

## **DEVELOPMENT REQUIREMENTS**

### **SECTION 3 - ENGINEERING SUBMISSION REQUIREMENTS FOR MUNICIPAL INFRASTRUCTURE**

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### 3.0 Introduction

The purpose of this section is to outline the general engineering submission requirements for municipal infrastructure works to support a development application including Plans of Subdivision, Rezoning, Lifting of the “H” Holding Zone, Site Plan and Consent applications.

These municipal infrastructure works are contained within schedules of a Subdivision Agreement, Development Agreement or Site Plan Agreement.

Standard templates for these agreements can be obtained from the Planning and Building Department.

### 3.1 Engineering Fees

City of Mississauga (City) Engineering Fees are calculated in accordance with the current City Fees and Charges By-law provided on the City’s website (<http://www.mississauga.ca/portal/cityhall/bylaws>) under “Fees and Charges By-law: Schedule C 1 Planning Act Processing Fees”.

City Engineering Fees are to be paid to the Transportation and Works Department Permits Administration Services located at 3185 Mavis Road, Mississauga, Ontario, L5C 1T7.

All City Engineering Fees are to be submitted by certified cheque, bank draft or money order along with the accompanying security form. All cheques are to be made out to the City of Mississauga

Region of Peel Engineering Fees are to be paid directly to the Region of Peel. For the Region’s portion of engineering fees, please contact the Development Services Section of the Public Works Department at [planninginfo@peelregion.ca](mailto:planninginfo@peelregion.ca)

#### 3.1.1 Total Engineering Fee

The Total Engineering Fee is a requirement prior to finalizing the Municipal Infrastructure Schedules of the Agreement. This fee is calculated in accordance with the Current Fees and Charges By-law noted above. To calculate the City’s Total Engineering Fee, the total cost of all servicing works is used to determine the fee bracket. Once the fee bracket is determined, the Total Engineering Fee is a percentage of the City’s portion of the servicing works or a minimum of, based on the fee bracket. The Preliminary Engineering Fee is credited towards this fee.

#### 3.1.2 Preliminary Engineering Fee

A Preliminary Engineering Fee of \$1,500.00 must be paid prior to review and circulation of the First Engineering Submission. This non-refundable fee will be credited towards the Total Engineering Fee required for the municipal infrastructure works.

### 3.1.3 Interim Engineering Fee

An Interim Engineering Fee is a requirement of an Interim Engineering Submission. This fee is calculated in accordance with the Current Fees and Charges By-law noted above. This non-refundable fee is not credited towards the Total Engineering Fee required for the municipal infrastructure works.

### 3.1.4 Final Engineering Fee

A Final Engineering Fee is a requirement of a Final Engineering Submission. This fee is calculated in accordance with the Current Fees and Charges By-law noted above as the Total Engineering Fee minus the Preliminary Engineering Fee.

## 3.2 Municipal Infrastructure Schedules (Subdivision Agreement)

- **SCHEDULE “D” – Works and Servicing**

Servicing works and additional terms, provisions, conditions and notes for the municipal infrastructure are placed in this schedule.

- **SCHEDULE “D-1” – Drawings, Plans and Specifications of the Engineering Works**

List of survey and engineering plans that are applicable to the municipal works.

- **SCHEDULE “D-2” – Drawings, Plans and Specifications of the Landscaping Works**

List of survey and landscape plans that are applicable to the municipal works.

- **SCHEDULE “D-3” – Timing of Municipal Infrastructure**

The Owner agrees to complete the engineering works as listed in Schedule “G”, in accordance with the timing provisions outlined in Schedule “D-3” of this Agreement. Any extension of these completion dates is to be approved by the Commissioner of Transportation and Works and/or the Regional Commissioner of Public Works.

- **SCHEDULE “D-4” – Land Dedications, Easements and Conveyances**

Land dedications, easements and conveyances required for the development.

- **SCHEDULE “D-5” – Development Charge Credits**

- **SCHEDULE “E” – Region of Peel Conditions (Subdivision Agreement)**

The Owner is to consult with the Region of Peel for inclusion of their conditions within this schedule.

- **SCHEDULE “G” – Cost Estimate/Securities**

The cost of all municipal infrastructure structure works are to be included within this schedule, including cash contributions. Refer to Appendix A for examples of the summarized and detailed cost estimate formats.

### 3.3 Municipal Infrastructure Schedules (Development/Site Plan Agreement)

- **SCHEDULE “D”/”C” – Municipal Infrastructure**  
Servicing works and additional terms, provisions, conditions and notes for the municipal infrastructure are placed in this schedule.
- **SCHEDULE “D-1”/”C-1” – Drawings, Plans and Specifications of the Municipal Infrastructure Works**  
List of survey, engineering and landscape plans that are applicable to the development.
- **SCHEDULE “D-2”/”C-2” – Financial Contributions of the City and the Region to the Municipal Infrastructure Works**  
Details of the participation, if any, of the City and/or Region with respect to the financing of the Works, are shown in this schedule of the Agreement.
- **SCHEDULE “D-3”/”C-3” – Timing of the Municipal Infrastructure Works**  
The Owner agrees to complete the engineering works as listed in Schedule “G”, in accordance with the timing provisions outlined in Schedule “D-3”/”C-3” of this Agreement. Any extension of these completion dates is to be approved by the Commissioner of Transportation and Works and/or the Regional Commissioner of Public Works.
- **SCHEDULE “D-4”/”C-4” – Land Dedication and Conveyances**  
Land dedications and conveyances required for the development.
- **SCHEDULE “E” – Region Conditions**  
The Owner is to consult with the Region of Peel for inclusion of their conditions within this schedule.
- **SCHEDULE “G”/”D” – Cost Estimate/Securities**  
The cost of all municipal infrastructure structure works are to be included within this schedule, including cash contributions. Refer to Appendix A for examples of the summarized and detailed cost estimate formats.

### 3.4 Engineering Submissions for Municipal Infrastructure

All engineering submissions are to be submitted to the City/Region via eplans portal.

Schedules are to be legal size paper, drawings for all submissions shall be pdf size ARCH A-E and placed in numerical order. The title block shall follow the City’s title block template requirements (Refer to Appendix D). Each sheet in the submission set shall be stamped with the cycle number and date of submission.

#### 3.4.1.1 First Engineering Submission

**PRIOR TO THE FIRST ENGINEERING SUBMISSION, PLEASE CONTACT DEVELOPMENT ENGINEERING TO ARRANGE A MEETING (IF NECESSARY) TO REVIEW THE FIRST ENGINEERING SUBMISSION REQUIREMENTS IN**

**DETAIL. PLEASE ENSURE ALL ITEMS IDENTIFIED IN THE ENGINEERING SUBMISSION CHECKLIST ARE UPLOADED TO EPLANS.**

**The following material is typically required for the First Engineering Submission (via eplans):**

- Reference Plans
- General Above Ground Services Plan
- [General Underground Services Plan](#)
- Storm Drainage Plans
- Storm Sewer Design Sheets
- [Stormwater Management Report](#)
- Stormwater Management Facility design drawings (e.g. facility design, planting plans, Operation & Maintenance Manual, etc.)
- Plan and Profile Drawings
- Miscellaneous and Special Detail Drawings (i.e. detailed drawings for outlets and watercourse improvements)
- [Grading Plans](#)
- Pavement Marking Plan
- Signage Plan
- [Utility Plan](#)
- Streetscape/Landscape Plans
- [Geotechnical Soils Report](#)
- [Hydrogeological Report](#)
- Phase One Environmental Site Assessment
- [Traffic Impact Study](#)
- Draft Agreement Schedules
- [Noise Report](#)
- Streetlight and Public Service Network Plans
- Proposed Plan for Registration (M-Plan)
- Tree Survey Plan
- Arborist Report
- Detailed Drawings for Outlets and Watercourse Improvements

- (1) A Letter of Retention from the Consulting Engineer stating that they have been engaged for the design and complete general construction supervision of all municipal services ([Refer to Appendix B](#)).
- (2) A Letter of Retention from the Geotechnical Engineer stating that they have been retained to supervise, in total, the installation of bedding and the backfilling of all trenches within road allowances and easements,

and to certify to the Owner and the City that they have supervised the backfilling operations, carried out sufficient tests to obtain a representative report as to the compaction of the backfill and that they find the backfill installation to be in compliance with the City's specifications (Refer to Appendix B).

(3) Proof of payment (receipt) of the Preliminary Engineering Fee from the City.

➤ **For Draft Plans of Subdivisions, please also include the following material:**

(4) A letter from the Ontario Land Surveyor confirming that the Development and Design Division of the Planning and Building Department is in receipt of the proposed plan for registration (M-Plan).

#### **3.4.1.2 Second Engineering Submission**

**The following material is required for the Second Engineering Submission (via eplans):**

- (1) Revised Engineering Submission Materials.
- (2) A response matrix explaining how each outstanding comment has been addressed.
- (3) Completed Form SW1 (for storm sewers) and/or SW2 (for stormwater facilities) for City's records in regard to Consolidated Linear Infrastructure Environmental Compliance Approval.
- (4) If approvals from **External Agencies** are required, Development Engineering will forward the required review material to the appropriate authorities.

- **PLEASE BE ADVISED THAT THE CITY WILL NOT CIRCULATE TO PUCC UNTIL THE CITY IS SATISFIED WITH THE ENGINEERING SUBMISSION PLANS. PRIOR TO THE SECOND ENGINEERING SUBMISSION, PLEASE CONTACT DEVELOPMENT ENGINEERING PRIOR TO PREPARING THE PUCC PACKAGE FOR THIS CONFIRMATION AND SUBMISSION REQUIREMENTS.**

#### **3.4.1.3 Interim Engineering Submission**

An Interim Engineering Submission is required when the current submission does not meet the City's requirements per 3.4.1.1. This includes but is not limited to: lack of submission material for review, missing information, major outstanding conditions that have not been addressed, improperly submitted material.

- (1) Provide all outstanding/revised materials per arrangements with Development Engineering.
- (2) Proof of payment of the Interim Engineering Submission Fee from the City.

#### **3.4.1.4 Final Engineering Submission**

**The following material is required for the Final Engineering Submission:**

- (1) An original Letter of Credit for the approved securities as per Schedule “G” of the Agreement.
- (2) Proof of payment from the City for (a) the Final Engineering Fee and, (b) any required cash contributions.
- (3) Certificate of Insurance as per Article ‘IV’ or ‘V’ of the Agreement.
- (4) Written confirmation from the Region of Peel that includes a final approval letter for municipal works and payment confirmation of required Regional cash contributions and Region Engineering Fees.
- (5) The Owner must submit evidence, in writing, to the Commissioner of Transportation and Works that arrangements have been made with the Telecommunication and Hydro providers for the installation of their cables in a common trench in the prescribed locations on road allowances.
- (6) The Owner must submit evidence, in writing, to the Commissioner of Transportation and Works that satisfactory arrangements have been made with Alectra Mississauga for the installation of street lighting.
- (7) C-Plans for design and as-constructed drawings. Note: Please contact Development Engineering Section for details on C-numbering process.