

Lifting of 1.0 Foot/0.30 Metre Reserve Application

City of Mississauga
Transportation & Works
Transportation Infrastructure Planning
300 City Centre Drive
Mississauga, Ontario L5B 3C1



INSTRUCTIONS TO APPLICANTS:

1. All applications related to a development or site plan application for lifting a 1 foot/0.30 metre reserve must be made to the Manager of Transportation Projects.
Note that small portions of reserve for sidewalk or foot path access will not be lifted.
2. All applicable items on the application form must be completed. As many different departments are involved in the approval process, failure to provide pertinent information may cause delays in receiving the necessary clearances.
3. All applications should be accompanied by:
 - a) two (2) preliminary prints of a draft reference plan prepared by an Ontario Land Surveyor, showing the portion(s) of the reserve to be lifted
 - b) a certified cheque payable to The Corporation of the City of Mississauga in the amount of \$30.00 per metre plus H.S.T. of reserve to be lifted, plus the legal fee set out below.

In all cases, the maximum processing fee for the 2026 calendar year is \$781.50 plus H.S.T. (\$883.10) in addition to legal fee of \$203.00 plus H.S.T. (\$229.39), plus \$85.00 (disbursement) per application. Applications can not be processed until items 3a) and 3b) are received. There are very rare occasions when a reference plan may not be needed. Your surveyor will be able to advise you when these occur.

4. A separate application must be made for each individual site development (Note that a single site development may involve one or more reserves to be lifted).
5. Do not submit your application until lifting of the reserve(s) has been approved in principle by the appropriate authority. Approval in principle will usually originate as a condition of site plan approval or as a condition of land severance, although occasionally other departments may be involved.
6. Once it has been determined that all required items are in order, the Manager of Transportation Projects will notify the appropriate department that the condition imposed by them has been cleared.
At this time, the applicant or the applicant's surveyor will also be given instructions to have the draft reference plan deposited in the Registry Office. Upon receiving a print of the deposited reference plan, the City will prepare the necessary bylaw to establish the reserve as public highway, thereby providing the applicant access to the subject lands.
7. It is advisable to supply your surveyor with a copy of the guidelines and the completed application form so that the surveyor is fully aware of the conditions involved and can refer to the appropriate file numbers when dealing directly with City staff. This will help avoid delays and ensure the lines of communication are clear.

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The personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. The information will be used for processing the application for lifting a 1 foot/0.30 metre reserve with respect to a development or site plan application. Questions about the collection of personal information should be directed to the Executive Manager of Development Engineering & Construction, Trans.Projects@mississauga.ca, Tel. 905-615-4950.

Please print this application. Complete all pertinent information requested below and return to the attention of the Manager of Traffic Planning, 300 City Centre Drive, Mississauga, ON, L5B 3C1.

NOTES:

All applications should be accompanied by two preliminary prints of a draft reference plan and a certified cheque or money order payable to the Corporation of the City of Mississauga. See previous page, Instructions to Applicant, Item #3a) and 3b).

Do not submit this application until lifting of the reserve(s) has been approved in principle by the appropriate authority. See previous page, Instructions to Applicant, Item #5.

General Information

Date (YYYY MM DD)

Owner/Developer

Name of Applicant

Address

Phone Number

Surveyor Information

Applicant's Surveyor

Surveyor's Phone Number

City of Mississauga Reference Information

Site Plan Number

Building Department Code

Land Division Committee File Number

Building Department Contact

Planning Department Contact

Name of Street(s) Abutting Reserve(s) to be Lifted

For City of Mississauga Staff Use Only

Z-Area	File No.	Lot/Block	Fee Received	Draft Ref/Plan Received

Access Points Approved by Traffic Section

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Draft Reference Plan Conforms to Site Plan/L.D.C. Condition

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- Building Department Notified Planning Department Notified L.D.C. Notified

Deposited Reference Plan Received

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Legal Description to Clerk's Department

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Council Meeting Date (YYYY MM DD)

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By-Law Number

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By-Law Passed

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Remarks

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