

# Pre-Application Meeting Request for Condominium Applications

under the *Planning Act*, R.S.O. 1990 c.P.13, as amended

Planning and Building Department  
Development and Design Division  
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[www.mississauga.ca](http://www.mississauga.ca)



## Pre-Application Meeting Request Required

Prior to the development application, applicants are required to submit a pre-application meeting request on-line to the Planning Services Centre (PSC). Through this process, it will be determined if a pre-application meeting is required.

## Drawings and Documents Requirements / Standards

- 1) Draft Plan of Condominium based on the attached Condominium Drawing Requirement checklist and a Condo declaration (a draft is acceptable).
- 2) Approved Site Plan or written approval from the Development Planner that the site plan is at a satisfactory stage for the purposes of submission of a condominium application, for Standard Condominium New Build Residential and Non-Residential and Phased Condominium applications.
- 3) A cover letter which includes the applicant and property owner name, brief description of the proposal and the condominium application type of: Standard Condominium New Build; Standard Condominium Conversion; Common Element Condominium; Vacant Land Condominium; or Phased Condominium.
  - Drawing sheets and documents should be saved with the proper view orientation, so that the drawings do not require to be rotated to a proper view.
  - File names for all drawings should include the first character of the discipline name CDM-001, CDM-002, etc.
  - Each drawing plan sheet must be an independent file. Files submitted with multiple drawing plan sheets will not be accepted.
  - Application submission requirements and other information is included in the Condominium Application Guide.

## Mississauga ePlans System Requirements / Instructions

- Step 1 Select your internet browser. Internet Explorer version 10 or higher is the recommended internet browser. Other internet browsers, such as Chrome and Safari may provide a limited experience.
- Step 2 Access Mississauga ePlans at <https://eplans.mississauga.ca>
- Step 3 When using Internet Explorer V10 or higher, you must install the ProjectDox components on your computer. Click the "Install ProjectDox Components" on the login page and follow the instructions.
- Step 4 Turn off the pop-up blocker under Internet Explorer "Tools".
- Step 5 Create an account if you do not have one. Click "Create and Account" on the login page.
- Step 6 Select "Pre-Application Meeting Request Form" and complete the form.
- Step 7 Upload your drawings and documents in the appropriate folder (i.e. "Drawings" or "Documents").
- Step 8 It is important that you complete your "Applicant Upload" task to notify/submit your pre- application meeting request to the PSC.
- Step 9 Once you complete your "Applicant Upload" task, the PSC will pre-screen your request and contact you to advise you of next steps.

# Condominium Drawing Requirement Checklist

## Section 51(17) of the *Planning Act, R.S.O., 1990* requirements (where applicable)

- a) Boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor\_
- b) Locations, widths and names of the proposed highways within the proposed condominium and of existing highways on which the proposed condominium abuts
- c) On a small key plan, having a scale of not less than one centimeter to 100 meters, all adjacent land that is owned by the applicant or in which the applicant has an interest, every condominium adjacent to the proposed condominium and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part
- d) Purpose for which the proposed lots are to be used
- e) Existing uses of all adjoining lands
- f) Approximate dimensions and layout of the proposed plan
- f.1) If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units
- g) Natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided
- h) Availability and nature of domestic water supplies
- i) Nature and porosity of soil
- j) Existing contours or elevations as may be required to determine grade of highways and drainage of lands to be subdivided
- k) Municipal services available or to be available to the land proposed to be subdivided
- l) Nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements

## Additional requirements

- Drawn to scale with boundaries certified by an Ontario Land Surveyor and include owner's certificate
- Municipal address
- Legal description
- Property zoning
- Building setbacks (in metric)
- Lot coverage (m<sup>2</sup>)
- Development area (m<sup>2</sup>)
- Building gross floor area (m<sup>2</sup>) <sup>(1) (2)</sup>
- Minimum open space (m<sup>2</sup>)
- Paved area (m<sup>2</sup>)
- Road widths
- Unit count
- Parking count-required and provided
- Parking space dimensions and aisle widths
- Accessible Parking required and provided <sup>(3)</sup>
- Loading required and provided
- Porches, decks, stairways, etc.
- Exception Zones
- Street Furniture such as hydrants, hydro transformers, community mailboxes, etc.
- Play lots
- Fencing
- Common elements, exclusive use areas

### Notes:

<sup>(1)</sup> Include gross floor area floor by floor (below and above ground) where applicable

<sup>(2)</sup> Gross Floor Area statistics to indicate the total building GFA (as per Zoning By-law definition and a separate breakdown indicating the total GFA-Non-Residential (as per Zoning By-law definition) with area calculation plans to show those areas being deducted

<sup>(3)</sup> Accessible Parking in accordance with current Provincial standards for correct size and type (A/B)