing Agreement as required.

- .1 "Prior to the issuance of Erosion and Sediment Control Permits for Blocks/Lots _____, individual tree preservation plans for these Blocks/Lots will be prepared for approval by the Community Services Department in regard to the preservation of trees.

After construction is complete, confirmation must be submitted to the Community Services Department indicating that no trees designated for preservation were either damaged or removed without the approval of the Community Services Department."

- .2 "Prior to the issuance of Erosion and Sediment Control Permits for Blocks/Lots _____, trees to be preserved must be protected with hoarding under the drip line.

After construction is complete, confirmation must be submitted to the Community Services Department indicating that no trees designated for preservation were either damaged or removed without the approval of the Community Services Department."

3.6 ENVIRONMENTAL IMPACT STUDY

Refer to the most recent copy of the City of Mississauga, Planning and Building Department Terms of Reference for Environmental Impact Studies. When an Environmental Impact Study is required, a Preliminary Tree Preservation Plan shall be completed in conjunction with the E.I.S.

3.7 TREE PERMIT BYLAW

The applicant is advised that the City has enacted By-law #0624-2001 (Tree Permit By-law) which requires owners to obtain a Permit to injure or remove trees on private property depending on the size and number of trees and the location of the property. Prior to the Supplementary Report, the applicant is to submit a Tree Permit application for the proposed injury and removal of tree(s) on site. The Tree Permit application will be reviewed in conjunction with the subdivision/rezoning/site plan application. The approval of the Tree Permit application is required prior to the issuance of an erosion and sediment control permit/ site plan approval/ a building permit. The approval will not be issued until the subdivision is draft approved or the zoning By-law enacted. Tree Permit applications are to be submitted to the Forestry Section, 3235 Mavis Road. For further information please contact Forestry at (905)615-4569.

3.8 WOODLOT MANAGEMENT PLAN

A Woodlot Management Plan may be required to be submitted to the Community Services Department - Urban Forestry section for review and approval. The Woodlot Management Plan requirements can be obtained from the Community Services Department - Urban Forestry section.

3.9 SUBMISSION AND APPROVAL PROCEDURES

Submit three (3) copies of all plans and documents to the Community Services Department, Planning and Development Section at First Engineering Submission. One set will be circulated to the Community Services Department - Urban Forestry section for review and approvals. Refer to the Tree Permit Bylaw, Section 3.7.

3.10 FINANCIAL REQUIREMENTS

When there are existing trees within a development, securities in the form of an Irrevocable Commercial Letter of Credit will be required to secure for trees to be preserved and/or removal of dangerous trees. The amounts will be determined by the Community Services Department. The security amounts are to be entered as separate items into Schedule "D" where there is not a park involved, and into Schedule "D-1" when a park is involved.

The security for trees to be preserved will be used to ensure tree preservation protection measures are taken and to replace those trees which have not been preserved in accordance with the plans.

The security for removal of dangerous trees will be used to ensure any trees within the development are removed prior to assumption of the subdivision.

PART IV BOULEVARD TREATMENTS

4.1 SUMMARY OF REQUIREMENTS

Boulevard treatments include street tree planting, multi-use recreational trail signage, and special streetscapes.

4.1.1 Street Tree and Buffer Planting Program

This program involves the supply and installation of street trees on all streets within the plan of subdivision and buffer planting where required.

The Developer is responsible for the preparation of all street tree and buffer planting plans. The Developer has the following options as approved by the Community Services Department.

- a) The Developer will make a cash contribution for street tree and/or buffer plantings in accordance with the planting plans.

OR

- b) The Developer will be responsible for the installation of street tree and/or buffer plantings in accordance with the approved planting plans and City specifications. All plantings must be warrantied for two years from the time of preliminary acceptance by the City.

4.1.2 Streetscape

Streetscape is a term used to refer to the overall landscape appearance of the street. Streetscape requirements involve the provision of intensive landscaping of the boulevard. Streetscape can range from mass tree planting to an urban treatment consisting of planters, street furniture, special paving and substantial planting.

In summary, the Department encourages the developer and his agents to discuss the this program with the Development & Design Division, Planning and Building Department and Community Services Department - Urban Forestry section, prior to the submission of any plans or documents.

4.1.3 Multi-use Recreational Trail Signage

The basic objective of this program is to collect funds for the future signage of a Multi-use Recreational Trail to be implemented throughout the City.

4.2 PLANNING AND DESIGN GUIDELINES

4.2.1 Street Tree and Buffer Planting Program

.1 Timing

Trees shall be planted only after:

- Buildings on pertinent lots or blocks are completed, and lots or blocks are graded and sodded
- curbs are complete and boulevards have been sodded
- Utility location stake-outs have been completed

.2 Tree Sizes

- 50 mm cal. Standard
- 60 mm cal. Upgraded
- 70 mm cal. Shared (to be used between two lots when space is limited)
- 200 cm height Coniferous (To be used in buffer and window planting only)

.3 Tree Types

- Large shade trees (i.e. Pin Oak)
- Columnar trees (i.e. Columnar Maple)
- Ornamental (small crown) trees (i.e. Bradford Pear)
- Coniferous trees (i.e. Colorado Spruce) To be used in buffer and window planting only

.4 Spacing and Location

Trees are to be planted:

- Within the public right-of-way
- Having regard for all utilities, services and easements
- One tree per lot (with some exceptions ie corner lots), to the satisfaction of the Planning and Development landscape architect
- 1.5 m minimum from transformer pads, Bell boxes, cable TV boxes, fire hydrants or water shut-off valves

4.2.2 Streetscape

Design requirements for streetscape will be determined by the Development and Design Division of the Planning and Building Department. Streetscape drawings will be submitted to the Development and Design Division of the Planning and Building Department and the Planning and Development Section of the Community Services Department.

The following areas have been designated by the Development and Design Division of the Planning and Building Department for streetscape treatment:

- all established and proposed Business Improvement Areas (BIA's) - Clarkson, Port Credit, Streetsville, Cooksville
- City Centre Secondary Plan
- Hurontario Street (Burnhamthorpe to Hwy 401, Hwy 401 to the City Limits, QEW to the Queensway)
- McLaughlin Road - Eglinton Avenue W to Britannia Road W
- Erin Mills Town Centre
- Major intersections along: Dixie Road, Dundas Street, Lakeshore Road, Burnhamthorpe Road, Eglinton Avenue, Mississauga Road

4.2.3 Multi-use Recreational Trail Signage

The number of multi-use recreational trail signs required within the subdivision is determined by the Community Services Department.

The criteria for determining the number of signs is based on the following:

- Studies outlining potential routes within the City
- Site specific conditions

4.3 PLANS AND DOCUMENTS

4.3.1 Street Tree and Buffer Planting Plans (when the developer does the planting)

When a boulevard treatment consists of street tree and buffer planting, the following plans are required by the Community Services Department.

Street Tree and Buffer Planting Plans (1:500 scale) To Include:

- existing above ground and below ground utilities
- existing grades, elevations, vegetation, easements, etc.
- proposed lot lines, services, grades, road and boulevard widths, swales, and street lights
- planting locations and planting plan including:
 - botanical and common name
 - height
 - spread
 - caliper
 - root condition
 - quantity
 - planting beds where required for buffer plantings
- paving and surface treatments
- locations of sidewalks and driveways
- fence locations and type of fence
- special features, seating areas, furniture, etc.

4.3.2 Street Tree and Buffer Planting Plans (when the City does the planting)

When a boulevard treatment consists of street tree and buffer planting, the following plans are required by the Community Services Department.

Street Tree and Buffer Planting Plans (1:500 scale) To Include:

- existing above ground and below ground utilities
- existing grades, elevations, vegetation, easements, etc.
- proposed lot lines, services, grades, road and boulevard widths, swales, and street lights
- planting locations and plant types (form, deciduous, coniferous, tree, shrub)
- planting beds where required for buffer planting
- paving and surface treatments
- locations of sidewalks and driveways
- fence locations and type of fence
- special features, seating areas, furniture, etc.

4.4 SUBMISSION/APPROVALS AND FINANCIAL REQUIREMENTS

4.4.1 Street Tree Planting and Buffer Planting Program

Submit the following drawings and documents to the Transportation and Works Department who then forward them to the Community Services Department:

- .1 First Submission
 - 3 sets of street tree planting plans (when required)
 - 3 sets of M-plan for registration
 - 1 set of Aboveground Servicing drawings covering any proposed non-standard width pavement roads
- .2 Second Submission
 - 3 sets of revised street tree planting plans (when required)
- .3 Final Submission
 - 3 sets of street tree planting plans (when required)
- .4 Form of Security Required
Where street tree planting plans are required - a security for 100% of the works in the form of a Letter of Credit is required.

Where City staff have determined the quantity of trees based on plan of subdivision frontages onto streets - a cash contribution in the form of a certified cheque is required.
- .5 Servicing Agreement Entry
Either securities or a cash contribution for the full amount of the street tree planting are required to be entered into Schedule D or D-1 of the Servicing Agreement.

4.4.2 Streetscape

The following items are to be submitted through the Transportation and Works Department to the Community Services Department unless otherwise noted.

.1 Servicing Agreement - First and Second Submissions

Submit:

- Three (3) prints of the Master Plan directly to the Community Services Department. The plans will be circulated to the Development and Design Division of the Planning and Building Department for their review and approval.

.2 Servicing Agreement - Final Submission

Submit:

- Three (3) sets of prints of working drawings for approval and distribution.
- Master Plan
- Digital files of all drawings are to be submitted with the final submission. Digital files must conform to “Digital Requirements for Drawings” (refer to section 1.5.2.)

.3 Form of Payment Required

Streetscape securities in the form of a Bank Letter of Credit are required to be submitted to the Transportation and Works Department at final submission.

.4 Servicing Agreement Entry

Securities for the full amount of the streetscape are required to be entered into Schedule D or D-1 of the Servicing Agreement.

.5 Streetscape Processing Fees

The Streetscape Processing Fee will be determined as per the Park Processing Fee. This figure will be divided equally between the Community Services and Transportation and Works Departments.

4.4.3 Multi-use Recreational Trail Signage

The Community Services Department will determine the number of signs required. Refer to Planning and Design Guidelines for the procedure.

.1 Form of Payment Required

Multi-use Recreational Trail Signage cash contribution in the form of a certified cheque is required to be submitted to either the Community Services Department or the Transportation and Works Department at final submission.

The cash contribution will be determined based on the following figure - \$100.00 per sign. (1989)

.2 Servicing Agreement Entry

This cash contribution for the full amount is required to be entered into Schedule D, D-1 of the Servicing Agreement.

PART V
STANDARD FORMS AND DOCUMENTS

*This section includes examples of Schedules and Clauses which pertain to
Community Services requirements.*

**SERVICING AGREEMENT
SCHEDULE 'A-2'**

SUBDIVISION:

DEVELOPER:

LANDSCAPE ARCHITECT:

T- NUMBER:

<u>DRAWING NUMBER</u>	<u>DESCRIPTION</u>
HRD 010 LA1	PARK BLOCK 213 - LAYOUT & GRADING
HRD 010 LA2	PARK BLOCK 213 - PLANT LIST
HRD 010 PLA 1	PARK BLOCK 213 - LAYOUT AND GRADING AND PLANTING

<u>DETAIL NO.</u>	<u>DESCRIPTION</u>
D-2-L7-12	Baseball Layout
D-2-K11-30	Asphalt Pathway Detail

**SERVICING AGREEMENT
SCHEDULE 'C'**

SUBDIVISION:

DEVELOPER:

CONSULTING ENGINEER:

T-NUMBER:

RESTRICTIONS AND CONDITIONS REGARDING THE ISSUANCE OF EROSION AND SEDIMENT CONTROL PERMITS

Community Services Department -

1. Prior to the issuance of Erosion and Sediment Control Permits for Blocks/Lots _____, individual tree preservation plans for these Blocks/Lots will be prepared for approval by the Community Services Department - Urban Forestry Section in regard to the preservation of trees. These plans must indicate all trees to be preserved, trees to be removed, existing and proposed grades, house and driveway locations and utility connections. In addition, the applicant may be required to obtain a tree permit.

2. Prior to the issuance of Erosion and Sediment Control Permits for Blocks/Lots _____, trees to be preserved must be protected with hoarding along or beyond the drip line.

After construction is complete, confirmation must be submitted indicating that no trees designated for preservation were either damaged or removed without approval.

3. Prior to the issuance of Erosion and Sediment Control Permits for Blocks/Lots _____, the adjoining municipal parkland must be protected with hoarding, to City standards, along the common property line.

RESTRICTIONS AND CONDITIONS REGARDING THE ISSUANCE OF BUILDING PERMITS

Community Services Department -

1. Prior to the issuance of building permits for Blocks/Lots _____ (A) _____ satisfactory arrangements shall have been made with the Community Services Department for the installation of future land use signs on Blocks _____ (B) _____

(A) Insert all lots and blocks adjacent to a park block or greenbelt lands.

(B) Insert park or greenbelt block number.

2. Prior to the issuance of building permits for all lots and blocks within the plan of subdivision, satisfactory arrangements shall have been made with the Community Services Department and Corporate Services Department - Realty Services Section with respect to the payment of cash-in-lieu of parkland. The Owner is advised that the City will require the payment of cash-in-lieu of parkland as a condition of development prior to the issuance of building permits, and valued as of the day before the day of building permit issuance pursuant to Section 42(6) of the Planning Act and City of Mississauga by-laws and policies.

Note: The above clause is to be used where the Community Services Department has determined that full cash-in-lieu of parkland is required.

3. **Servicing Agreement - Schedule 'C'**

Community Services Department -

Prior to the issuance of building permits for all lots and blocks within the plan of subdivision, satisfactory arrangements shall have been made with the Planning and Developments Section and the Realty Services Section of the Corporate Services Department with respect to the payment of cash-in-lieu of parkland. The owner is advised that the City will require the payment of cash-in-lieu of parkland as a condition of development prior to the issuance of building permits, and valued as of the day before the day of building permit issuance pursuant to Section 42(6) of the Planning Act and City of Mississauga by-laws and policies.

**SERVICING AGREEMENT
SCHEDULE 'D-2'
SUMMARY**

SUBDIVISION:

OWNER:

LANDSCAPE ARCHITECT:

T-NUMBER:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED COST</u>
01	Park Block 213	\$270,919.00
	TOTAL:	\$270,919.00

**SERVICING AGREEMENT
SCHEDULE 'D-2'**

SUBDIVISION:

CONSULTING ENGINEER:

CONSULTING LANDSCAPE ARCHITECT:

T-NUMBER:

01-PARK BLOCK 268

<u>Item</u>	<u>Description</u>	<u>Est. Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
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NON-DEVELOPMENT CHARGES CREDIT

1.	Topsoil Stripping & Rough Grading			See Engineering Schedule	
2.	Finish Rough Grading			See Engineering Schedule	

OPEN SPACE DEVELOPMENT CHARGES CREDIT

3.	Topsoil/Fine Grade	25,915	m ²		
4.	Sodding	25,915	m ²		
5.	Deciduous Trees	67	each		
6.	Coniferous Trees	62	each		
7.	Deciduous Shrubs	49	each		
8.	Asphalt Walkway	1,128	m ²		
9.	Storm Sewers: 250mm dia.	142	l.m.		
10.	Catchbasins & Manholes: Catchbasins	3	each		
11.	Light Standard	9	each		
12.	Electrical Pedestal	1	each		
13.	Curb Cuts	3	l.m.		
14.	Yard Hydrant, Metre Chamber & Leads	1	each		
15.	Culvert and Aprons	8	l.m.		
16.	1.5m Black Vinyl Chain Link Fencing c/w concrete footings	200	l.m.		

SUB-TOTAL OPEN SPACE DEVELOPMENT CHARGES CREDIT _____

10% DESIGN & ADMINISTRATION _____

TOTAL OPEN SPACE DEVELOPMENT CHARGES CREDIT _____

**SERVICING AGREEMENT
SCHEDULE 'D-2'**

SUBDIVISION:

CONSULTING ENGINEER:

CONSULTING LANDSCAPE ARCHITECT:

T-NUMBER:

RECREATION FACILITIES AND EQUIPMENT DEVELOPMENT CHARGES CREDIT

<u>Item</u>	<u>Description</u>	<u>Est. Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
1.	Senior Play Equipment	1		Lump Sum	
2.	Junior Play Equipment	1		Lump sum	
3.	Swing Set (Belt)	1		Lump Sum	
4.	Swing Set (Tot)	1		Lump Sum	
5.	Sand	44	c.m.		
6.	Drainage Pipe	103	l.m.		
7.	1.5m Black Vinyl Chain Link Fence c/w concrete footings	60	l.m.		
SUB-TOTAL RECREATION FACILITIES AND EQUIPMENT DEVELOPMENT CHARGES CREDIT					_____
10% DESIGN & ADMINISTRATION					_____
TOTAL RECREATION FACILITIES AND EQUIPMENT DEVELOPMENT CHARGES CREDIT					_____
TOTAL DEVELOPMENT CHARGES CREDIT AMOUNT					_____

01 PARK BLOCK 268

<u>Item</u>	<u>Description</u>	<u>Est. Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
NON- DEVELOPMENT CHARGES CREDIT					
1.	Future Park Notification Signs	2	each		
SUB-TOTAL NON-DEVELOPMENT CHARGES CREDIT					_____
LETTER-OF-CREDIT TOTAL					_____

**SERVICING AGREEMENT
SCHEDULE 'F-2'**

SUBDIVISION:

DEVELOPER:

LANDSCAPE CONSULTANTS:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMPLETION DATE</u>
01	Park Block 213	September 30, 2000

DRAFT ONLY - USE BANK LETTERHEAD

No. _____

Date: _____

IRREVOCABLE COMMERCIAL LETTER OF CREDIT

TO: Corporation of the City of Mississauga
300 City Centre Drive
Mississauga, Ontario
L5B 3C1

We hereby authorize you to draw on (NAME OF BANK, ADDRESS, POSTAL CODE) for account of (NAME OF DEVELOPER) up to an aggregate amount of (AMOUNT WRITTEN OUT IN FULL) Dollars (\$AMOUNT) available on demand as follows:

Pursuant to the request of our customers, the said (NAME OF DEVELOPER), We (NAME OF BANK), hereby establish and give to you an Irrevocable Letter of Credit in your favour in the total amount of (\$AMOUNT OF SECURITY) which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without inquiring whether you have rights as between yourself and our said customers to make such demand and without recognizing any claim of our said customers.

Provided, however, that you are to deliver to us at such time as a written demand for payment is made upon us a certificate signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be retained and used to meet obligations in connection with (DESCRIPTION OF SECURITY COVERAGE).

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

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

Partial drawings are permitted.

The drawings under this credit are to state that they are drawn under the (NAME OF BANK, ADDRESS, Letter of Credit NUMBER).

For (BANK)

Authorized Signature

Authorized Signature

LETTER OF INTENT FOR THE USE OF CITY-OWNED OPEN SPACE DIGITAL INFORMATION

[Company Letterhead]

Date:

File:

City of Mississauga
Community Services Department
300 City Centre Drive
Mississauga, Ontario
L5B 3C1

Attention:

Subject:

Dear:

As discussed, we are undertaking the **[Project Name]** with **[Department Name(s)]** of the City of Mississauga. We understand that open space digital information, as identified on the City's cadastral and topographic mapping, will be made available to us for use on this project.

We understand that the digital file is considered to be copyright information and is made available on the condition that it is to be used for this specific job. We agree that it will not be used, without authorization, for other work within the City.

Yours truly,

[Company Name]

cc: Richard Pearce, LRIS Analyst
Community Services



Request For Inspection

Community Services
Planning & Development Section
tel 905-896-5382
fax 905-615-3976

Description/	_____	City Contact:	_____
Project Name:	_____		_____
File: Subdivision #:	_____	Date:	_____
Reg. Plan #:	_____	Requested	_____
Site Plan #:	_____	by:	_____
Rezoning App. #:	_____	Representing:	_____
Park #:	_____	(company)	_____
Associated Lot #:	_____		_____
Location:	_____	Telephone:	_____
(i.e. major cross streets)	_____	Fax:	_____
Approved drawings on	_____		_____
file to be referenced:	_____		_____

Purpose of Inspection: Tree Preservation Hoarding (Section 02104 , Detail 02950-8)

(check all that apply) Highway Fence Hoarding (OPSD-971.101)

 Park/Greenbelt Notification Sign (Details 10400-1 and 10400-2)

 Park Reinstatement / Consideration for release of securities

 Other _____

Note: *The receipt of this form will initiate an on-site inspection by a representative of the Community Services Planning Unit. Inspections are usually conducted within two working days of receipt, weather permitting. Notification of inspection will be provided shortly thereafter.*

Photos are required as proof to show that inspection is warranted. Photos may be e-mailed.

Please be advised that subsequent re-inspections for items that were indicated as being completed at the time of this request will be subject to a charge.

I request the inspection of the items indicated above, having personally ensured that all work has been constructed and maintained as per the City of Mississauga Community Services standards.

Signed: _____ **Date:** _____

Print Name: _____ **Page:** _____ **of** _____

**attach photos of each of the items to be inspected here;
use additional pages as necessary**

FORM TO BE USED IN CONJUNCTION WITH THE "INSPECTION RESPONSE REPORT" FORM (KARECOMRESEARCH\GROUP\Planning LA\Inspection Forms\Inspection Response Report.wpd) AND COPIED TO LORI-ANNE BONHAM FOR TRACKING PURPOSES. Thank you.

**PART VI
SPECIFICATIONS AND STANDARD DETAILS**

available at

www.city.mississauga.on.ca/COMMSVCS/planning/submanual/subdivisionmanual.htm

Located on this webpage are:

- Up to date indexes of the current Specifications and Details
- PDF format Specifications
- PDF format Details