

SITE PLAN APPLICATION

Process Guidelines



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Site Plan Application

Process Guidelines

This Guideline has two parts:

1. Site Plan Approval Process & Procedures
2. Drawing Requirements (drawings required including checklists, and standards notes)

The guideline is intended to provide a road map for the Site Plan Application process, including drawing requirements, standard letter of credit format, Site Plan Undertaking forms, securities.

The Council of the City of Mississauga, under Section 41 of the *Planning Act*, passed [Site Plan Control By-law 0293-2006](#), as amended, designating all of the lands within the municipality, with certain exceptions, as a Site Plan Control area.

Site Plan Application approval considers the following:

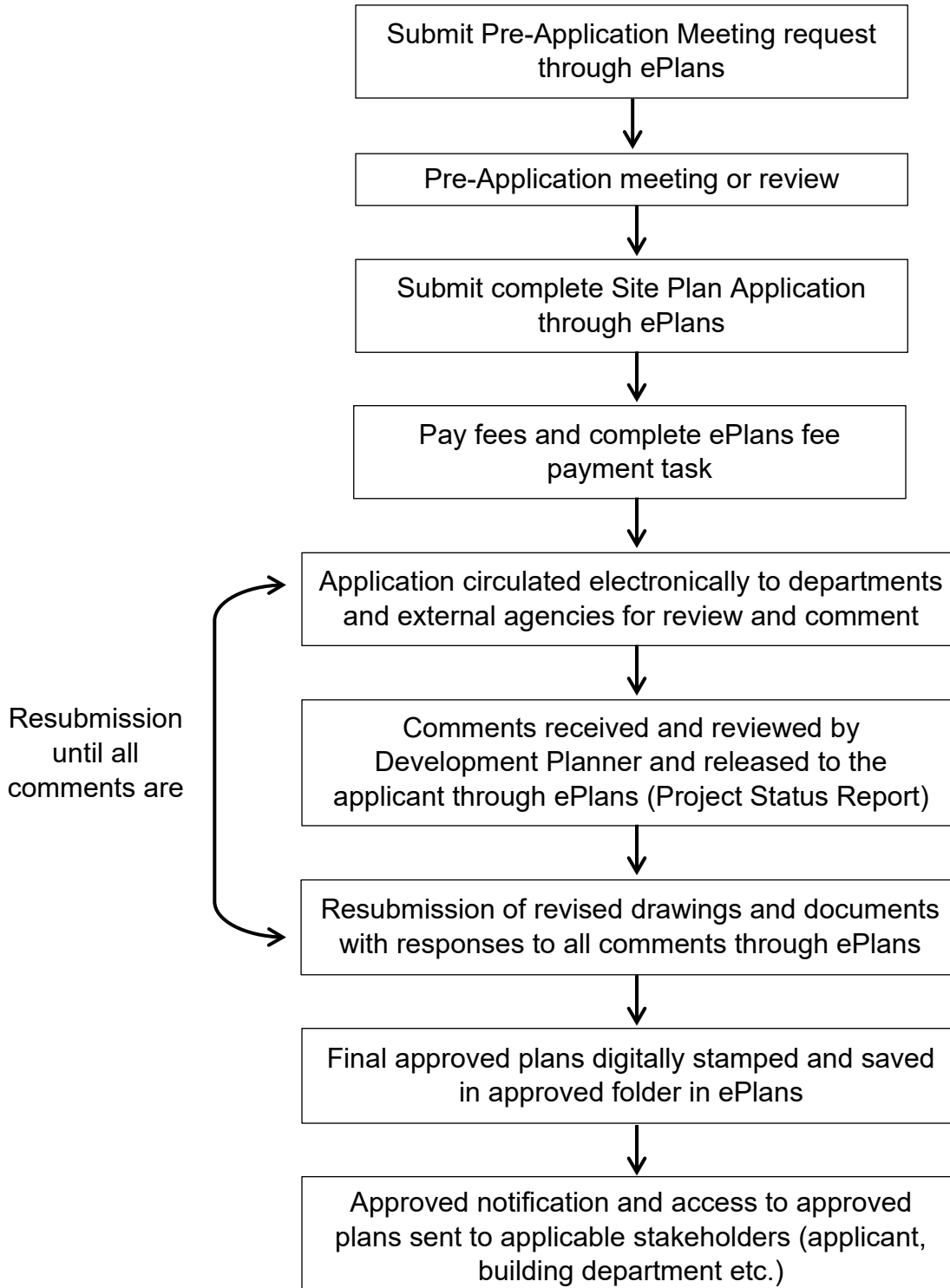
- Location and design of buildings and structures
- Urban and landscape design
- Sustainable design elements

The Site Plan Approval process is a key component in the implementation of the policies in Mississauga Official Plan, and relate to technical matters such as transportation, environment and design.

Planning and Building Department, Site Plan Application webpage: [Site Plan Information](#)
ePlans webpage (on-line submission for applications) [ePlans](#)

Applicants should contact the Planning and Building Department through the City's main information line at (905) 615-4311 to determine if a particular development is subject to Site Plan Approval.

Site Plan Flow Chart



Site Plan Process and Procedures

All Site Plan Applications **must** first go through the "pre-application meeting request" process, prior to submitting for an application.

Pre-Application Meeting Request

Purpose

The purpose of the pre-application meeting request is to allow Planning & Building staff to review the proposal and determine the appropriate type of Site Plan Application the proposal will require.

A meeting may or may not be held, depending on the complexity of the proposal. If a meeting is scheduled, the applicant presents their proposal and there is an opportunity for discussion based on the review of the proposal by Planning & Building staff. After the meeting, a list of submission requirements will be available to the applicant within the project file in ePlans.

How to Request a Pre-Application Meeting

A "pre-application meeting request for development applications" is required to be submitted prior to a Site Plan Application and is submitted through ePlans. Information on what documents / drawings to submit and how to submit can be found at the following [link](#).

Timing

A pre-application meeting request information will be reviewed and a meeting scheduled approximately 7 business days of receiving the request.

Types of Site Plan Applications

A Site Plan Application could fall within one of the following application types, depending on the complexity of the development. The various types are outlined as follows.

Standard Site Plan Application (SP)

A standard Site Plan Application is required for all new development, such as new multi-unit residential developments, commercial and industrial developments, as well as for major additions and site layout amendments.

Limited Site Plan Application (SPM)

A limited Site Plan Application is required when the proposal is minor in nature and warrants a limited circulation to internal departments and external agencies. A limited Site Plan Application could include minor building alterations/additions or site revisions that do not significantly reduce landscaped areas or interfere with fire routes/emergency access.

Site Plan Approval Express (SPAX)

A Site Plan Approval Express is not circulated to other departments and external agencies, there is no formal circulation of the drawings. The proposal would be very minor in nature and could include an outdoor patio accessory to a restaurant, or minor amendments to the site.

Infill Housing (New Dwellings, Replacement Housing and Additions) (SPI)

Specific residential areas in the City are subject to Site Plan Approval to ensure that the construction of new dwellings, replacement housing and additions retain and complement the overall character of the community's existing housing stock and natural areas, and contribute to the diversity and unique qualities of the neighbourhood. Design guidelines, to assist applicants can be found are the following [link](#).

Development Not Subject to Site Plan Approval (DNS)

Some very small changes to the site can be deemed development not subject to Site Plan review and approval, as per City Council adoption of the "Development Not Subject to Site Plan Review and Approval Corporate Policy 07-01-01.

Submitting a Site Plan Application

A Site Plan Application request is submitted through ePlans, only after a 'pre-application meeting request' has been completed. A pre-application number is required to be inputted in the Site Plan Approval request form. A Site Plan Application is not accepted until all requirements have been submitted. Once accepted, the applicant will be requested to pay the application fee. After the fee is paid, the application is created and circulated.

Payment of the application fee may be made by credit card, debit, cash or cheque which is payable to the City of Mississauga.

How to Submit

All Site Plan Applications are submitted through ePlans. The link to ePlans is provided below and a How to Use ePlans booklet is available on the log in page of [ePlans](#).

What to Submit

All drawings and requirements listed on the Submission Requirement list provided after the Pre-application meeting must be submitted. The Site Plan Application form must be completely filled out including owner's signatures and commission of oath as required. The Site Plan Application form can be found at this [link](#).

Drawing Requirements

- All drawings must be VECTOR based.
- Each drawing should be uploaded individually in ePlans
- Drawings must be named according to the naming convention (see ePlans Applicant User Guide, page 3) [Applicant User Guide for ePlans](#)
- PDF or vector PDF is preferred standard of drawings
- Under 1GB in size
- Contain standard notes, north arrow, scale, key location plan
- Top right corner of all drawings should be left blank with the exception of the boarder for City's electronic approval stamp, refer to the size chart in the ePlans Help and Support information [ePlans Help and Support](#)

Naming of Drawings

Drawing Type	Character – Discipline	Sample File Name
Site Plan	A – Architectural	A100 – Site Plan
Elevations	A – Architectural	A200 – North Elevation
Floor Plans	A – Architectural	A300 – Ground Floor Plan
Concept Plan	A – Architectural	A400 – Concept Plan
Grading Plan	C – Civil	C100 – Grading Plan
Survey Plan	C – Civil	C105 – Survey Plan
Tree Inventory Plan	L – Landscape	L100 – Tree Inventory Plan
Landscape Plan	L – Landscape	L200 – Landscape Plan

All Drawings

All drawings should include the following general information:

	Scale (preferred 1:200) Metric
	North Area (construction north and drawing north)
	Key Location Plan
	Applicant and Owners name, address, telephone, email
	Municipal Address
	Legal Description
	Site Plan Number (SP 17-XX WX)
	Title Block (show with blank space for approval stamp)
	Dimensions and bearings of the lot
	Professional stamp

Site Plan Drawings

Site Plan drawings should include the following, in addition to the above list.

	Site statistics (lot area, front, gross floor area, parking, loading, etc.)
	All information in metric
	Zoning of the property
	Building dimensions and building entrances
	Finished floor elevations
	Adjacent land uses, zoning, structures, abutting street names
	Setback to all buildings and structures
	Bus stops, utilities meters and municipal sidewalks
	Easements
	Parking spaces, accessible spaces, loading spaces, aisles – all dimensioned
	Landscape areas/buffers including width dimensions
	Amenity areas
	Standard notes as applicable see section below
	Type of surface (asphalt, concrete)
	Fire route, including turning radii
	Community mailbox location
	Natural features

Floor Plan Drawings

Floor Plan drawings should include the following:

	Dimensions (overall and room dimensions in metric)
	Label use of spaces
	Access points to building
	Roof plan
	Parking below grade floor plans

Elevation Drawings

Elevation Drawings should include the following, in addition to the above:

	Dimensions (Metric)
	Roof top mechanical units
	Building materials and colours

Standard Notes for Site Plan Drawings

The following notes should be included as indicated.

General Notes

- i. I hereby certify that this drawing confirms in all respects to the site development plans
Architect or Engineer's Signature (if applicable) and Professional seal
- ii. The City of Mississauga requires that all working drawings submitted to the Building Division as part of an application for the issuance of a building permit shall be certified by the architect or engineer as being in conformity with the site development plan as approved by the City of Mississauga.
- iii. All exterior lighting will be directed onto the site and will not infringe upon the adjacent properties.
- iv. All rooftop mechanical units shall be screened from view by the applicant.
- v. Parking spaces reserved for people with disabilities must be identified by a sign, installed at the applicant's expense, in accordance with the By-law Requirements and Building Code Requirements.
- vi. The applicant will be responsible for ensuring that all plans confirm to Transport Canada's restrictions.
- vii. Grades will be met with a 33% maximum slope at the property lines and within the site.
- viii. All damaged areas are to be reinstated with topsoil and sod prior to the release of securities.
- ix. Signage shown on the site development plans is for information purposes only. All signs will be subject to the provisions of Sign by-law 0054-2002, as amended, and a separate sign application will be required through the Building Division.
- x. Any fencing adjacent to municipal lands is to be located 15 cm (6.0 in.) inside the property line.
- xi. Only "shielded" lighting fixtures are permitted for all development, except for detached and semi-detached dwellings within 60 m (196.8 ft.) of a residentially zoned property and must confirm to the Engineer Certified Lighting Plan.
- xii. The Engineer Certified Lighting Plan must be signed by the consulting Engineer.
- xiii. The Owner covenants and agrees to construct and install "shielded" lighting fixtures on the subject lands, in conformity with the Site Plan and Engineer Certified Lighting Plan to the satisfaction of the City of Mississauga.
- xiv. The applicant will be responsible for ensuring that all plans confirm to Transport Canada's restrictions.

-
- xv. Where planting is to be located in landscaped areas on top of an underground parking structure, it is the responsibility of the applicant to arrange the coordination of the design of the underground parking structure with the Landscape Architect and the Consulting Engineering. Underground parking structures with landscaping area to be capable of supporting the following loads:
 - 15 cm of drainage gravel plus 40 cm topsoil for sod
 - 15 cm of drainage gravel plus 60 cm topsoil for shrubs
 - 15 cm of drainage gravel plus 90 cm for trees

Or

 - Prefabricated sheet drain system* with a compressive strength of 1003 Kpa plus 40 cm topsoil for sod
 - Prefabricated sheet drain system* with a compressive strength of 1003 Kpa plus 60 cm topsoil for shrubs
 - Prefabricated sheet drain system* with a compressive strength of 1003 Kpa plus 90 cm topsoil for trees

* Terradrain 900 or approved equal
 - xvi. The structural design of any retaining wall over 0.6 m in height or any retaining wall located on a property line is to be shown on the Site Grading plan for this project and is to be approved by the Consulting Engineer for the project.
 - xvii. Continuous 15 cm high barrier type poured concrete curbing will be provided between all asphalt and landscaped areas throughout the site.
 - xviii. All utility companies will be notified for locates prior to the installation of the hoarding that lies within the site and within the limited of the City boulevard area.

Additional Standard Notes for Infill Site Plan Drawings

- i. All excess excavated materials will be removed from the site.
- ii. There are no existing or proposed easements on the property (if applicable).
- iii. At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance.
- iv. All proposed curbing at the entrances to the site is to stop at the property line or at the municipal sidewalk.
- v. The portions of the driveway within the municipal boulevard will be paved by the applicant.
- vi. The existing drainage pattern will be maintained.
- vii. All Utility Companies will be notified for locates prior to the installation of the hoarding that lies within the site and within the limits of the City boulevard area.
- viii. The applicant will be responsible for the cost of any utilities relocations necessitated by the Site Plan.
- ix. Should the installation of below ground services require hoarding to be removed, Planning and Building staff are to be contacted prior to the commencement of such work. Should an alternative service route not be possible, staff will inspect and document the condition of the vegetation and servicing installation in order to minimize damage to the vegetation.

Condominium Declaration for Multiple Facility Residential Developments

The following note is to be included on the Site Plan for all multiple residential developments.

STANDARD SIGNED CONDOMINIUM DECLARATION FOR MULTIPLE FAMILY RESIDENTIAL DEVELOPMENTS:

I HEREBY CERTIFY THAT THE LANDSCAPE PLAN CONFORMS TO THE SITE GRADING AND DRAINAGE PLAN FOR THIS APPLICATION.

AS FOLLOWS:

DOMINIUM OF CANADA	)	IN THE MATTER OF A
PROVINCE OF ONTARIO	)	MULTIPLE RESIDENTIAL
	)	BUILDING DEVELOPMENT

REGIONAL MUNICIPALITY	)	ON THE PROPERTY LOCATED IN
OF PEEL	)	THE CITY OF MISSISSAUGA
	)	BEING KNOWN AS

TO WIT:

)	_____
)	_____
)	_____
)	_____

I, _____

MAKE OATH AND SAY AS FOLLOWS:

1. I AM THE PRESIDENT OF _____
WHICH IS THE OWNER AND BUILDER OF MULTI RESIDNIAL BUILDING(S) ON THE
PROPERTY DESCRIBED ABOVE.
2. THAT THE SAID MULTI RESIDENTIAL BUILDING(S) IS BEING BUILT TO BE SOLD / RENTED AS
CONDOMNIUM / RENTAL TOWNHOUSES / APARTMENTS (AS APPLICABLE).

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS ON THE SAME FORCE AND EFFECT AS IF I MAKE IT UNDER OATH.

DECLARED BEFORE ME AT THE	)	_____
_____	)	_____
	)	_____
IN THE MUNICIPALITY OF	)	_____
_____	)	_____
THIS _____, DAY OF _____	)	_____
20 _____.	)	_____
	)	_____

A COMMISSIONER ETC. _____

Sign Note

All proposed signage is approved through a separate permit issued by the Sign Unit of the Planning & Building Department.

If any sign information has been included on the Site Plan drawing, include the following note.

Sign Note

Signs are approved under a separate permit process. Sign information shown is for information purposes only.

Tree Protection Note

The following note is to be included on the Site Plan drawing if tree preservation is required to facilitate the proposed development.

Tree Protection Note:

The applicant is responsible for ensuring that tree protection hoarding is maintained throughout all phases of demolition and construction in the location and condition as approved by the Planning and Building Department. No materials (building materials, soil, etc.) may be stockpiled within the area of hoarding. Failure to maintain the hoarding as originally approved or the storage of materials within the hoarding will be cause for the Letter of Credit to be held for two years following completion of all site works. Hoarding must be inspected prior to the removal of any tree hoarding from the site.

Owner's Signature: _____

Date: _____

Review of Site Plan Application

Circulation of Site Plan

The Planner will determine which departments and agencies the Site Plan Application is circulated to for comments. Each department will review the application and provide comments/approval. A Project Status Report will be provided to the applicant once all comments have been inputted into ePlans. The timing for the first submission review is approximately 4-6 weeks.

Below is a list of departments and agencies that could be circulated the Site Plan Application. A detailed list of what their review would entail is located in Section 2 of this document.

- Planning and Building Department
- Transportation and Works Department
- Community Services Department
- Mississauga Transit
- Hurontario Light Rapid Transit Project
- Region of Peel
- Conservation Authority
- Ministry of Transportation
- GO Transit
- Alectra Utilities formerly known as Enersource Hydro Mississauga
- Enbridge Gas
- Utility Companies (ie. Bell Canada, Rogers)
- Railway (Canadian National, Canadian Pacific)
- Greater Toronto Airport Authority
- Canada Post
- Peel Regional Police

Comments Provided to Applicant

The Planner will release the file to the applicant. Once released, the applicant will have access to the file through ePlans and will be able to view the “Project Status Report”. The Project Status Report is a list of all comments received by the various internal departments and external agencies. Comments are received in the form of mark-ups on the drawings and checklist report items.

It is the responsibility of the applicant to address all of the mark-ups/comments indicated. In addition, the applicant will indicate how each item has been addressed on the Checklist Report when completing their task.

If the revised drawings do not address **all** of the comments, the Planner may return the file to the applicant.

If the comments are of a significant nature, or the applicant is unsure how to address some or all of the comments, the applicant should follow up with the reviewer directly or contact the Planner. Once all comments have been addressed, the applicant will complete their task in ePlans and send the file back to the City.

Staff will review corrections and this back and forth will continue until the Site Plan has reached a satisfactory stage.

When to submit a Site Plan Agreement

The Planning and Building Department, and Transportation & Works Department, Community Services Department, and other applicable reviewing agencies will indicate in their ePlans comments whether a Site Plan Agreement, with or without Municipal Infrastructure Schedules, will be a condition of Site Plan Approval for the Site Plan Application. A Site Plan Agreement may be required to address design details, including but not limited to, the following items:

- Amended Boulevard Treatment (Upgraded Streetscape)
- Servicing / Infrastructure Upgrades
- Access Modification(s)
- Intersection Upgrades
- Storm / Sanitary Upgrades:
 - Future Connections (Pedestrian / Vehicular).
 - Applicable Warning Clauses for Site Plan Related Design Features

When to Submit a Landscape Plan

When the applicant has addressed all issues related to the location and layout of any buildings, parking, landscape area, and fire route, Landscape Plans should be uploaded into ePlans for review and approval by the Landscape Architect. This should occur no later than the second submission for recirculation.

A Landscape Plan approval is a part of the Site Plan Approval process to ensure that an acceptable level of site works is provided by the proponent as part of their proposed development in order to contribute to the overall objectives of Mississauga Official Plan. Authority to issues Landscape Plan Approval is mandated under Section 41 of the Ontario Planning Act, R.S.O. 1990, and c.P.13.

Refer to Section 2 – Landscape Drawing and Design Requirements for additional information,

Security Requirements

The Project Status Report may include a request for securities to ensure that the site works, including tree protection, are completed in accordance with the approved Site Plan drawings.

Securities in the form of a letter of credit, certified cheque, or bank draft must be received prior to approval of the Site Plan and Landscape Plan.

Acceptable Letters of Credit must be drawn from a bank set out in Schedule 1 of the Bank Act (R.S.C. 1985, C.B-1.01, and any amendments thereto) or a bank listed in Schedule 2 of the Bank Act (R.S.C. 1985, C.B-1.01, and any amendments thereto) having a Dominion Bond Rating Service of R-1.

The standards form for the Unit Cost for Site Works, Standard Format for Cost Estimate and Letter of Credit can be found on the Site Plan Application webpage at the following [link](#).

Site Plan Undertaking

A Site Plan Undertaking is required for all applications to ensure that the approved site works are completed as shown on the approved plans.

A complete, original copy of the Site Plan Undertaking is required prior to issuance of the Site Plan Approval. The Site Plan Undertaking must be signed by the **registered property owner**, and must reflect the amount of the site works security deposit posted for the application. The name on the Site Plan Undertaking must be the same as the name providing the site works securities.

There are two Site Plan Undertaking forms available [here](#) for the below categories:

1. Corporations
2. Individuals.

In certain circumstances, special provisions, conditions or requirements may be warranted relating to the phasing of development, interim site conditions, timing issues associated with the construction of boulevard streetscape and other infrastructure works (Amended Boulevard Treatment), noise attenuation and/or environmental issues. Also, on occasion, previous Development Agreements applying to the lands may need to be amended or modified. In these situations, the City may require the land owner to enter into a Site Plan Agreement that will be registered on title to the lands in lieu of requiring a Site Plan Undertaking.

Approval of Site Plan and Landscape Plans

Site Plan Approval Issuance

Site Plan Approval will be issued once all comments have been addressed and cleared, the Landscape Plans have been approved, the required securities posted and the Site Plan Undertaking has been received.

Stamped approved drawings will be located in ePlans within the 'approved' folder. Site Plan Approval is valid for one year from the date of approval.

Cancelling Site Plan Approval

When Site Plan Approval has been issued and the owner chooses not to pursue the development, written authorization on corporate letterhead (if applicable), will be required from the owner indicating their intent to close the file. Staff will confirm that no building permits have been issued and no site works or site disturbances have taken place, then Site Plan Approval will be revoked and the securities held for site works completion will be returned.

Inactive Site Plan Applications

If an applicant does not resubmit and the file becomes inactive, a reminder will be sent to the applicant informing them that unless a resubmission addressing outstanding matters is received, the file may be closed. If the file is inactive for 6 months, a letter will be sent to the applicant advising that if a resubmission is not received within a month, the file will be closed by the Development and Design Division without further notice. Inspection fees and securities will be returned to the applicant prior to the closing of the file.

If after the file is closed, the applicant wishes to again pursue the application, a new file and application fee in accordance with the current Planning Act Processing Fees By-law will be required. If the applicant submits a written request to withdraw or discontinue the application or if the Development and Design Division closes the application due to inactivity, applicable refunds will be processed in accordance with Planning Act Processing Fees By-law.

Site Inspection Process

Completion of Works and Inspections

Upon completion of all site works, including construction, landscaping, sodding and paving, a site works inspection is required to confirm the site works have been installed in accordance to the approved Site Plan and Landscape Plan drawings. The applicant is to submit a "Landscape Completion Notification Certificate" and/or "Landscape Reduction Request Certificate" to the Landscape Architectural Technologist. An inspection fee is required to be submitted along with the required Completion Certificate and any other applicable certifications (Wind, Noise, or Lighting) required by the Planning & Building Department prior to a site inspection being conducted. Securities will be returned to the owner after the inspection and approval of the built site works.

The terms of the Site Plan Undertaking indicate that the owner has 18 months to complete the site works from the date of Site Plan Approval. After this time, the City may draw upon the securities to complete the site works. A tree preservation assessment may require an additional growing season, and securities may be held for two years following completion of site works if the hoarding is not in place during all phases of construction or if damage due to construction practices is observed.

General Policies

All site and landscape works are to be completed in accordance with the approved Site Plan and Landscape Plan drawings. Inspection fees must be submitted prior to the inspection for both the initial inspection and each additional inspection(s) if outstanding site works deficiencies have not been addressed.

The owner must ensure that the following items are completed prior to requesting an inspection for approval:

- Final coat of asphalt and parking lines
- Parking stalls for persons with disabilities (curb cuts, flush thresholds) and signs
- Roof top mechanical unit screening
- Park reinstatement works

Any revisions to the approved works must be approved by the Development and Design Division, which may require a revised Site Plan submission or an as-built landscape drawing, depending on if the built works are substantially different from the approved drawings.

Contractors' warranties will not be accepted in the place of site works completion for the purpose of a security release. Securities may be drawn upon by the City if steps are not taken by the owner to rectify deficient works.

Reductions and/or Site Works Security Deposit

Reductions to the site works security deposit may be done between November 1st and April 30th, and will be based on the staffs' assessment of outstanding site works. Final approval of site works and release of site works security deposit may be done between May 1st and October 31st (weather dependent).

The minimum reduction to the site works security deposit will be 20% of the total value or not less than \$5,000.00 dollars. Generally one reduction to the site works security deposit will be permitted prior to the approval of the site works by the Planning and Building Department.

The consulting Landscape Architect is to submit an original Landscape Completion Notification Certificate noting substantial completion and/or the Landscape Reduction Request Certificate and any other technical certifications as required by the Planning & Building Department.

Securities provided for Site Plan Approval are solely for the completion of site works, and cannot be used for the payment of unpaid consultant's accounts or to pay for required site works and/or inspection fees (refer to authority of the municipality in the *Planning Act*).

Upon written notice of the site works completion and receipt of inspection fee, staff will perform a site inspection to confirm installation of the works shown on the drawings included in the Site Plan Approval package. An Inspection Report will be forwarded to the applicant and the consulting Landscape Architect if there are site works deficiencies. Upon acceptance of the site works, an approval notice will be issued to the City's Finance Division.

Please contact all commenting Departments/agencies who have requested securities as part of the Site Plan Application, to make arrangements for the reduction or release of their respective securities (i.e. Community Services/Forestry/Parks Planning and Transportation and Works Department).

Revisions to Approved Site Plans

If the applicant wishes to make any changes to the approved Site Plan drawings, the revised information must be submitted as a “pre-application meeting request” for review and to determine what form of Site Plan Application the revisions will be documented in.

Revisions to Approved Landscape Plan

General Revisions

Any revision to the Landscape Plans must be submitted to the Planning and Building Department for review and approval before the commencement of the works.

Condominiums

No revisions to the approved Landscape Plans will be permitted after the registration of the condominium

Townhouses

No revisions to the approved Landscape Plans will be permitted without the consent of the owner of the unit.

SECTION 2

Landscape Drawing and Design Requirements

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Landscape Drawing Requirements

Standard Drawing Requirements

	Ontario Association of Landscape Architects Professional stamp with signature
	Owner's Note
	A metric scale of 1:200 or legible alternative
	Key Plan, North Area and Construction North Arrow
	Site Plan Application file number
	Applicant's and owner's name, address, telephone number
	Project name, municipal address and legal description
	All bearings and dimensions of the property
	Adjacent land use, zoning and existing structures, bus bays, stops or shelters, above and below ground utilities, municipal sidewalks, boulevards and curbs location of sidewalk, tree planting corridor, splash pad, street furniture, etc. (if streetscape plans are required)
	Existing and proposed easements, right-of-ways any easements on site
	Location of parking spaces, aisles, loading spaces and location and type of curbing
	All vehicular entrances, driveways, roads and fire routes
	Existing trees and other vegetation, including tree species, caliper, canopy and condition - larger groupings of vegetation that are to be preserved or removed are to be identified by the predominant tree species, average diameter and general condition within the zone; the outside limit of the canopy and base of trunk are to be clearly shown
	Landscaped areas and existing natural features and location of preservation hoarding
	Type and location of all hard surface areas/walkways/stairs/ramps/pervious stable surfaces/bio-swales
	Show garbage storage and handling areas
	Identify neighbourhood sign locations, dimensions, setbacks and elevations
	Show type, height and location of all existing and proposed free standing walls, retaining walls and fencing
	Show location, dimension and size of all exterior recreational amenities (at grade or rooftop)
	Identify location of all building entrances/access/service areas, ground floor privacy areas and screens
	All items to be provided by the developer of a subdivision (e.g. fencing, streetscaping)
	Location of all street furniture, lighting, entry features, bicycle racks and site layout plan (if required)
	Show green roofs, if applicable

	Identify low impact development (LID) techniques being incorporated in the plans
	Show significant proposed grading information such as finished floor elevations, spot elevation and street grades

Construction Details / Specifications

Construction details and specifications on the items listed below should be shown on the Landscape Plans

1. Planting
2. Garbage enclosures
3. Hard surface paving and pervious stable surfaces
4. Parking and signage for persons with disabilities
5. Fencing and acoustic barriers
6. Protective tree preservation hoarding
7. Neighbourhood signs
8. Site furniture (i.e. seating, bike racks etc.)
9. Free standing structures (i.e. pergolas, gazebos etc.)
10. Play areas and equipment
11. On slab planting and structures
12. Other features such as LID techniques
13. Retaining walls under .6m in height
14. Catch basin and sub-drain locations
15. Drainage swales: sodded with gradually sloping banks for stabilization and easy maintenance
16. Light poles and bollard locations

Plant Material List

Plant material is to be clearly located and labelled. A plant list is to include the following:

1. Legend / Key
2. Full Botanical Name
3. Common Name
4. Quantity
5. Size: Caliper, Height and Spread

Landscape Drawing Notes

The following notes should be included as indicated.

Existing Vegetation Note

Protection and Preservation of Existing Vegetation Note:

All existing trees (singles and groups) which are to remain shall be fully protected with hoarding erected beyond the drip line of the tree canopy to the satisfaction of the Planning and Building Department prior to the issuance of the building permit. Areas within the hoarding shall remain undisturbed and shall not be used for the storage of building materials and equipment.

The Planning and Building Department will inspect the hoarding of trees on private property, while the Community Services Department will inspect the hoarding of public trees. Hoarding must remain in place until an inspection by the City and an appropriate removal time has been agreed upon.

The developer or agents shall take every precaution necessary to prevent damage to the existing vegetation to be retained. Where limbs or portions of trees are removed to accommodate construction, they will be removed in accordance with accepted arboriculture practice. Where root systems of protected trees adjacent to construction are exposed or damaged they shall be neatly trimmed and the area backfilled with appropriate material to prevent desiccation.

No open trenching shall occur through tree preservation zones (TPZ). Only directional boring can be used for service installation in these areas.

Where necessary, vegetation will be given an overall pruning to restore the balance between roots and top growth, or to restore its appearance.

Trees that have died or have been damaged beyond repair shall be removed and replaced at the owners' expense with trees of a size and species approved by the Planning and Building Department.

Owner's Note

This note should appear on the Landscape Plan, if there is no Landscape Plan, this note should be included on the Site Plan drawing.

Owner's Note:

We agree to implement the approved Site and Landscape Plans within 18 months after the execution of the Site Plan Undertaking and will retain the Landscape Architect to make periodic site inspections. Upon completion of the works we will forward to the City of Mississauga a copy of the Completion Notification Certificate from the Landscape Architect and the applicable inspection fee.

The Landscape Architect or Consulting Engineer will provide certification to indicate that:

- The recommendations outlined in the Acoustic Vibration Study have been implemented in accordance with the study;
- The Engineering Certificate lighting Plan and the LID techniques for this project have been install in accordance with the approved plans

Any revision to the Site Plan, Landscape Plans and Engineer Certified Lighting Plan (if applicable) will be submitted to the Planning and Building Department, Development and Design Division, City of Mississauga for review and approval, prior to the commencement of the works.

We hereby authorize the City, it's authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents and save them harmless from any and all actions arising out of the exercise by the City, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of any change of ownership of the said lands.

Signature of Owner: _____

Name of Owner: _____

Address: _____

Date: _____

Owner's Note for City Projects

The following note is to be included on the Landscape Plans for all City projects.

Owner's Note - City Projects:

Upon completion of the works, we will forward a copy of the Completion Notification Certificate from the Landscape Architect to the Development and Design Division, Planning and Building Department.

Any revision to the Site and Landscape Plans will be submitted to the Planning and Building Department for review and approval prior to the commencement of the works.

We hereby authorize the City, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of change of ownership of the said lands.

Department Contact Signature: _____

Print Name: _____

Date: _____

Grading Note for Landscape Plan

Grading Note:

I hereby certify that the Landscape Plan conforms to the approved Site Grading Plan for this application.

Signature of Landscape Architect

Print Name of Landscape Architect

Date

OR

If a Landscape Architect is not required to prepare the Landscape Plans, the following note is to be included instead of the above noted.

Grading Note:

I hereby certify that this Landscape Plan conforms to the approved Site Grading Plan Plan for this application.

Signature of Consultant

Print Name of Consultant

Date

Streetscape Note for Landscape Plan

Landscaping on Municipal Boulevard Note:

The applicant will be responsible to acquire the necessary utility stake outs and approvals from the Public Utilities Coordinating Committee (P.U.C.C.) and/or Transportation and Works Department prior to Site Plan Approval and prior to the installation of the landscape works on the municipal boulevard.

Grading / Drainage

The Surveyor must base any topographic surveys on the City of Mississauga benchmarks and not geodetic elevations. The location and published elevation of an existing City of Mississauga benchmark is to be noted on the plans. All elevations shown on the Site Plan shall be related to the City of Mississauga published benchmark elevation. Contact the Transportation and Works Department – Development Engineering Section for more information.

The Site Plan must identify spot elevations with the following:

- Property boundaries
- Corners of proposed structures including finished floor elevations
- Base of significant vegetation to be preserved
- Limits of the proposed development

The Transportation and Works Department Development Requirement Manuals can be found at the following [link](#).

Please note the Transportation & Works Department may require securities related to Lot Grading / Drainage through the Site Plan Application process.

Site Lighting Requirements

Engineer Certified Lighting Plans are required for the exterior lighting on a property for all Site Plan applications located within 60m of a residentially zoned property. Plans are to be prepared by a certified Electrical Engineer. Site Plan applications for detached and semi-detached dwellings are excluded.

The Engineer Certified Lighting Plan must illustrate:

- The location, number, type, position, elevation and mounting height of all exterior light fixtures including exterior lighting on timers
- The Elevation drawings must show the height and type of "shielded" lighting fixture. All proposed exterior lighting is required to be "shielded"
- The light spread pattern drawing along with all the exterior light fixture information must be shown on the Engineering Certified Lighting Plan
- A lump sum security will be required through the Site Plan Application process to secure for the required certification to confirm all installed lighting conforms to the approved plans and does not negatively impact adjacent land uses as well as the public realm.

Tree Preservation

A Tree Inventory and Preservation Plan, Arborist Report, and associated Tree Preservation Security, subject to the discretion of the Planning & Building Department, may be required as part of the Site Plan Application process.

The Tree Inventory and Tree Preservation Plan must illustrate all existing trees and vegetation on site. The Tree Inventory and Tree Preservation Plan will include an overlay of the proposed development and indicate trees and vegetation to be preserved and removed as part of the proposed development. The Tree Inventory provides specific information on tree identification, size, condition, and location and tree health.

An Arborist Report is an independent report prepared by a qualified professional arborist containing specific observations and information on tree identification, size, condition, location and tree health.

It may also include recommended actions, potential impacts of development, and mitigation measures relating to one or more trees on an individual lot or project site. The report may require amendments as conditions change over time or as the scope of work is modified. The report may address specific requirements for a project or jurisdiction.

The Tree Inventory and Preservation Plan, including the Arborist Report shall include the following information:

- Property owner(s) and applicant's name, address, phone number and email
- The certified Landscape Architect's information for the Tree Inventory and Preservation Plan
- The certified Arborist's information including supporting development application file number (Site Plan, Zoning, Subdivision, Condominium, etc.) for an Arborist Report

All existing trees to be preserved should be properly tagged on-site in accordance with the Tree Inventory and Preservation Plan and protected with hoarding prior to issuance of Tree Permit and/or Site Plan Approval.

All existing boundary trees and existing trees located on neighbouring properties proposed for removal will require written permission from the affected land owner(s) prior to any tree removal and prior to Site Plan Approval.

Tree Inventory, Tree Preservation Plan, and Arborist Report Terms of Reference document can be found at the following [link](#).

Tree Preservation Hoarding Detail can be found at the following [link](#).

Tree Permit application information can be found at the following [link](#).

Sustainability / Low Impact Development

A Green Development Standards Cover Letter indicating where Low Impact Development and other sustainable site and building features have been considered through site development may be required as part of the Site Plan Application process.

Mississauga encourages sustainable stormwater management by maximizing the natural infiltration and retention of rainwater through site development. The following site and building features should be considered through development wherever feasible:

- Permeable Paving, Porous Concrete, Porous Asphalt, etc.
- Intensive / Extensive Green Roof Systems
- Bio-Retention Systems
- Rainwater Harvesting Systems
- Native Species and Pollinator Friendly Vegetation

Green Development Standards document can be found at the following [link](#).

City of Mississauga Stormwater Charge information can be found at the following [link](#).



Low Impact Development Example

Pedestrian Circulation

Indicate all pedestrian circulation networks on the Site Plan, including walkways, stairs and ramps. Provide a barrier free pedestrian network throughout the site (refer to Accessibility for Ontarians with Disabilities Act (AODA) and City of Mississauga Facility Accessibility Design Standards).

Accessible Design Example



Walkway Design / Requirements

Pedestrian walkways through parking areas must be raised approximately 15 cm from vehicular circulation areas to provide delineation of the pedestrian circulation network and conform to Mississauga Zoning By-law 0225-2007 and the City of Mississauga Facility Accessibility Design Standards

- Standard minimum width of pedestrian walkways is 1.5m.
- Standard minimum width of a pedestrian walkway adjacent to the end of parking spaces is 1.8 m.
- Walkways must be a hard surface material other than asphalt, with the exception of park pathway connections



Walkway Design Example

Accessible pedestrian walkways are to be provided to the following areas:

- Building ingress and egress
- Parking areas
- Municipal sidewalks (including adjacent bus stops)
- Common amenity areas

City of Mississauga Facility Accessibility Design Standards can be found at the following [link](#).

Mid-Block Connection Requirements

Mid-block connections are required in multi-residential developments to break up blocks and improve permeability and pedestrian circulation throughout the site. Mid-block connections are to provide an adequate separation distance between development blocks to mitigate overlook conditions and provide a buffer to residential ground floor uses. Mid-block connections are to be designed to accommodate landscaped areas, an accessible route, and other site features, as required. The associated landscaping is to include low maintenance, compact, and salt tolerant plant material. All hard surfacing utilized for mid-block connections are to be a material other than asphalt.



Mid-Block Connection Example

Stairway / Ramp Design

All exterior stairs must be cast in place if they are more than two risers high. Stair locations and design must not conflict with placement of utilities or easement restrictions. Building ramps and walkway service ramps are to conform to applicable building code requirements and Accessibility for Ontarians with Disabilities Act (AODA) and City of Mississauga Facility Accessibility Design Standards). Exterior stairs and building ramps are to be located wholly on the subject site and are not to encroach into the municipal boulevard.

Vehicular Circulation

Indicate all vehicular circulations on the Site Plan, including passenger cars, waste management vehicles, emergency vehicles, and service vehicles.

Traffic Island Design

Traffic islands are to be designed to accommodate landscaped areas, walkways, and other site features, as required. The traffic islands are to be raised and designed to include low maintenance and salt tolerant plant material including high branching deciduous trees. All hard surfacing utilized for traffic islands are to be a material other than asphalt.

Traffic islands are to be implemented in Employment and Commercial Zones to break up continuous lengths of parking aisles and introduce additional landscaped areas through development.

Planting Material Specifications

Minimum acceptable sizes for plant material are:

Deciduous Trees	60 mm caliper
Ornamental Trees	50 mm caliper
Coniferous Trees	1.8 m height
Deciduous Shrubs	60 cm height
Coniferous Shrubs	60 cm height

Also note:

- A minimum of 50% of vegetation must be native species
- All plant material to conform to the Canadian Nursery Trades Association Metric Guide Specifications and Standards
- All sod is to conform to the Canadian Nursery Sod Growers' Specifications
- No planting will be permitted within a drainage swale
- All shrubs to be installed in continuous planting beds
- All grassed areas are to be sodded, unless otherwise agreed to by the Development and Design Division

Perimeter Tree Planting Requirements

Refer to *Appendix A*

Soil Volume Requirements

Deciduous and coniferous trees require the following minimum soil volumes:

Deciduous or Coniferous Tree	Soil Volume
Large Tree	30 m ³
Large tree in groups of two or more sharing an unobstructed, continuous plant bed	15 m ³
Ornamental Tree	15 m ³

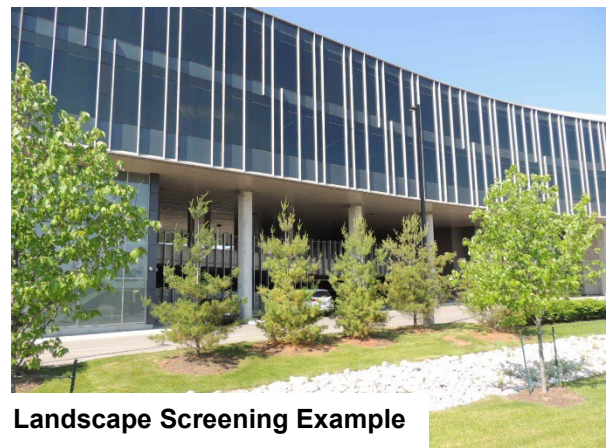
Additionally, vegetation located on top of an underground parking structure or structural slab require the soil volumes noted above AND the following minimum soil depths:

Vegetation Type	Soil Depths
Sod	40 cm screened topsoil and 15cm of drainage
Shrubs	60 cm high quality planting soil and 15 cm of drainage
Trees	90 cm high quality planting soil and 15cm of drainage

Landscape Screening Criteria

Landscape screening and/or fencing is required to reduce the impact of exposed parking, driveways, storage, services, garbage, loading areas, and other non-compatible uses and is to be provided in addition to perimeter tree planting requirements. This shall consist of one or a combination of the following alternatives:

- Berming (1 m high minimum with a maximum 33% slope) and planting consisting of shrubs and coniferous planting;
- Planting consisting of shrubs and trees with 50% being coniferous planting;
- Low decorative screen walls (1 m high); and,
- Other site specific methods appropriate to the application such as custom or pre-fabricated screens or panels.



Landscape Screening Example

Perimeter Wood Fencing

Acceptable details must be provided upon request, but alternatives for all types of fencing will be reviewed.

- Locate 15cm within subject property
- Height is to be 1.8 m to 2 m
- Footings minimum 1.2 m deep in poured concrete
- Posts are to be 150mm x 150mm with spacing maximum 2.4 m on centre
- All hardware to be galvanized
- Step fencing on slopes in 0.3 m maximum increments



Solid Wood Fencing Example

Acoustic Noise Barriers

The design and structure of acoustical noise barriers shall be designed and certified by the Consulting Engineer. All noise mitigation measures are to reflect the Noise Feasibility and detailed Noise Study recommendations in accordance with all provincial and municipal regulations. The alignment and layout of all acoustic noise barriers are to be illustrated and detailed for review and approval by the Planning and Building Department and Transportation and Works Department. Additional certification stamped by a Professional Engineer may be required through the completion process to verify all required acoustic measures were implemented through the Site Plan Application process.

Privacy Screens

Privacy screens shall be solid wood board fence a minimum of 1.8 m high between the rear privacy areas of the units. The standard length of the screens is 3 m minimum between privacy areas and 4.5 m minimum at the ends of the townhouse blocks.

Privacy screens for private front yard spaces shall be to the same height and length as wood screens and shall be upgraded to reflect a front yard condition including alternative materials such as architectural metals and glass.

Chain-link Fencing

Black vinyl coated chain link fence is required for areas not secured through Plan of Subdivision. Please reference the Community Services Department's fencing details at the link provided. [Community Services - Fence Details](#).

Garbage Storage & Screening

The City of Mississauga promotes indoor waste management facilities. If this cannot be accommodated, outdoor waste management storage and collection areas may be acceptable provided they are appropriately screened and not visible from the public realm or existing and future residential areas. Garbage enclosures are required for all external garbage storage areas. The design of garbage enclosures is to be of a material similar to that of the main building (e.g. masonry).



Garbage Enclosure Example

Enclosures will be a minimum 2 m high with solid swinging gates. Where permanent waste collection areas are located within the built form such as an underground parking structure, a temporary staging area may be permitted outside at grade for temporary staging of bins on the day of collection, subject to the Region of Peel Waste Collection Design Standards. All temporary staging areas must be appropriately designed and screened to the satisfaction of the Development & Design Division and as per the Outdoor Waste Management Areas Design Reference Note. Alternatives to standard waste storage areas as described in the Outdoor Waste Management Design Reference Note may be considered.

In all residential developments utilizing curbside collection, the Landscape Plan, Site Plan and Floor Plans must illustrate the proposed storage and collection area(s) for the required residential refuse bins.

Region of Peel Waste Collection Design Standards can be found at the following [link](#).

Mechanical Units

Mechanical units such as air conditioners and heat pumps should be located on roof tops or at the rear of units and must not be within landscape or buffer areas. Air conditioners located within private amenity areas must not be visible from street frontages.



The City of Mississauga Screening of Roof Top Mechanical Units Design Reference Note can be found at the following [link](#).

Utility Locations

Above ground utilities (i.e. transformers, switch gears, utility banks, gas regulating stations, etc.) are to be located in less prominent areas of developments and limit potential views from the municipal roadway and the proposed development. Where above ground utilities can not be located in discrete areas of the development they must be completely screened from view using a physical barrier that is appropriately designed to match building architecture and site context. Physical screens are to be enhanced with landscape planting suitable for the condition.

Outdoor Amenity Area

Children's and senior's recreational facilities are to be labelled and fully dimensioned on the Site Plan and Landscape drawings, with each area identified in square metres (m²). The recreational facilities should be screened from adjacent units, private outdoor living areas of adjacent properties, roadways, parking and service areas, and intake or exhaust vents while providing adequate security in accordance with CPTED



Outdoor Amenity Area Example

principals. Accessible connections are to be provided to the recreational facilities. Outdoor amenity areas located over an underground parking slab shall be designed to accommodate all structural, planting and drainage requirements in accordance with City requirements. Vents and mechanical design of underground parking structures are to be located away from outdoor amenities and shall be entirely screened from view. Fire routes will not be considered or counted towards outdoor amenity calculations.

The City of Mississauga Outdoor Amenity Area Design Reference Note can be found at the following [link](#).

Multi-Residential Developments

Private Patio Areas

All private outdoor spaces such as patios and terraces must be detailed and dimensioned.

Refer to “Privacy Screens” for privacy screening requirements.



Private Patio Area Example

Location of Communal Features

The location of all communal features, including Community Mail Boxes, are to be located centrally within the proposed development and must be accessible via an accessible route.

The design of all proposed accessory structures associated with communal features (Amenity Area Building, Garbage Storage Building, etc.) are to be designed and constructed (Colour, Materiality, etc.) in a similar aesthetic as the surrounding development.

Signage

Signage is not approved through the Site Plan Application process. All signage is approved through the Planning and Building Department – Sign Unit. Signage must comply with the provisions of Sign By-law 0054-02, as amended. Contact the Planning and Building Department – Sign Unit at (905) 615-4311 for further information.

Ground signs, including multi-residential neighbourhood signs required through the Municipal Address By-law 30-11, are to be shown on the Landscape Plan for informational purposes only. The Landscape Plan and associated planting scheme must ensure adequate visibility is maintained to all required signage.

The location of fascia signs are to be shown on the Building Elevations for location purposes only. The Building Elevations are not to elaborate on the proposed design of the fascia signs through the Site Plan Application process.

Appendix A: Perimeter Tree Planting Requirements

Minimum on Centre Spacing (in metres) internal to the site.						
Proposed Land Use	Commercial	City Centre/ Employment/ Office	Institutional	Residential	Municipal Street	Greenbelt and Park
Commercial	12	9	9	6	7.5	9
City Centre / Employment/ Office	9	N/A	9	6	7.5	9
Institutional	9	9	9	6	7.5	9
Residential	6	6	6	6	7.5*	9
Municipal Street	7.5	7.5	7.5	7.5*	N/A	N/A
Greenbelt and Park	9	9	9	9	N/A	N/A

Note: The requirements of this chart are in addition to any landscape screening requirements.

It is acceptable to provide an equivalent number of trees (based on the spacing formula) in groupings along the property line. Quantities calculated are to be high branching deciduous trees with an additional minimum 10% to be coniferous trees.)

Common Element Townhouses and On-Street Townhouses require one tree per lot (space permitting) along the street. Planting is not allowed on the parcel of tied land/property lines.

A minimum of one tree per lot (space permitting) is to be provided along the street. The use of small ornamental trees is encouraged to complement the streetscape

Appendix B: Perimeter Fencing Requirements

FENCING REQUIREMENTS								
Land Use	Parks/ Greenbelt	Commercial *	Automotive Service Commercial *	Industrial	Schools	Churches, Libraries, other Community Uses	High Density	Multiple Occupancy Residential
Public Roads	At the discretion of Community Services	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Parks/ Greenbelts	n/a	1.5m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link	At the discretion of Community Services	1.5m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link
Commercial	1.5m Black Vinyl Chain Link	n/a	n/a	n/a	1.8m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing
Automotive Service Commercial	1.5m Black Vinyl Chain Link	n/a	n/a	n/a	1.8m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing
Industrial	1.5m Black Vinyl Chain Link	n/a	n/a	n/a	1.8m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing
School	At the discretion of Community Services	1.8m Black Vinyl Chain Link	1.8m Black Vinyl Chain Link	1.8m Black Vinyl Chain Link	n/a	1.8m Black Vinyl Chain Link	1.8m Black Vinyl Chain Link	1.8m Black Vinyl Chain Link
Churches, Libraries, other Community Uses	1.5m Black Vinyl Chain Link	1.5m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing
High Density Residential	1.5m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Heavy Construction	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing
Multiple Occupancy Residential	1.5m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing
Detached Residential	1.5m Black Vinyl Chain Link**	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.5m Black Vinyl Chain Link	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing	1.8m Solid Wood Fencing

*1.8m solid wood fencing required if any Commercial development is adjacent to Residential development. Acoustic fencing must be installed where required.

**Fencing between Detached Residential Dwellings and Parks/Greenbelt shall be installed at the owner's expense. If adjacent to a greenbelt, fencing is to be located entirely on municipal property, 0.15m inside the Greenbelt. If adjacent to a park, fencing is to be located entirely on private property, 0.15m inside the subject site.

***All proposed fencing that abuts municipal roadways shall be upgraded (e.g decorative metal fencing, masonry pillars, upgraded wood detailing) subject to the discretion of the Planning & Building Department.

For more information, go to [Development Application Page](#) for required documents and guidelines.