

DEVELOPMENT REQUIREMENTS

APPENDICES

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APPENDIX A: SCHEDULE "G" FORMAT

Summary of Cost Estimate (Example)

SCHEDULE "G"

SECURITIES

1. **Cost Estimates and Security**

A1)	Street Name	Road Works	Storm Sewer	Sanitary Sewer	Water Mains	Total
(a)	'A' Road	\$	\$	\$	\$	\$
(b)	Storm Sewer Easement	\$	\$	\$	\$	\$
Total		\$	\$	\$	\$	\$

2)	a) Miscellaneous (City)					\$ _____
	b) Miscellaneous (Region)					\$ _____
3)	Landscaping					\$ _____
4)	Subtotal of Road Works, Storm Sewers, Miscellaneous (City), Landscaping					\$ _____
5)	Subtotal of Sanitary Sewers, Watermains, Miscellaneous (Region)					\$ _____
	Total Amount to be secured (No. 4 plus 5)					\$ _____

B)	Cash Contributions to the City of Mississauga					
(a)						\$ _____
(b)						\$ _____
					Subtotal	\$ _____

C)	Cash Contributions to the Region of Peel					
(a)						\$ _____
					Subtotal	\$ _____

Detailed Cost Estimate (Example)

A1) Storm Sewers

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
(a)	'A' Road				
1					\$
2					\$
SUBTOTAL ('A' ROAD)					\$

PLUS 10% ENGINEERING & CONTINGENCY					\$

TOTAL ('A' ROAD)					\$

APPENDIX B: ENGINEERING SUBMISSION LETTER TEMPLATES

Consultant Letter of Retention (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Transportation and Works Department
201 City Centre Drive, Suite 800
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **LETTER OF RETENTION (CONSULTING ENGINEER)**
(Development Name), Phase __ *(if applicable)*
(Developer Name)
(Municipal Address)

This is to state that our firm has been retained by the Owner for the purpose of carrying out those functions as outlined in Schedule D of the proposed Subdivision / Development / Site Plan Agreement for (File Number: _____) including the full-time supervision of all grading and drainage works.

Sincerely,

(A Professional Engineer with signing authority for the consulting engineering firm)

(Engineer's stamp)

Geotechnical Engineers' Letter of Retention (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Transportation and Works Department
201 City Centre Drive, Suite 800
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **LETTER OF RETENTION (GEOTECHNICAL ENGINEER)**
(Development Name), Phase __ (*if applicable*)
(Developer Name)
(Municipal Address)

This is to state that our firm has been retained by the Owner to supervise, in total, the installation of the bedding and backfilling of all trenches within the road allowances and easements within the above noted Development.

We understand that we are to certify to the Owner and the City that we have carried out sufficient testing to obtain a representative report as to the compaction of the backfill, and that we find the backfill to be in compliance with City Specifications and requirements.

We shall also confirm that final subgrade conditions are equal or better than those anticipated in the preparation of the pavement design.

Sincerely,

(A Professional Engineer with signing authority for the Geotechnical Firm)

(Engineer's stamp)

Indemnification Letter and Undertaking - Sample (For Pre-servicing Subdivisions)

[Company Letterhead]

Date: _____

File: _____ (Ward __)

The Corporation of the City of Mississauga
Transportation and Works Department
201 City Centre Drive, 8th Floor
Mississauga, Ontario L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **INDEMNIFICATION LETTER AND UNDERTAKING (PRE-SERVICING)**
(Development Name), (Phase __)
(Developer Name)
(Municipal Address)

In consideration of The Corporation of the City of Mississauga (the "City") allowing services to be installed in the proposed subdivision, prior to registration of the draft plan, we as the Owners **[Name of Owner]**, undertake and agree as follows:

- 1) The Owner acknowledges, agrees and undertakes that by proceeding with these services in advance of registration of a plan of subdivision, the Owner is doing so totally at their own risk.
- 2) To allow the City, its employees, servants and agents, to enter the lands at all reasonable times and for all reasonable purposes, including and without limiting the generality of the foregoing, for all necessary inspections, and to correct any drainage problems and to correct or eliminate any other nuisance, such as dust, garbage and debris, excavations, old buildings, etc. and the cost incurred by the City in so doing shall be charged to the Owners.
- 3) To submit a security as required by the Transportation and Works Department in the amount of \$_____ representing 100% of the value of Schedule G of the Subdivision Agreement.
- 4) The Owner shall indemnify, defend and hold the City, its elected officials, councillors, employees, contractors, sub-contractors, agents and any other persons for whom the City may be responsible in law (the "Indemnified Persons") harmless from and against any and all direct or indirect damages, incidental damages, and special damages, or any suits, claims, actions and judgements for damages or losses sustained or incurred by other persons, in relation to death, injury or damage to property including without limitation, court costs, arbitration fees, penalties, fines, amounts paid in settlement of claims and legal fees and expenses of investigation ("Losses") as may be incurred or sustained by the Indemnified Persons, or which may be commenced or brought against the Indemnified Persons or which any of them may suffer or become liable for, as result of, or in relation to any matter arising from the City allowing services to be installed in the proposed subdivision prior to registration of the draft plan, the enforcement or non-enforcement of the Owner's obligations hereunder, the condition or state of repair of any and all of the works carried out in accordance with this indemnification letter, or in consequence of any breach of any term, obligation or undertaking of the Owner contained herein.

The Owner hereby absolutely and unconditionally releases the Indemnified Persons from any and all claims, suits, liability or responsibility for any Losses which may now or at any time hereafter be incurred or sustained directly or indirectly by the Owner as a result of, or in connection with, the enforcement or non-enforcement of the terms of this indemnification letter and undertaking or any matter arising under the terms of this indemnification letter and undertaking, including but not limited to any Losses in relation to the design, installation, use, maintenance or repair by the Owner of the works and facilities contemplated hereunder.

- 5) To proceed with the development in accordance with the schedules of performance as set out in the Subdivision Agreement and should active development of the land come to a termination, to smooth, grade and seed the site to renew vegetation, and prevent erosion problems, and upon any failure in performing this obligation, to allow the City to enter the lands and carry out the work deemed necessary by the Transportation and Works Department, with the costs incurred by the City to be a charge to the Owners.
- 6) To allow the City to draw on the cash deposit under clause 3 above for the completion of any works considered necessary by the Commissioner, Transportation and Works Department including those indicated under clauses 2 and 5 and other works such as rectification of drainage problems and clean up of existing roads, upon verbal notification to the consulting engineer. Should the securities be insufficient to cover costs incurred by the City, resulting from action taken to deal with a problem caused by the Owner, any such costs incurred will be added to the property tax roll and may be collected in like manner as municipal taxes.
- 7) To limit the hours of work associated with the development from 7:00 a.m. to 7:00 p.m. Furthermore, to prohibit work from occurring on Sundays and Statutory Holidays.
- 8) To require these undertakings and covenants to be assumed by any successor in title, to the effect that the obligations and covenants herein shall be binding upon the executor's administrators, successors and assigns.
- 9) To acknowledge that references to "Pre-servicing" as relates to this indemnification letter and undertaking shall account only for the preparation and installation of belowground municipal services required to support the proposed subdivision, up to base asphalt or base of curb.
- 10) To identify 'Schedule A' as attached, being a legal description of the subject lands.

Sincerely,

Per:

I have the authority to bind the Corporation.

Ontario Land Surveyors Certification Re: Final M-Plan (Sample Letter)

(Company Letterhead)

(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Transportation and Works Department
201 City Centre Drive, Suite 800
Mississauga, Ontario, L5B 2T4

Attn.: Commissioner, Transportation and Works Department

Re: **OLS CERTIFICATION**
(Development Name), Phase __ *(if applicable)*
(Developer Name)
(Municipal Address)

I hereby certify that the Final M-Plan submitted as part of the Final Engineering Submission has not been changed since the Zoning By-Law came into effect.

Yours Truly,

(The Ontario Land Surveyor who signs the Surveyors Certificate on the M-Plan)

(The OLS Stamp)

NOTE: If the certificate cannot be provided because of changes to Draft M-Plan, then three Draft M-Plans and three sets of lots schedules are to be included with final submission for approval by the Zoning Section of the Building Division of the Planning and Building Department. A letter is to be included from the OLS outlining where the changes on the M-Plan have occurred.

APPENDIX C: TERMS OF REFERENCE

Utility Plan (Terms of Reference)

A Utility Plan is to be submitted as part of a complete Development Application (Rezoning / OPA / H-OZ / Site Plan / Draft Plan / Subdivision Agreement / Development Agreement / Excavation Shoring Building Permit, where applicable).

The Utility Plan is to be based on the physical locates of all existing utilities/services within the municipal boulevard along the frontage(s) of the site. The physical locates must be obtained from test pits at reasonable intervals and/or by surface geophysics.

Utilities are defined as any structures above or below ground which exist on City property and include, but are not limited to:

- buried and aerial hydro cable and ducts;
- telephone, cable, television and internet communication cables;
- trees;
- water, including underground pipes, hydrants and valves;
- sanitary and storm sewer pipes, including CBs and manholes;
- gas lines and
- meters, handwells and vaults.

The Utility Plan package is to include both a plan drawing and cross-sections as outlined below.

(i) Plans

The plan drawing must:

- be to a scale of 1:200 metric;
- show the limits of the development application, streetline, abutting municipal boulevards, curblines, sidewalk, splashpad, street names, existing above and below ground utilities/services;
- show all relevant dimensions and offsets from the property line;
- identify all existing easements with the associated registration number; and
- have a clear legend.

(ii) Cross-Sections

Sections are to:

- be to a scale of 1:50 metric;
- illustrate the area between the property line and the curblines;
- be taken at intervals as required to depict any variation in offsets of existing utilities;

- show the vertical and horizontal locations and applicable dimensions for all existing above and below ground utilities/services.

The applicant's consultant (Professional Engineer) is to certify on the plan that the information on this plan is complete, accurate and based on physical locates by placing the note below on the Utility Plan:

"I hereby certify that the information on this plan is complete, accurate and based on physical locates [specify if test pits OR geophysics], as provided by [Company name], on [date provided]."

_____ Engineer's Signature _____



Note:

Further to the receipt and acceptance of the Utility Plan as part of the development application review process, the streetscape is then to be designed to the satisfaction of the City. The information on the plan will also form the basis of a PUCC submission which is required as a condition of the development application.

The applicant will be responsible for all costs associated with relocating any utilities/services as required to accommodate the streetscape design. Streetscape securities are to include these costs.

APPENDIX D: TITLE BLOCK TEMPLATE

Title Block (Template)

FIRST DATE	SECOND DATE	INTERM DATE	FINAL DATE
DESIGN BY _____ _____ CHKD. _____		ENGINEER'S STAMP, SIGNATURE & DATE APPROVED BY _____	
CONSULTING ENGINEERING CO.		ADDRESS, PHONE & EMAIL ADDRESS OF CONSULTING ENGINEERING CO.	
OWNERS LEGAL NAME AS IN SUBDIVISION/DEVELOPMENT AGREEMENT			
 Region of Peel working with you			
 MISSISSAUGA			
STREET NAME / EASEMENT DESCRIPTION PLAN AND PROFILE			
STA		TO STA	
CITY FILE No. _____			
SCALE H 1:500, V 1:50	AREA Z-	PROJECT No.	
DRAWN BY	CHECKED BY	PLAN No.	
DATE	SHEET OF	C-	

APPENDIX E: COMMENT RESPONSE MATRIX

Comment Response Matrix (Template)

Department/Agency:

Section:

Engineering Submission: *(First/Second/Interim)*

Date of Comments:

Comment #1: (Department/Agency Reviewer Comment)

Response #1: (Response to Comment #1)

Comment #2: (Department/Agency Reviewer Comment)

Response #2: (Response to Comment #2)

Comment #n: (Department/Agency Reviewer Comment)

Response #n: (Response to Comment #n)