

## What is it?

A Servicing Plan is a drawing that shows ALL systems for site servicing such as sanitary, storm and water services, accesses, roads and sidewalks, stormwater features, and any other utilities, both internal to the site and to the centreline of the street frontage(s).

## Who prepares it?

A Professional Engineer licensed in Ontario must prepare the Servicing Plan. The drawing must be stamped, dated and signed by the licensed professional.

## When is it required?

A Servicing Plan may be required in support of an Official Plan Amendment, Rezoning, Draft Plan of Subdivision / Condominium, Site Plan Control, and/or Consent to Sever applications.

## How to prepare it?

A Servicing Plan should include, but not be limited to the following:

### GENERAL INFORMATION (to be included on all servicing plans)

- 1) Proper title block including address and legal description
- 2) Metric scale of 1:250, 1:300, 1:500 or similar
- 3) North arrow
- 4) Key Plan for site location, at a scale of approximately 1:10,000
- 5) Benchmark (see benchmark note below)
- 6) Professional Engineer's seal (signed and dated)
- 7) Catch basins with inlet elevations
- 8) Existing and proposed underground services
- 9) Existing and proposed above ground services
- 10) Details of any service connections to municipal infrastructure including methods and materials.
- 11) Location and details of all existing man-made or natural features on or adjacent to the site, including:
  - Natural features such as trees and watercourses;
  - Easements and public utilities;
  - Embankments and catch basins;
  - Curbs, sidewalks, hydro poles, light standards, fire hydrants and transformers, etc.
- 12) Differentiate between existing and proposed works by using lighter/greyed print to show existing features, text, and line work; and darker/black print to show proposed works

**DETAILED SERVICING INFORMATION** (to be included on all servicing plans)

- 1) Show the entire site including the street frontage(s) to at least the road centreline and beyond to the furthest utility service to which a site connection is to be made.
- 2) Show existing and proposed underground services including, but not limited to manholes, catch basins, ditches, embankments, hydrants, sanitary sewers, storm sewers, tanks, culverts, foundation drains, water valves, watermain and water services (domestic and fire lines), including identification of all pipe material and bedding, diameter, slopes, direction of flow, and top and invert elevations, and inverts at the street (property) line for connections into municipal storm sewer systems.
- 3) Show all existing infrastructure, including road access/driveway, curbs, sidewalks, boulevards, trees, hydrants, boulevard services, utility poles, light standards, signs, overhead wiring; manholes, hydro vaults and hand wells, telecommunications pedestals and boxes, transit facilities; etc.
- 4) Distance from curb to property line and clear identification of property lines and municipal right-of-way limits, including any proposed road widening, sight triangles and reserves adjacent to the subject property.
- 5) Location and labelling of any existing or proposed easement(s) and to whom the easements are in favor.
- 6) Clear identification of works to be completed within the municipal right-of-way.
- 7) Identify vertical and horizontal separation between services. Provide cross-sections as required.
- 8) Include a note referencing the specific City of Mississauga Benchmark number, elevation, and location/description used to establish the elevations on the plan. The established benchmark elevation can be found at: <http://www.mississauga.ca/portal/services/maps>

All existing and proposed elevations are to relate to a local and existing published City of Mississauga benchmark value, without applying any shift. Submissions that show elevations values related to a datum other than the 1928 Canadian Geodetic Datum (i.e. the Mississauga Datum) will not be accepted.

Include the following note: “Elevations are referred to the City of Mississauga Benchmark No. \_\_\_\_, located (insert description on benchmark sheet), having a published elevation of \_\_\_\_ metres.”

**ADDITIONAL RESOURCES**

See link to Transportation and Works Development Requirements Manual for further information:  
<https://www.mississauga.ca/publication/transportation-and-works-development-requirements-manual/>