



**Notice to Applicants**

**Please submit this Pre-Application form and attend a meeting with City staff before submitting a full Application.**

1. Prior to completing this form, please consult the Application Guide and respective Community Improvement Plan (CIP) for further details and information.
2. Submission of an eligible application does not guarantee success in securing financial incentives from the City. All Applications are subject to City Council approval and budget availability.
3. This form will be used to coordinate a Pre-Application Meeting where City staff will identify initial questions, requirements and concerns prior to full Application submission. Please note that the entire submission may form part of the public record.
4. If the space on this form is insufficient, additional documents may be submitted in addition to your completed form.
5. Please ensure that this form is completed in its entirety prior to submission, including all required signatures, declarations and information. Incomplete applications will result in delays.
6. There is no fee to apply.
7. You may deliver your application in person, by mail or email to:

City of Mississauga  
Planning and Building Department  
**Attention:** CIP Planner, City Planning Strategies  
300 City Centre Drive  
Mississauga, ON L5B 3C1

Email: [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca)

8. For further information contact the CIP Planner at [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca)

**City of Mississauga Personal Information Consent**

The personal information on this form is collected under the authority of section 107 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended. The information is used for the purpose of evaluating your application, which includes verifying the status of your property tax account, and administering the financial incentives if approved. Questions about the collection of personal information should be directed to: [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca).

The project proposal must comply with applicable policy and regulations. Additional project details may be required to demonstrate conformity with all relevant policy documents including the Official Plan, Zoning By-law, and any other applicable plans and documents.

\_\_\_\_\_  
Applicant Initials

**Region of Peel Personal Information Consent - if applying to Major Office Incentives Program**

The personal information on this form is collected under the authority of section 107 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended. The applicant permits the City of Mississauga to share this information with the Region of Peel for the purposes 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 Development Services, Public Works, Regional Major Office Incentives Program, 10 Peel Centre Drive, Suite B, 4<sup>th</sup> Floor, Brampton, ON, L6T 4B9, [planninginfo@peelregion.ca](mailto:planninginfo@peelregion.ca), or 905-791-7800 ext. 4963.

\_\_\_\_\_  
Applicant Initials

FOR CITY USE ONLY	
File Number	Date of Receipt

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

2. Property Information	
Address/Legal Description	
Assessment Roll Number	
Existing Property Use (additional information may be attached)	
<p>Are property taxes paid in full on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Are there any outstanding work orders on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

**3. Development Proposal**

Please describe the proposed project in detail, including, but not limited to: site statistics; gross floor area by use; type(s) of office/industry(ies); anticipated number of jobs, leasing status, etc. **Please consider the Office CIP Score Card attached to the Application Guide when responding.** (Attaching supplementary information, plans, drawings, etc. is encouraged)

Will the proposed project require any of the following applications?

Application	Yes	No	Details (application number, status, dates, etc.)
1. Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	
2. Rezoning	<input type="checkbox"/>	<input type="checkbox"/>	
3. Removal of Holding Provision	<input type="checkbox"/>	<input type="checkbox"/>	
4. Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	
5. Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	
6. Other	<input type="checkbox"/>	<input type="checkbox"/>	

<b>4. Eligibility</b>			
<b>General Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>How are criteria met or exceeded?</b>
1. Located within an applicable Community Improvement Project Area	<input type="checkbox"/>	<input type="checkbox"/>	
2. Results in increased office assessment value	<input type="checkbox"/>	<input type="checkbox"/>	
3. Minimum of three (3) storeys in height	<input type="checkbox"/>	<input type="checkbox"/>	
4. Minimum of 2,000 m <sup>2</sup> (~20,000 sf) of office space	<input type="checkbox"/>	<input type="checkbox"/>	
5. Includes Transportation Demand Management (TDM) measures	<input type="checkbox"/>	<input type="checkbox"/>	
6. The subject property is <b>not</b> in tax arrears	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Exceeding Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>How are criteria met or exceeded?</b>
1. Minimum 50% increase in office assessment value	<input type="checkbox"/>	<input type="checkbox"/>	
2. Minimum eight (8) storeys in height	<input type="checkbox"/>	<input type="checkbox"/>	
3. Minimum 10,000m <sup>2</sup> (~100,000 sf) of office space	<input type="checkbox"/>	<input type="checkbox"/>	
4. Creates a minimum of 400 office jobs	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Region of Peel Eligibility</b>	<b>Yes</b>	<b>No</b>	<b>How are criteria met or exceeded?</b>
1. Located within a Local Municipal CIP area for major office development	<input type="checkbox"/>	<input type="checkbox"/>	
2. Meets Local Municipal CIP criteria	<input type="checkbox"/>	<input type="checkbox"/>	
3. Meets Regional Major Office Incentives Program criteria	<input type="checkbox"/>	<input type="checkbox"/>	
4. Standalone major office employment development or a major office component of 1,858 m <sup>2</sup> (20,000 sf) or more, or up to 10% less	<input type="checkbox"/>	<input type="checkbox"/>	
5. Conforms to the subject Local Municipal official plan	<input type="checkbox"/>	<input type="checkbox"/>	
6. Consists of new major office construction of 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"/>	
7. Building Permit issuance has <b>not</b> occurred	<input type="checkbox"/>	<input type="checkbox"/>	

**5. Programs**

Please check each program for which you would like to be considered:

Program(s) Requested	Description
<input type="checkbox"/> Tax Increment Equivalent Grant (TIEG)	Annual grant to phase in the increase in City office property taxes related to post-development property value reassessment.
<input type="checkbox"/> Development Processing Fees Grant	A one-time grant equivalent to City development application and building permit fees.
<input type="checkbox"/> Development Charge (DC) Deferral <input type="checkbox"/> General Eligibility <input type="checkbox"/> Exceeding Eligibility	Defers the payment of office DCs to a future date. Standard deferral is 5-years; an ongoing deferral may be available where exceeding eligibility criteria is met.
<input type="checkbox"/> <b>Downtown only:</b> Municipally Funded Parking Program	Provides parking for office uses at reduced cost. Dependent on funding availability.
<input type="checkbox"/> <b>Downtown only:</b> Municipal Property Acquisition and Disposition	Provides land at or below fair market value for office uses. Dependent on funding availability.

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

For the **Municipally Funded Parking Program**, please complete the following:

Proposed total number of parking spaces	Requested number of incentivized spaces
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Please describe the requested parking arrangement, including preferred parking space location (e.g. within the private development, a separate City facility) and whether the spaces will be exclusive or shared use.

**6. Construction Schedule**

Estimated Start Date of Construction	Estimated Office Occupancy Date
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**7. Property Owner Appointment and Authorization of Applicant – if Applicant is not Owner**

Owner is Applicant:

I, the undersigned, being the registered property owner of

\_\_\_\_\_ *Address/Legal Description*

hereby authorize

\_\_\_\_\_ *Authorized Applicant's Name / Company*

as my applicant for the purpose of submitting this application 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 Applicant 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 applicant 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.

\_\_\_\_\_ *Name of Property Owner  
or Signing Officer*

\_\_\_\_\_ *Signature of Property Owner  
or Signing Officer*

\_\_\_\_\_ *Date*

**8. 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 application, whether included with the application or submitted at any time subsequent to the filing of the application, 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.

\_\_\_\_\_ *Name of Property Owner  
or Signing Officer*

\_\_\_\_\_ *Signature of Property Owner  
or Signing Officer*

\_\_\_\_\_ *Date*

**9. 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 staff 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.

\_\_\_\_\_ *Name of Property Owner  
or Signing Officer*

\_\_\_\_\_ *Signature of Property Owner  
or Signing Officer*

\_\_\_\_\_ *Date*

**10. Declaration of Agent/Applicant**

I, \_\_\_\_\_, of 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 \_\_\_\_\_, )

)

in the \_\_\_\_\_, )

)

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. )

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*A commissioner, etc.*

\_\_\_\_\_  
*Name / Stamp of commissioner, etc.*