

DEVELOPMENT REQUIREMENTS

ENGINEERING SUBMISSION APPENDICES

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APPENDIX A: SCHEDULE “G” FORMAT

A Schedule G summary and detailed work sheet will be provided to the applicant once the agreement has been released. A sample can be seen below.

Project Name
City Project No.
Region Project No.

SCHEDULE "G"
City of Mississauga
Detailed Estimate - Summary



SCHEDULE "G" - SECURITIES

PROJECT NAME
SECURITY COST ESTIMATE
CONSULTANT NAME
CITY OF MISSISSAUGA
CITY PROJECT No.
REGION PROJECT No.



1) Cost Estimates and Security

A1	City - Right of Way(s)	Road Works	Storm Sewer	Sanitary Sewer	Watermain	ROW Total
1)	Street A	\$ -	\$ -	\$ -	\$ -	\$ -
2)	Street B	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -

A2	Region - Right of Way(s)	Road Works	Storm Sewer	Sanitary Sewer	Watermain	ROW Total
1)	Region Rd. A	\$ -	\$ -	\$ -	\$ -	\$ -
Region Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -

2) Miscellaneous (City)	\$ -
3) Streetlighting	\$ -
4) Streetscape	\$ -
5) Parks	\$ -
6) Environmental	\$ -

B1) Subtotal - City Municipal Works: Road Works (Item A1), Storm Sewers (Item A1), Miscellaneous (City) (Item 2), Streetlighting (Item 3), Streetscape (Item 4), Parks (Item 5), Environmental (Item 6) \$ -

B2) Subtotal - Region Municipal Works: Road Works (Item A2), Storm Sewer (Item A2), Sanitary Sewers (Item A1+A2), Watermain (Item A1+A2) *Miscellaneous (Region) capture within Region works items* \$ -

B3) Total Amount to be secured (B1 + B2) \$ -

C1) Cash Contributions to the City of Mississauga	
i) Transportation & Works	\$ -
Sub total Item C (i):	\$ -
ii) Community Services	\$ -
Sub total Item C (ii):	\$ -
C2) Cash Contributions to the Region of Peel	\$ -

Project Name
City Project No.
Region Project No.

SCHEDULE "G"
City of Mississauga
Detailed Estimate - Roads (City ROW)



Street A					
Item			Units	Quantity	Unit Rate
Road Works					
1)	0	0	0		\$ -
2)	0	0	0		\$ -
Subtotal					\$ -
10% Contingency					\$ -
Total					\$ -

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
300 City Centre Drive, 8th Floor
Mississauga, Ontario, L5B 3C1

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
300 City Centre Drive, 8th Floor
Mississauga, Ontario, L5B 3C1

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
300 City Centre Drive, 8th Floor
Mississauga, Ontario L5B 3C1

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 plan of subdivision, 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 fully execute the Subdivision Agreement. 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.

CONTACT INFORMATION

Name of **OWNER**:

Company: Office Tel: Email:

Name of **ENGINEER**:

Company: Office Tel: Email:

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

(Company Letterhead)

(Engineering Firm)

Date:

File: _____ (Ward __)

City of Mississauga
Transportation and Works Department
300 City Centre Drive, 8th Floor
Mississauga, Ontario, L5B 3C1

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 / Shoring Excavation and Engineering Clearance, 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. A link to the city Utility Plan Terms of Reference can be found [HERE](#).

APPENDIX D: TITLE BLOCK TEMPLATE

Title Block (Template)

<input type="checkbox"/> FIRST DATE	<input type="checkbox"/> SECOND DATE	<input type="checkbox"/> INTERIM DATE	<input type="checkbox"/> 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 _____	
SCALE H 1:500, V 1:50		CITY FILE No. _____	
AREA Z-		PROJECT No.	
DRAWN BY		CHECKED BY	
DATE		PLAN No.	
SHEET _____ OF _____		C-	