

NOTICE OF PROCESS CHANGE

Due to COVID-19, most City staff processing the 0.30m Reserve Application are working from home. In order to process your application quickly the City has implemented the following process:

1. The applicant is to submit a draft reference plan (pdf) and site plan (pdf) by email to: Trans.Projects@mississauga.ca. The subject heading must read: “Application to Lift 0.30m Reserve, SP-?-?__” (insert your site plan number).
2. Staff will review the draft reference plan to ensure it meets the City’s requirements. If it does, staff will email the applicant instructions to deposit the plan and instructions on how to pay for the fee. ****Do not prepare cheques in advance of receiving written notification from staff.**** If the plan does not meet our requirements, staff will email you with instructions to correct the plan.
3. After the fee has been paid and the plan has been deposited at the Land Registry Office, a copy of the deposited reference plan must be emailed to Trans.Project@mississauga.ca.

These instructions will remain in place until the City’s Return to Work measures are implemented and staff can safely process applications received by mail.



Transportation & Works
Transportation Infrastructure Planning
300 City Centre Drive,
Mississauga, ON L5B 3C1

2024 CITY OF MISSISSAUGA APPLICATION FOR LIFTING OF 1.0 FOOT/0.30 METRE RESERVE

INSTRUCTIONS TO APPLICANTS:

1. All applications related to a development or site plan application for lifting a 1 foot/0.30 metre reserve must be made to the Manager of Traffic Planning.
Note that small portions of reserve for sidewalk or foot path access will not be lifted.
2. All applicable items on the application form must be completed. As many different departments are involved in the approval process, failure to provide pertinent information may cause delays in receiving the necessary clearances.
3. All applications should be accompanied by:
 - a) two (2) preliminary prints of a draft reference plan prepared by an Ontario Land Surveyor, showing the portion(s) of the reserve to be lifted
 - b) a certified cheque payable to The Corporation of the City of Mississauga in the amount of \$30.00 per metre plus H.S.T. of reserve to be lifted, plus the legal fee set out below.

In all cases, the maximum processing fee for the 2024 calendar year is \$736.64 plus H.S.T. (\$832.40) in addition to legal fee of \$955.00 plus H.S.T. (\$1079.15), plus \$83.11 (disbursement) per application. Applications can not be processed until items 3a) and 3b) are received. There are very rare occasions when a reference plan may not be needed. Your surveyor will be able to advise you when these occur.

4. A separate application must be made for each individual site development (Note that a single site development may involve one or more reserves to be lifted).
5. Do not submit your application until lifting of the reserve(s) has been approved in principle by the appropriate authority. Approval in principle will usually originate as a condition of site plan approval or as a condition of land severance, although occasionally other departments may be involved.
6. Once it has been determined that all required items are in order, the Manager of Traffic Planning will notify the appropriate department that the condition imposed by them has been cleared.
At this time, the applicant or the applicant's surveyor will also be given instructions to have the draft reference plan deposited in the Registry Office. Upon receiving a print of the deposited reference plan, the City will prepare the necessary bylaw to establish the reserve as public highway, thereby providing the applicant access to the subject lands.
7. It is advisable to supply your surveyor with a copy of the guidelines and the completed application form so that the surveyor is fully aware of the conditions involved and can refer to the appropriate file numbers when dealing directly with City staff. This will help avoid delays and ensure the lines of communication are clear.

CITY OF MISSISSAUGA APPLICATION FOR LIFTING OF 1.0 FOOT/0.30 METRE RESERVE

APPLICATION:

Please print this application. Complete all pertinent information requested below and return to the attention of the Manager of Traffic Planning, 300 City Centre Drive, Mississauga, ON, L5B 3C1.

NOTES:

*All applications should be accompanied by two preliminary prints of a draft reference plan and a certified cheque or money order payable to the Corporation of the City of Mississauga. See previous page, Instructions to Applicant, Item #3a) and 3b).

**Do not submit this application until lifting of the reserve(s) has been approved in principle by the appropriate authority. See previous page, Instructions to Applicant, Item #5.

GENERAL INFORMATION

Date: _____

Owner/Developer: _____

Applicant's Name: _____

Address: _____

Phone Number: _____

SURVEYOR INFORMATION

Applicant's Surveyor: _____

Surveyor's Phone Number: _____

CITY OF MISSISSAUGA REFERENCE INFORMATION

Site Plan Number: _____

Building Department Code: _____

Land Division Committee File Number: _____

Building Department Contact: _____

Planning Department Contact: _____

Name of Street(s) abutting reserve(s) to be lifted: _____

CITY OF MISSISSAUGA APPLICATION FOR 1.0 FOOT/0.30 METRE RESERVE

(FOR CITY OF MISSISSAUGA USE ONLY)

Z-Area: _____ File No: _____

Lot/Block: _____ Fee Received: _____

Plan/Concession: _____ Draft Ref/Plan Rec'd: _____

Access Points Approved by Traffic Section: _____

Draft Reference Plan Conforms to Site Plan/L.D.C. Condition: _____

Bldg. Dept. Notified: ☐ _____

Planning Dept. Notified: ☐ _____

L.D.C. Notified: ☐ _____

Deposited Reference Plan Rec=d: _____

Legal Description to Clerk=s Dept.: _____

Council Meeting Date: _____

By-Law No.: _____

By-Law Passed: _____

Remarks: _____

