

The City of Mississauga
Downtown Community Improvement Plan
PRE-APPLICATION FORM

Planning and Building Department
City Planning Strategies Division
300 City Centre Drive
Mississauga, ON L5B 3C1
Tel: 905-615-3200
www.mississauga.ca



Notice to Applicants

1. Prior to completing this form, please read the eligibility requirements in the [Downtown Community Improvement Plan](#) and Application Guide for further details and conditions.
2. This form will be used to coordinate a Pre-Application Meeting with the Review Panel. The meeting will allow staff to identify requirements and high level issues prior to Application submission.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Prior to submission, please ensure that the Pre-Application Form is completed in full, including all required signatures and supporting documents.
5. There is no application fee.
6. You may deliver your application:
 - In person or by mail to: CIP Planner, City Planning Strategies, Planning and Building Department, 300 City Centre Drive, Mississauga, ON L5B 3C1
 - By email to: downtown.cip@mississauga.ca
7. For further information contact the CIP Planner at 905-615-3200 ext. 5152 or downtown.cip@mississauga.ca.

City of Mississauga Personal Information Consent

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your Downtown CIP application. Questions about the collection of personal information should be directed to the CIP Planner, City Planning Strategies, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Tel: 905-615-3200 ext. 5152.

The development proposal must comply with applicable policy and regulations. Additional project details will be required as part of the full application submission to demonstrate conformity with all relevant policy documents including [Mississauga Official Plan](#), [Zoning By-law 0225-2007](#), and any other applicable plans and documents.

Applicant Initials

Region of Peel Personal Information Consent

The information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The applicant permits the City of Mississauga to share this information with the Region of Peel for the purpose of evaluating eligibility for the Regional Major Office Incentives Program. The applicant acknowledges that such submissions must be reviewed in accordance with Regional Municipality of Peel By-law Number 29-2021 and the City of Mississauga is authorized to make an application to the Regional Major Office Incentives Program pursuant to the by-law and on the applicant's behalf.

Questions about the collection of personal information should be directed to Planning and Development Services, Public Works, Regional Major Office Incentives Program, 10 Peel Centre Drive, Suite A, 6th Floor, Brampton, ON, L6T 4B9, planpeel@peelregion.ca, or 905-791-7800 ext. 4347.

Applicant Initials

FOR INTERNAL USE ONLY	
File Number	Date of Receipt

1. Property Owner Information			
Name of Owner		Company	
Address			
City	Province	Postal Code	
E-mail	Phone No.	Ext.	Additional Phone Ext.
Agent Information (if applicable)			
Name of Agent		Company	
Address			
City	Province	Postal Code	
E-mail	Phone No.	Ext.	Additional Phone Ext.

2. Property Information
Address/Legal Description
Assessment Roll Number
Existing Property Use (additional information may be attached).
What is the proposed project? Please describe and include details to support your application such as site statistics, office gross floor area, type(s) of office, anticipated number of jobs, etc. Supplementary information, plans, drawings, sketches etc. may be attached.

3. City of Mississauga Project Eligibility

Does the proposed project meet the [Mississauga Downtown CIP](#) eligibility criteria?

Criteria	Yes	No	Explanation (if required)
1. Located within the Downtown CIP Area	<input type="checkbox"/>	<input type="checkbox"/>	
2. Consists of new major office construction or the renovation of existing office building(s), resulting in: a. an increase in total jobs b. an increase in property taxes	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
3. A minimum of three (3) storeys in height	<input type="checkbox"/>	<input type="checkbox"/>	
4. A minimum of 5,000 m ² (50,000 sq. ft.) of new or renovated office space	<input type="checkbox"/>	<input type="checkbox"/>	
5. Includes Transportation Demand Management (TDM) measures (Mississauga Official Plan section 8.5)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Lands are not in a position of tax arrears	<input type="checkbox"/>	<input type="checkbox"/>	
7. Conforms with the Mississauga Official Plan and Zoning By-law (if not, please explain why and identify any required variances and/or amendments)	<input type="checkbox"/>	<input type="checkbox"/>	

Region of Peel Project Eligibility

Does the proposed project meet the Regional [Major Office Incentives \(MOI\) Program](#) eligibility criteria?

Criteria	Yes	No	Explanation (if required)
1. Located within a Local Municipal CIP area for major office development	<input type="checkbox"/>	<input type="checkbox"/>	
2. Meets the criteria of the Local Municipal CIP	<input type="checkbox"/>	<input type="checkbox"/>	
3. Meets the criteria of the Regional Major Office Incentives Program	<input type="checkbox"/>	<input type="checkbox"/>	
4. Consists of a standalone major office employment development or include a major office component of 1,858 m ² (20,000 sq. ft.) or more, or up to 10% less	<input type="checkbox"/>	<input type="checkbox"/>	
5. Conforms to the Regional Official Plan and the subject Local Municipal official plan	<input type="checkbox"/>	<input type="checkbox"/>	
6. Consists of new major office construction or the adaptive reuse of non-office buildings to major office uses, where the payment of increased property taxes would apply	<input type="checkbox"/>	<input type="checkbox"/>	

4. City of Mississauga Programs

Please select the program(s) for which the proposed project will be considered:

Program(s) Requested	Description	Value (\$)
<input type="checkbox"/> Tax Increment Equivalent Grant (TIEG)	Tax grants to offset the increase in municipal taxes that are due to new office development.	
<input type="checkbox"/> Development Processing Fees Grant	A rebate, in whole or in part, of specific planning fees for office development.	
<input type="checkbox"/> Municipally Funded Parking Program	The provision of municipal parking spaces in a stand-alone structure or as part of a private development.	
<input type="checkbox"/> Municipal Property Acquisition and Disposition	The purchase or sale of municipal land by the City to achieve the objectives of the Downtown CIP.	

Region of Peel Program

If applying for the City TIEG above, please select to also be considered for the Region's program:

Program Requested	Description	Value (\$)
<input type="checkbox"/> Region of Peel Major Office Incentives (MOI) Program	TIEG matching grant for eligible projects.	

TIEG / MOI - Additional Details

If applying for the TIEG and/or MOI program(s), please complete the following:

Current Property Taxes (\$)	Duration of TIEG (years, must be 10 years or less)
Anticipated Future Property Taxes (\$)	Initial Rebate (% , must be 100% or less) %
Estimated Increase in Property Taxes (\$)	Annual Rebate Decline (% , must be 7% or higher) %

Municipally Funded Parking Program - Additional Details

If applying for the **Municipally Funded Parking Program**, please complete the following:

Total number of parking spaces proposed	Number of incentivized spaces requested
---	---

Are the requested incentivized spaces intended to be built within the proposed project or stand alone?

5. Property Owner Appointment and Authorization of Agent - if applicable

If no agent is assigned, please check here: ☐

I, the undersigned, being the registered property owner of

Address/Legal Description

Hereby authorize _____
Authorized agent's name/company

as my agent for the purpose of submitting a Pre-Application Form to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by my/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print Name

Date

6. Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, the undersigned, being the registered property owner of

Address/Legal Description

hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print Name

Date

7. Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of

Address/Legal Description

hereby irrevocably authorize and consent to the City of Mississauga to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print Name

Date

8. Declaration of Agent/Applicant

I, _____, of the _____ in the _____
Name City/Town Region

solemnly declare that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME

)

at _____ ,)

Agent/Applicant signature

In the _____ ,)

this _____ day of _____ 20____ .)

A commissioner, etc.

Name/Stamp of commissioner, etc.