



ecity

www.mississauga.ca

Enter Development Applications
Conditions Manual

Last Updated: 02 November 2006

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Description of Service

The City of Mississauga is committed to be known as the city most connected to its residents and clients, our new **eCity Web Portal** is the mechanism chosen to achieve this goal.

City Manager, vision statement... “ People should not have to visit City Hall to conduct business. ”

The Plan and Build eServices Centre is the vehicle that the Planning and Building Department plans to deliver services online. The **Enter Development Application Conditions** is a feature that allows public agencies the ability to respond to requests for comments on development applications received by the City of Mississauga.

Agencies will receive a ‘circulation notice’ in the traditional manner. The notice will contain the same information about the development application and associated draft plan of subdivision, reference plan, site plans, and elevation drawings. Accompanying the ‘circulation notice’ will be an application specific and agency specific WEB ACCESS ID. This code will allow your agency to enter your comments via our eCity web portal.

What are the advantages to using this service?

- You can respond quicker since comments go directly into our database
- Your comments can be centrally accessed by City staff and Applicants
- Your conditions will be viewable via our new View Development Application Status for Applicants
- By centralizing your conditions with ours, it makes it easier for us to provide the client with a consolidated application status report

[How do I Register to use this Service](#)

Registering to use the [Enter Development Application Comments](#) feature of the [Plan and Building eService Centre](#) and eCity has TWO components. The first step is to create an eCity Web Portal account as illustrated below. In addition, we need to correlate this account with our back end MAX application. You will need to inform us that you wish to activate your portal account to utilize this feature (see Step 3).

Step 1 - How do I Register to use this Service

Create an eCity portal account by visiting www.mississauga.ca and click on the Register Here link

The screenshot shows the City of Mississauga website interface. At the top, there is a search bar, quick links, and a shopping cart. The main navigation menu includes: HOME, CITY HALL, RESIDENTS, BUSINESS, DISCOVER MISSISSAUGA, SERVICES ONLINE, and HELP & FEEDBACK. A red box highlights the 'REGISTER HERE' link in the 'SERVICES ONLINE' section. A red arrow points from the text 'Click on Register Here link' to this link. Below the navigation, there is a 'LOGIN' section with fields for Username and Password, and a 'GO' button. A 'Register Here' link is also present. The main content area features a 'Welcome to the City of Mississauga' section with a photo of the city hall and text about the city's 30th anniversary. To the right, there is a 'BULLETIN: SHOW CLEARING OPERATIONS' section with a photo of snow-covered roads and text about snow clearing operations. The left sidebar contains an 'EVENTS' calendar for January 2004, 'UPCOMING EVENTS' for Jan 30 (IceDogs vs. Windsor Spitfires), and a 'MAILING' sign-up link.

Step 2 - How do I register to use this Service?

Complete the Registration Information screen and submit. You will receive a confirmation email of successful registration.

Tip : create a username that is easy to remember and one that reflects your agency

Search **Quick Links**

[SHOP](#) | 0 item(s) in Cart | [Checkout](#) | [Print Friendly Version](#) | [Contact Us](#)

City of MISSISSAUGA
Leading today for tomorrow
Ontario, Canada

LOGIN
Username: Password:
[Register Here](#) [Lost Password?](#)

Blowing snow
Current Temp. -9° [5 Day](#)

[HOME](#) [CITY HALL](#) [RESIDENTS](#) [BUSINESS](#) [DISCOVER MISSISSAUGA](#) [SERVICES ONLINE](#) [HELP & FEEDBACK](#)

EVENTS [more](#)
« JANUARY 2004 »

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

UPCOMING EVENTS
Jan 30 [IceDogs vs. Windsor Spitfires](#)

MAILING LISTS [sign up for mailing lists](#)

SURVEY
Recent Surveys
[eCity Survey](#)

Home

Welcome to the City of Mississauga

REGISTRATION

Please fill in the information below to complete the registration process. Please note that the fields marked with an asterisk (*) must be unique.

Required Information

Username: *

Password:

Confirm Password:

Password Reminder Question:

Answer:

Email Address: *

Confirm Email Address:

Optional Information

Mobile Email:

Ward:

BULLETIN: SNOW CLEARING OPERATIONS

All City equipment is working to clear the roads. Major roads and collector routes are cleared first. The City tries to have all roads cleared within 24 hours after the end of a winter storm. Heavy snowfalls or successive storms can extend this to 48 hours or more. Please remember to remove parked cars from City streets during plowing operations. If vehicles are not removed, and are found to contravene the Parking By-law (3 hours maximum parking on the street unless otherwise posted), they will be towed. We appreciate your patience.

[Snow Clearing Operations](#)

MISSISSAUGA'S 30TH ANNIVERSARY
30 Mississauga 1974-2004

Step 3 - How do I register to use this Service?

Notify the City of Mississauga via email that you have created your Portal Account. We will register you for the service. Once you are registered with the Planning and Building Department you may start entering comments on Development Applications.

Please send email notification of registration to eplanbuildinfo@mississauga.ca or call (905) 615-3200 ext 4248

You will receive a return email confirming your registration to use this service.

Record

Username : _____

Password : _____

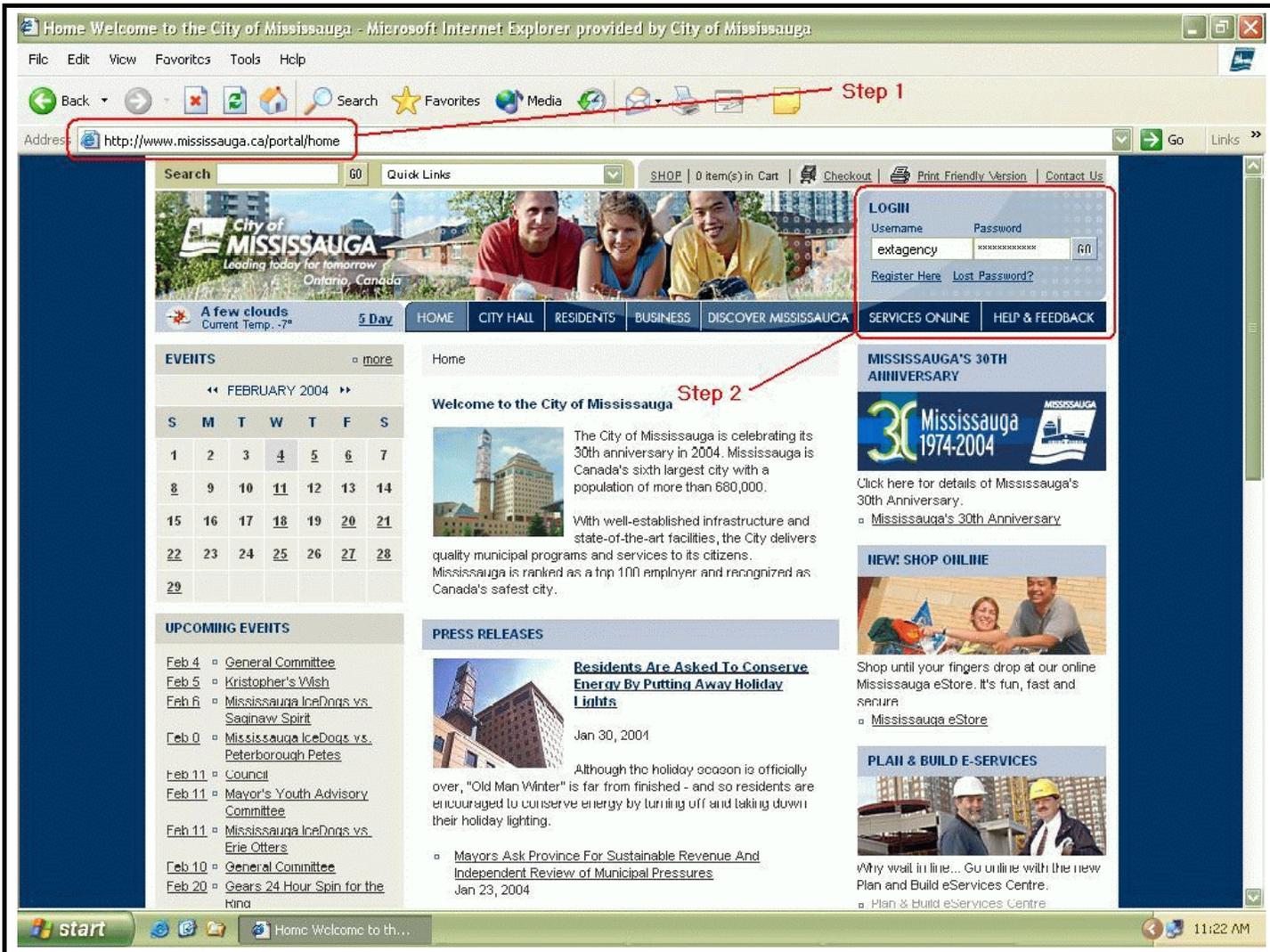
Please note that your password will not expire. However, feel free to change your password at anytime for security purposes. The changing of your password will not affect you account and your ability to access this service. You can do this once you login.

If however, you lose your Username and need to create a new account, you will need to send us an email at the above address to reactivate the service.

The screenshot shows the eCity portal interface. At the top, there is a search bar and navigation links like 'SHOP', 'Checkout', and 'Print Friendly Version'. Below this is a banner for Mississauga with a family photo. A navigation menu includes 'HOME', 'CITY HALL', 'RESIDENTS', 'BUSINESS', 'DISCOVER MISSISSAUGA', 'SERVICES ONLINE', and 'HELP & FEEDBACK'. On the left, a 'PROFILE' sidebar lists options like 'Billing Information', 'Digital Downloads', 'eNewsletters', 'Order History', 'Personal Information', 'View/Edit Personalized Page', 'Profile Home', 'eMail Alerts - New!', and 'Shipping Information'. The main content area is titled 'Profile' and 'Profile Home', with a description: 'This screen enables you to make changes, additions, and deletions to your personal, billing, and shipping information at any time. It also provides quick access to your order history, digital downloads, mailings lists, and personalized page.' Below this is a 'MY PROFILE' section with several links: 'View/Edit Personal Information', 'View/Edit Billing Information', 'Add Shipping Information', 'View Order History', 'View Digital Downloads', 'View/Edit Mailing Lists', 'View/Edit Personalized Page (My Page)', and 'View/Edit Alerts'. A red box highlights the 'View/Edit Personal Information' link. Red text instructions are overlaid on the page, stating: 'To change your password, login our eCity portal. Once you are logged in, click on My Profile just above the "Welcome ?????". This will take you to the MY PROFILE page where you can change your password by clicking on View/Edit Personal Information.'

Login and Access Enter Comments

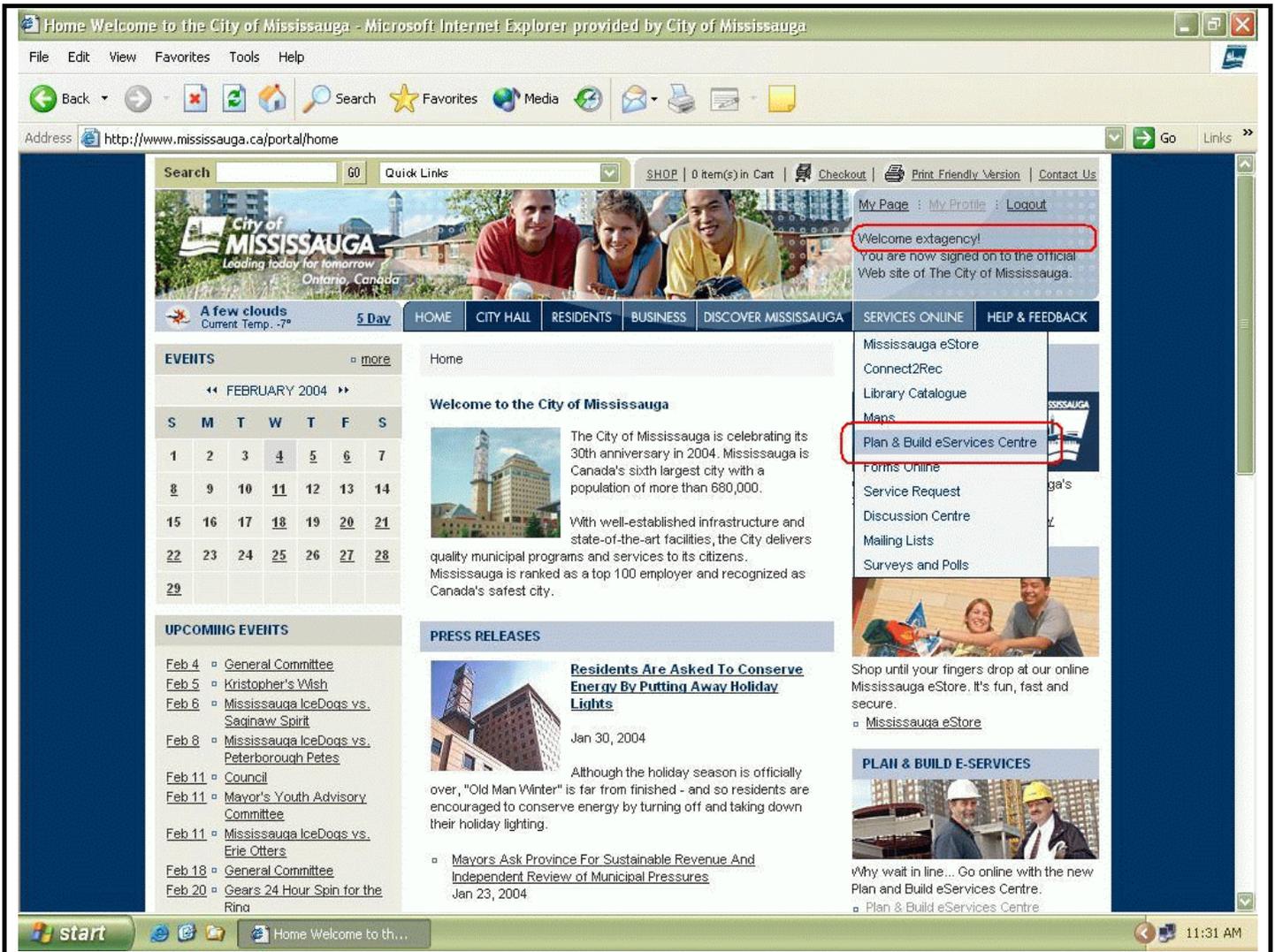
Once you have your Username and Password AND have received confirmation that your account has been activated, you may access this service by visiting www.mississauga.ca



Step 1 - Login and Access Enter Comments

Notes :

Step 2 - Login and Access Enter Comments



After you have successfully logged into the eCity portal you need to navigate to the **Plan and Build eServices Centre**.

Notes :

Step 3 - Login and Access Enter Comments

Now you are at the Plan and Build eServices Centre and can access the [Enter Development App Comments](#) by clicking on the navigation item. You can also access many of the other features to the Plan and Build eServices Centre.

View Property / Tax Information

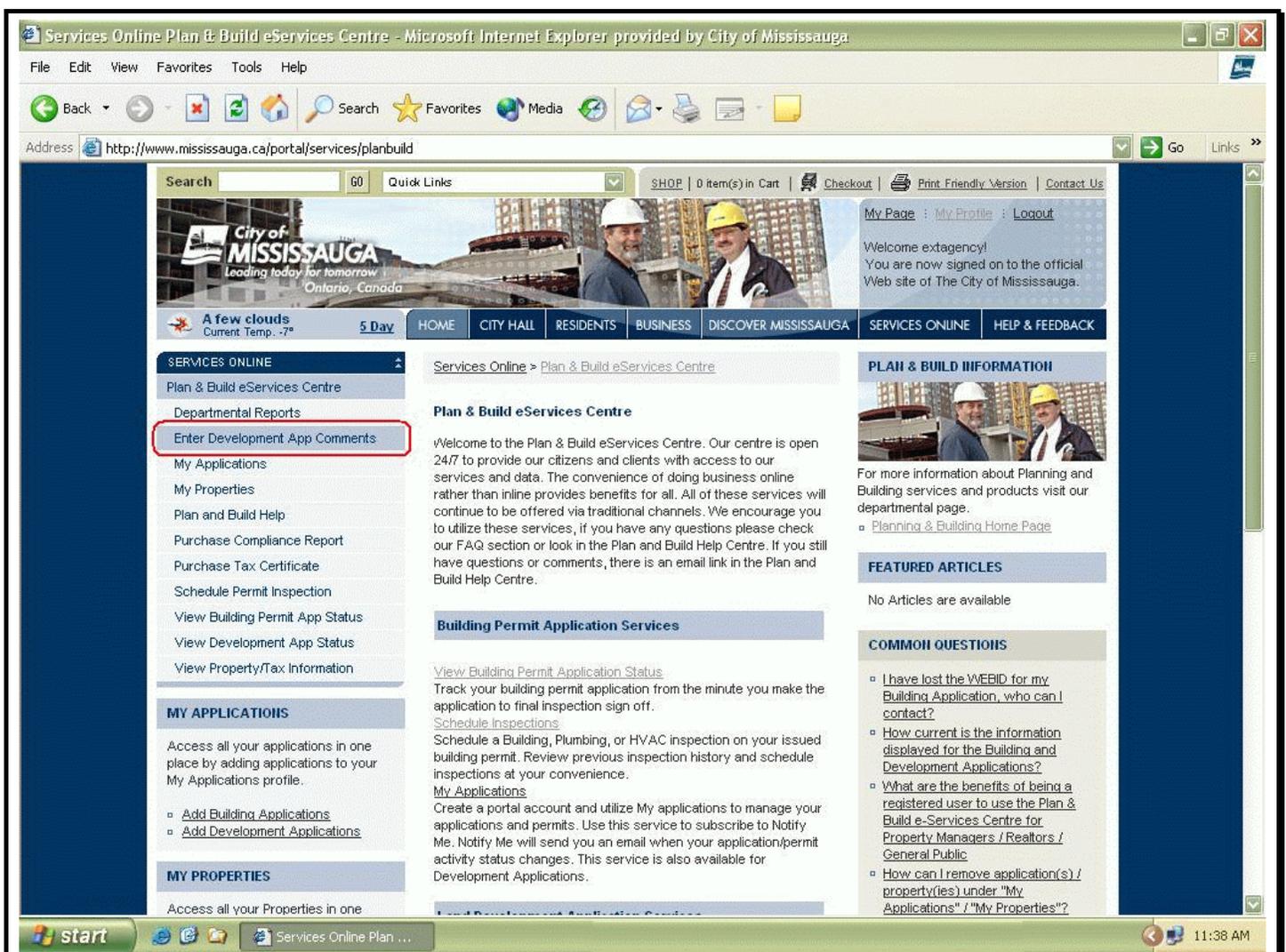
-use this feature to access an unprecedented amount of property based information including zoning, building permit, development applications, committee of adjustment, heritage information, tax and assessment, and access digital mapping (including the latest colour aerial photos)

My Applications

-use this feature to bookmark your development application for ease of future access

View Development App Status

- use this feature to see your conditions and other circulated agency comments as well as comments from City of Mississauga staff



Step 4 - Login and Access Enter Comments

Now you are at the [Enter Dev Application Comments](#) page where you need to enter the APPLICATION NUMBER and Commenting WEBID. You will receive this information in the Application Circulation Notice that you would have received from the City of Mississauga's Development and Design Division. The report also contains an Application WEBID that in conjunction with the APPLICATION NUMBER, that will allow you to view all conditions through the [View Development App Status](#).

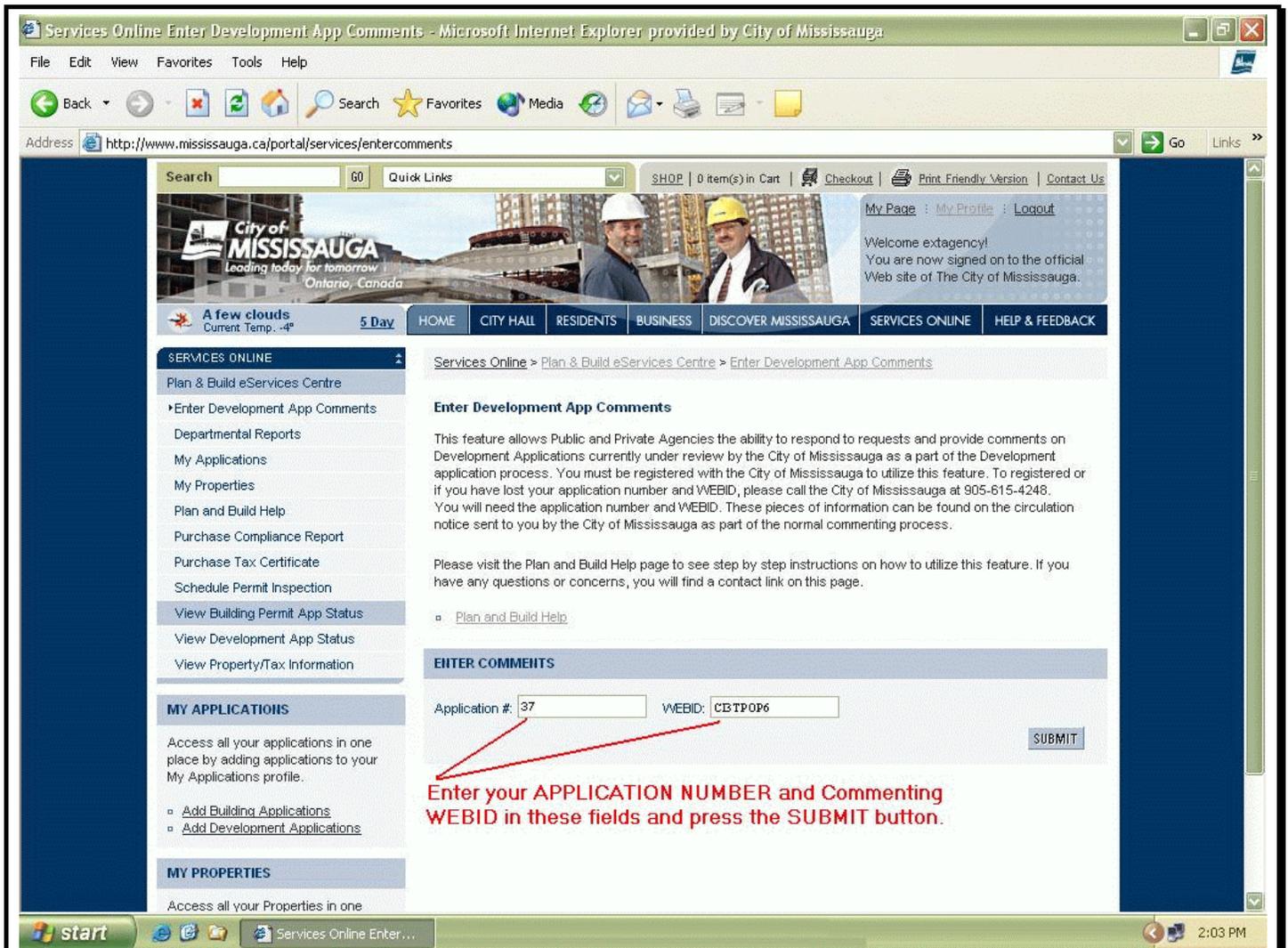
You cannot access this feature unless you have these two pieces of information. The WEBIDs are randomly generated IDs that are specific to your commenting agency and the specific application. Other people in your agency can use this same combination to enter comments. Where you have multiple people commenting on a single application you need to determine if these comments need to separate from each other. If so, we will need to set up specific eCity portal accounts and they would require to be activated.

Tip: have one person coordinate your agency's conditions so that they appear under one heading and one contact person.

Sample Application Circulation Notice

EXTERNAL AGENCY ACCESS REPORT		City Of Mississauga Planning and Building Department Planning Division 300 City Centre Drive Mississauga, ON L5B 3C1
<hr/>		
<p>We are pleased to provide you with your application specific WEBID for the development application described below. The combination of the Application Number and WEBID can be used to access the ENTER DEVELOPMENT APPLICATION COMMENT feature of our eCity portal.</p> <p>This service is available to subscribed users. To access this service you must first register with the City of Mississauga. If you are not already registered and wish to use this service, please call 905 615 4248 to arrange registration and training material.</p> <p>Please remember that these comments will be directly entered into our database and will be a part of any correspondence sent to applicants by the City of Mississauga. Also, be advised that your comments will be displayed on our web site in conjunction with other agencies and internal business groups. After submitting your comments you may view them by visiting www.mississauga.ca and using the Application WEBID in conjunction with the Application number. You will need to access View Development App Status in the Plan and Build Services Centre found under the Services Online menu.</p> <p>Please consult your training and informational package for instructional and proceeds. A copy of the manual can be found under the Plan and Build Help page in the Plan and Build Services Centre.</p>		
Application #	Commenting WEBID	Application WEBID
37	CI3TPOP6	SIPKDK6Q
Commenting For:	BELL CANADA	
<u>Application Information</u>		
Location:	N/W CORNER OF DERRY RD.E. & CATTRICK ST	
Application:	OZ 03 37	
Application Status:	APPLICATION IN PROCESS	
Application Date:	October 10, 2003	
Proposal:	TO PERMIT OFFICE USE AND CONVENIENCE RESTAURANT	

Enter Development App Comments Page



Possible Error MESSAGES:

- Message : **Invalid application number and external webid**
 Cause : - you have entered an incorrect application and webid combination, please check the Application Circulation Notice report and try again. If you are stilling having a problem, it may be due the fact that WEBID has been regenerated on our end for some reason. Please give us a call at (905) 615-3200 ext 5513
- Message : **No Development Assistant is currently assigned to application; please call the Planning Division at (905) 615-3200 ext 5513**
 Cause : - The Development Assistant coordinates the circulation notices and will receive an email notification when you submit your comment. This person will then update Activity records in our system.

Message : **No Planner is currently assigned to application; please call the Planning Division at (905) 615-3200 ext 5513**

Cause - No Planner has been assigned. The Planner is responsible for coordinating all comments. An email is sent to the Planner when you submit your comment as notification for the Planner to review your condition/comments for any conflicts with other commenting agencies.

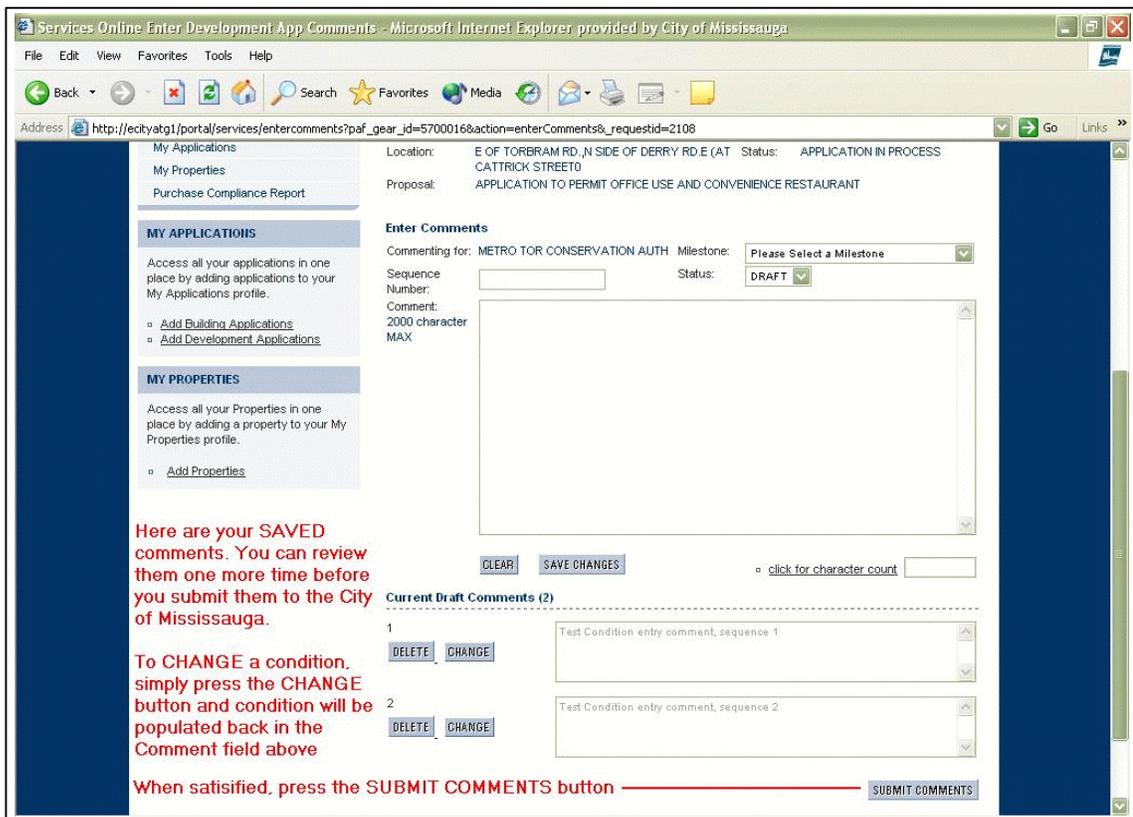
Notes :

Entering First Submission Comments

Now you are ready to start to enter your comments. Please follow the step numbers indicated in the screen shot below:

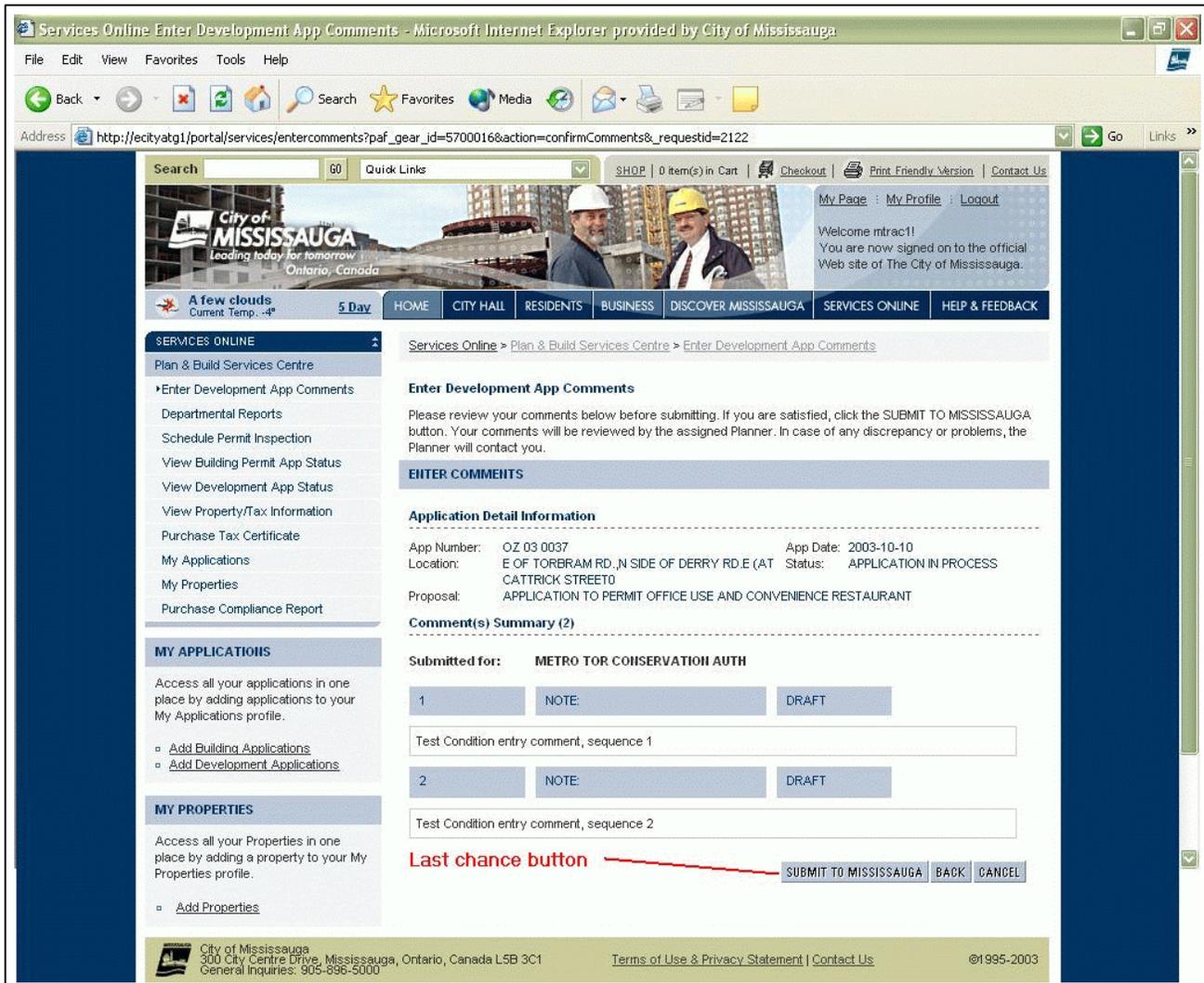
The screenshot shows a web browser window titled "Services Online Enter Development App Comments - Microsoft Internet Explorer provided by City of Mississauga". The browser address bar shows the URL: http://ecityatg1/portal/services/entercomments?action=enterComments&_requestid=2032. The page features a navigation menu with options like HOME, CITY HALL, RESIDENTS, BUSINESS, DISCOVER MISSISSAUGA, SERVICES ONLINE, and HELP & FEEDBACK. A sidebar on the left lists "SERVICES ONLINE" and "MY APPLICATIONS". The main content area is titled "Enter Development App Comments" and includes a description of the feature, a "Map It" link, and "Application Detail Information" such as App Number (OZ 03 0037), App Date (2003-10-10), Location (E OF TORBRAM RD., N SIDE OF DERRY RD.E (AT CATTRICK STREETO), and Proposal (APPLICATION TO PERMIT OFFICE USE AND CONVENIENCE RESTAURANT). The "Enter Comments" section contains a numbered list of steps: 1. Commenting for: METRO TOR CONSERVATION AUTH; 2. Milestone: Please Select a Milestone; 3. Sequence Number: [input field]; 4. Status: DRAFT; 5. Comment: 2000 character MAX; 6. A large text area for the comment. Below the text area are buttons for CLEAR, SAVE CHANGES, and SUBMIT COMMENTS, along with a character count link.

- Step 1 Please ensure that you have the correct agency name. If this is not correct DO NOT PROCEED. This will only happen if you have received some other Agencies External Commenting Access Report. At this point you need to contact the City of Mississauga, Planning Division at (905) 615-3200 ext 5545.
- Step 2 You need to select the correct **Milestone** for the comment. The Milestone simply indicates to the applicant that this condition must be addressed prior to this phase of the Development review. Please refer to the Business Process section of this manual (end of the document).
- Step 3 Enter the **Sequence Number**. This is the sequence in which you want the conditions to be displayed under your role and name. The maximum number of sequence numbers is 99.
- Step 4 You need to select a **Condition Status** from the drop down list. There are (3) choices in the list :
WITHHELD - this means that the condition needs to be addressed to your satisfaction before the selected milestone
NOTE - this is explanatory statement to the client, it is used in conjunction with the NOTE milestone
CLEARED - you would use this status once the client has satisfied your condition.
- Step 5 Enter your **comment or condition**. You have up to 2000 characters to express your comment. Please remember not to number your conditions within this Comment field. Please do not use uppercase or block letters.
- Step 6 Press the **SAVE CHANGES** button. This will insert a record into a temporary table (your comment has not been submitted at this time). The page will refresh and display your draft condition. Please repeat steps 2 to 6 until you have completed your comment entry. You can log out and return at any time to complete your condition entry.



You still have a final opportunity to review your submission. Once you press the [SUBMIT TO MISSISSAUGA](#) button the following happens:

- Your conditions are instantly inserted into our MAX database.
- An email notification of your submission is sent to the assigned Planner. The Planner will review your conditions and may update that status once they are satisfied that there are no conflicts. If they have a problem, the Planner will contact you directly.
- An email notification is sent to the assigned Development Assistant for administration purposes.
- You will receive a confirmation email. This email will contain a text version of the conditions that you have just submitted. You can the print these conditions for your records, copy to your back end system, or extract them to a text editor to construct your own applicant communication letter.



Enter Subsequent Comments

At some point in the future you may wish to return to update existing comments as a result of a subsequent submission. Follow the same procedure to access your comments by accessing:
<http://www.mississauga.ca/portal/services/entercomments>

Enter your Application Number and Webid. The system will display a page similar to what is displayed below. Your existing comments will be displayed at the bottom of the page. Press the CHANGE button. This will paste the existing comment back into the interactive area where you can change the Sequence, Milestone, Status, and Text.

Once you have completed your subsequent submission comments you can submit them in the same manner. So, if an applicant has satisfied your condition you can update the status to CLEARED.

NOTE: You are responsible for your comments. Once you submit the comment/condition, it will appear in our database and be available for the applicant on our eCity web portal. If you have concerns or questions about your comments or conditions or suspect that they maybe conflicting with out agency comments, please contact the Planner assigned to the application.

The screenshot shows a web browser window titled "Services Online Enter Development App Comments - Microsoft Internet Explorer provided by City of Mississauga". The address bar shows the URL: http://ecityatg1/portal/services/entercomments?paf_gear_id=5700016&action=enterComments&_requestid=2108. The page content includes:

- Navigation Sidebar:** My Applications, My Properties, Purchase Compliance Report, MY APPLICATIONS, MY PROPERTIES.
- Application Details:** Location: E OF TORBRAM RD., N SIDE OF DERRY RD.E (AT CATTRICK STREET0), Status: APPLICATION IN PROCESS, Proposal: APPLICATION TO PERMIT OFFICE USE AND CONVENIENCE RESTAURANT.
- Enter Comments Section:** Commenting for: METRO TOR CONSERVATION AUTH, Milestone: NOTE, Sequence Number: 1, Status: WITHHELD. A text area contains "Test Condition entry comment, sequence 1".
- Current Draft Comments (2):** A list of draft comments with a "CHANGE" button next to each.
- Buttons:** CLEAR, SAVE CHANGES, click for character count, SUBMIT COMMENTS.

Red Text Box Instructions:

- Press the CHANGE button adjacent to the comment you wish to update.
- The comment is moved to the comment block. You will notice that the STATUS has been changed.
- You may not update the comment and follow the same procedure.

Viewing Overall Application Status and Comments

It is advisable that **BEFORE** you respond by entering your Agency comment, that you review any existing comments that have been entered by City of Mississauga staff or other commenting Agencies. It is important to review the comments of others in order to identify any potential conflicting comments or conditions. If after reviewing the existing comments, you detect a potential conflict between an existing comment or condition and a comment that you will be creating, you need to notify our assigned Planner. This information will be included in your circulation notice.

You can access the overall application status information at any time by referring to your application circulation notice and retrieving the **Application #** and **Application WEBID**.

Then visit: <http://www.mississauga.ca/portal/services/devapplications> and enter the **Application #** and **Application WEBID**

EXTERNAL AGENCY ACCESS REPORT



City Of Mississauga
Planning and Building Department
Planning Division
300 City Centre Drive
Mississauga, ON L5B 3C1
Tel: (905) 896-6511
Fax: (905) 896-5553

We are pleased to provide you with your application specific WEBID for the development application described below. The combination of the Application Number and WEBID can be used to access the ENTER DEVELOPMENT APPLICATION COMMENT feature of our eCity portal.

This service is available to subscribed users. To access this service you must first register with the City of Mississauga. If you are not already registered and wish to use this service, please call 905 615 3200 x4243 to arrange registration and training material.

Please remember that these comments will be directly entered into our database and will be a part of any correspondence sent to applicants by the City of Mississauga. Also, be advised that your comments will be displayed on our web site in conjunction with other agencies and internal business groups. After submitting your comments you may view them by visiting www.mississauga.ca and using the Application WEBID in conjunction with the Application number. You will need to access View Development App Status in the Plan and Build Services Centre found under the Services Online menu.

Please consult your training and informational package for instructional and proceeds. A copy of the manual can be found under the Plan and Build Help page in the Plan and Build Services Centre.

Please note that the conditions and/or comments with respect to this application are not available under E-City due to an appeal of the subject application to the Ontario Municipal Board. Any inquiries regarding this application should be directed to the planner who is responsible for this application.

All agencies will be requested to provide the following statement, as applicable:

(a) comments on the original site plan circulation (insert date)
 (b) comments on the (1st)(2nd)(3rd),... revised submission (insert date)

All agencies will be requested to provide the following statement, as applicable (subject to Agencies / Department Training):

Comments on the original site plan circulation (insert date);
 Comments on the (1st) (2nd) (3rd), etc. revised submission (insert date);

In the event that the applicant chooses to make changes to the site plan drawings, initiate studies and/or responds to comments provided, prior to confirmation by the planner, such changes and/or actions are being made at the sole risk of the applicant.

Application #	Commenting WEBID	Application WEBID
37	VE38ISLU	SIPKDK6Q

Commenting For: **BELL CANADA**

Application Information

Location: N/W CORNER OF DERRY RD.E & CATTRICK ST
 Application: OZ 03 37
 Application Status: CANCELLED APPLICATION
 Application Date: October 10, 2003
 Proposal: TO PERMIT OFFICE USE AND CONVENIENCE RESTAURANT

Search Quick Links

SHOP 0 Item(s) in Cart



Leading today for tomorrow
Ontario, Canada

Partly cloudy
Current Temp. 3°

5 Day

HOME CITY HALL RESIDENTS BUSINESS DISCOVER MISSISSAUGA SERVICES ONLINE HELP & FEEDBACK

SERVICES ONLINE

- Plan & Build eServices Centre
 - Development App Status
 - Property/Tax Information
 - Building Permit App Status
 - Enter Development App Comments
 - Schedule Permit Inspection
 - Reports
 - Purchase Compliance Report
 - Purchase Tax Certificate
 - My Applications
 - My Properties
 - Plan and Build Help
 - Purchase Building Permits

Services Online > Plan & Build eServices Centre > Development App Status

Development App Status

This feature allows you to view the status and conditions of your Development Application. Only people associated with the application are permitted to view this information. Applicants will receive an application confirmation receipt when the Planner assigned to your application has completed review of all comments. The Application number and application specific WEBID will appear in this report. These (2) pieces of information will be required to access this feature. If you intend to return to monitor your application status you should take advantage of the 'My Applications' feature to bookmark the application so that you do not have to re enter the Application number and WEBID each time. To do this you can either look up the application and click on the 'Add to My Applications' link or select the My Applications feature from the Online Services menu. You can also subscribe to the Notify Me feature within My Applications to receive emails upon application activity status changes. If you have lost your application receipt, you may request a new receipt by calling the Planning Division at 905-896-5541.

Please visit the Plan and Build Help page to read about other important information regarding use of the conditions data displayed on this site. If you have any questions or concerns you will find a contact link on this page.

Related Links:
[Plan and Build Help](#)

MANAGING APPLICATIONS MANUAL

VIEW DEVELOPMENT APPLICATIONS

Application #: WEBID:

Click on the link below to access our manual for managing your applications online through eCity. Learn how to use

If you have entered the Application # and WEBID correctly, the application will display the Application Status page that will allow you to access all the application comments and conditions.

The screenshot shows the eCity interface for a Development App Status page. The page includes a navigation menu, a sidebar with 'SERVICES ONLINE' and 'MANAGING APPLICATIONS MANUAL', and a main content area. The main content area contains the following sections:

- Development App Status:** A text block explaining the current status of the application.
- VIEW DEVELOPMENT APPLICATION DETAILS:** A section with links: 'View Another Application', 'Add to My Applications', 'View My Applications', and 'Print Application Status'. A callout '1' points to a 'view all conditions' link.
- Application Detail Information:** A table with application details:

App Number:	OZ 3 37	App Date:	2003-10-10
App Type:	REZONING	Status:	CANCELLED APPLICATION
Location:	NW CORNER OF DERRY RD. E. & CATTRICK ST		
Description:	TO PERMIT OFFICE USE AND CONVENIENCE RESTAURANT		
- Assignments:** A table listing staff assignments:

Department	Role	Contact	Questions?	Conditions
CANADA POST CORPORATION	CANADA POST CORPORATION	Robert Hughes	email Robert Hughes	
COMMUNITY SERVICES - PARKS	HERITAGE COORDINATOR/ASSISTANT	Mark Warrack	email Mark Warrack	View
COMMUNITY SERVICES - PARKS	PLANNER - COMM SERVICES	Geoff Smith	email Geoff Smith	View
ENDBRIDGE/CONSUMERS GAS	ENDBRIDGE/CONSUMERS GAS	Lisa Christie	email Lisa Christie	
ENERSOURCE HYDRO MISS	ENERSOURCE HYDRO MISS	Lisa Christie	email Lisa Christie	
FIRE PREVENTION	FIRE PREV PLAN EXAMINATION	Greg Phelps	email Greg Phelps	View
GREATER TORONTO AIRPORT AUTH	GREATER TORONTO AIRPORT AUTH	Lisa Christie	email Lisa Christie	
PLANNING AND BUILDING	DEVELOPMENT ASSISTANT	Stacey Ballan	email Stacey Ballan	
PLANNING AND BUILDING	LANDSCAPE ARCH - DEV & DESIGN	John Sakala	email John Sakala	
PLANNING AND BUILDING	PLANNER - DEV & DESIGN	Robert Hughes	email Robert Hughes	View

Callouts in the image: 1 points to 'view all conditions'; 2 points to 'Print Application Status'; 3 points to 'View' in the Assignments table; 4 points to 'Add to My Applications'.

1. Click on the "View All" link to see all the comments and conditions attached to this application.

2. Click on "Print Application Status" report to get a printed version of all the outstanding and note status conditions.

3. Click "View" to see only those comments and conditions for the corresponding agency or staff role.

4. While you are still logged in, you can click on the "Add to My Applications" link this will bookmark this application and WEBID for you. The next time you log in, you will see the application in the MY APPLICATION box. You only need to click on the application link to access this page and do not need to remember the WEBID. MY APPLICATIONS will also send you an email when certian application activities have changed.

Below you will see a sample of the actual Comments page where you can read all the associated comments:

Search [] 60 Quick Links [] SHOP 0 Item(s) in Cart Checkout Print Friendly Version Contact Us

MISSISSAUGA
Leading today for tomorrow
Ontario, Canada

Partly cloudy
Current Temp. 4° 5 Day

HOME CITY HALL RESIDENTS BUSINESS DISCOVER MISSISSAUGA SERVICES ONLINE HELP & FEEDBACK

SERVICES ONLINE

- Plan & Build eServices Centre
- Development App Status
- Property/Tax Information
- Building Permit App Status
- Enter Development App Comments
- Schedule Permit Inspection
- Reports
- Purchase Compliance Report
- Purchase Tax Certificate
- My Applications
- My Properties
- Plan and Build Help
- Purchase Building Permits

MANAGING APPLICATIONS MANUAL

Click on the link below to access our manual for managing your applications online through eCity. Learn how to use the MY APPLICATIONS feature to track and receive email notification of changes in application status.

- Managing Applications - My Applications

MY APPLICATIONS Edit More

Click on Edit More to view your bookmarked Applications.

ZONBLD 99 377 - BUILDING PERMIT
BP 3ALT 0 1405 - BUILDING PERMIT
BP 3ALT 4 2797 - BUILDING PERMIT
BP 9ALT 5 7652 R1 - BUILDING PERMIT
BP 9ALT 5 7653 R1 - BUILDING PERMIT

MY PROPERTIES Edit More

Click on Edit More to view your bookmarked properties.

4367 TREETOP CRT
300 CITY CENTRE DR
100 CITY CENTRE DR
2585 SKYMARK AVE
5202 CHARNWOOD CRES

DIGITAL DOWNLOADS

You have Digital Downloads available.
Click here to View

Services Online > Plan & Build eServices Centre > Development App Status

Development App Status

The following conditions are applicable to your application. Only the conditions with a 'WITHHELD' status need your attention for the associated milestone. Please use the drop down lists to filter your conditions by Department / Role and Condition Status.

VIEW DEVELOPEMENT APPLICATIONS COIDITIONS [back to application status](#)

[View Another Application](#) [Add to My Applications](#) [View My Applications](#) [Print Application Status](#)

Application Detail Information

App Number: OZ 3 37 App Date: 2003-10-10
App Type: REZONING Status: CANCELLED APPLICATION
Location: NW CORNER OF DERRY RD.E. & CATTRICK ST
Description: TO PERMIT OFFICE USE AND CONVENIENCE RESTAURANT

Application Conditions

View Conditions by:

View Status:

(ALL)

Role	No.	Milestone	Status	Condition
PLANNER - DEV & DESIGN	1	SUPP REPORT	WITHHELD	Please note the following details from an initial review of the concept/site plan for the restaurant portion of the subject property: - parking is required at the rate of 16 spaces/100 m2 as this is a convenience More.. Created : 2004-02-04 17:52:15 Last Modified : -
PLANNER - DEV & DESIGN	2	NOTE	NOTE	Notwithstanding full consideration/review of this application, a land use designation in keeping with the proposed land use for 4 Cattrick Street may be more appropriate - "Office" (Mississauga Plan) More.. Created : 2004-02-04 17:52:15 Last Modified : -
PLANNER - DEV & DESIGN	3	SUPP REPORT	WITHHELD	Please see comments from Urban Designer for more details. Prior to making recommendations for the rezoning/official plan amendment application, staff are to be satisfied that the requirements of the "Drive-through" More.. Created : 2004-02-04 17:52:15 Last Modified : 2004-02-06 10:05:00
URBAN DESIGNER	0	NOTE	NOTE	In the event that the subject rezoning application proceeds as currently proposed, kindly ensure that the following Urban design comments are addressed early in the site plan application process. Created : 2004-02-05 17:19:21 Last Modified : 2004-02-06 10:05:44
URBAN DESIGNER	1	INFO REPORT	WITHHELD	The character of the proposed development should be sympathetic to the character of the surrounding neighbourhoods, including the former village of Malton with which it shares the

All the comments are displayed on this page. This is no pagination so it might scroll down a long way.

You can filter the condition view by role or agency. You can also filter by Status. The default setting is to display all "Outstanding" conditions. These would be conditions with a status of W – Withheld or N – Note.

[Having Problems?](#)

Browser Issues

The City of Mississauga eCity Portal has been designed to work best latest version of MS Explorer and Netscape. Early versions of either browser may experience problems in view and accessing some pages.

The portal has also been designed to be best viewable in an 800 by 600 resolution. Using a lower resolution will result in horizontal and vertical scroll bars.

New Staff

When you have new staff that need to have access to this feature, they will need to create a portal account and contact us to complete the registration. In the future we hope to have a fill able PDF document that new staff can use to request access. For now, you will need to contact us directly.

Online Help

This manual is available online when you access the [Enter Development App Comments page](#). There will be a link to a PDF version of this document.

Contact Information

If you have any questions or problems will be able to email staff at eplanbuild.info@mississauga.ca. Support for this service is available only during normal working hours.

Ground Rules for Entering Comments

1. At the time that a Development Application is filed with the City, the Counter Planner will ask the applicant if all correspondence on the subject application will be done either by e-City or through regular correspondence. The Office Only Box on the first page of the Development Application will be noted accordingly.

If correspondence is carried out by way of e-City, no regular mail, facsimiles or packages will be provided to the applicant, with the exception of sketch drawings and external correspondence that is not available on e-City, which should be provided by way of a facsimile and fax cover sheet, and approved drawings.

2. During the prescribed commenting period, should serious concerns be raised by a City Department or external agency, that Department or agency should contact the Development Planner via e-mail to discuss the content of their comments. Once a resolution has been reached on the content of their comments, within the prescribed commenting period, the department/agency shall post their comments live on MAX.

Conversely, the Planning and Building Department may also initiate this type of discussion with City Departments and/or external agencies.

3. All applicable comments should be updated to coincide with the latest resubmission together with a preamble to all comments.

(ie. Updated Comment on the 1st Revised Submission of October 10, 2003)

Condition Milestones

App	Milestone	Description	Long Description
Condominium Applications			
CDM	DFT	DRAFT APPROVAL	Required prior to draft approval
CDM	REG	REGISTRATION	Required prior to condominium registration
Lifting of Holding Zoning Applications			
HOZ	REP	REPORT	Required prior to planner preparing Report to PDC.
HOZ	AGT	SERV. AND/OR DEV. AGMT.	Required prior to finalization of development and/or servicing agreement
HOZ	NOT	NOTE:	Note for applicant's information only - no action required.
HOZ	BLC	PASSAGE OF BY-LAW (SCH C)	Clause to be included in Schedule 'C' of the Development Agreement
HOZ	BLB	PASSAGE OF BY-LAW (SCH B)	Clause to be included in Schedule 'B' of the Development Agreement
HOZ	LIF	PRIOR TO LIFTING THE 'H'	This condition must be satisfied prior to the lifting of the Holding zone.(NOTE: this(these) condition(s) must be the same as those included in the OZ report that recommended adding the "H" prefix, where applicable.)
Rezoning Applications			
OZ	INF	INFO REPORT	Required prior to planner preparing Information Report to PDC.
OZ	SUP	SUPP REPORT	Required prior to planner preparing Supplementary Report to PDC.
OZ	AGT	SERV. AND/OR DEV. AGMT.	Required prior to finalization of development and/or servicing agreement
OZ	BL	BYLAW ENACTMENT	Required prior to enactment of a re-zoning bylaw.
OZ	NOT	NOTE:	Note for applicant's information only - no action required.
OZ	ESP	EROSION AND SEDIMENT CONT	Required prior to issuance of the Erosion and Sediment Control Permit from T & W and/or issuance of Tree Permit by Community Services
OZ	BLC	PASSAGE OF BY-LAW (SCH C)	Clause to be included in Schedule 'C' of the Development Agreement
OZ	BLB	PASSAGE OF BY-LAW (SCH B)	Clause to be included in Schedule 'B' of the Development Agreement
Site Plan Applications			
SP	FDN	FOUNDATION ONLY	Required prior to release of foundation only site plan clearance, issuance of first building permit or, before SP is approved if no BP issued.
SP	FTR	FOUNDATION TO ROOF	Required prior to release of foundation to roof site plan clearance.
SP	LPA	LANDSCAPE APPR	Required prior to approval of Landscape Plans.
SP	SPA	FINAL APPROVAL	Required prior to final approval of Site Plan.
SP	SEC	SECURITY RELEASE	Required prior to release of securities held for the completion of site works.
SP	NOT	NOTE:	Note for applicant's information only - no action required.

Subdivision Applications

T	INF	INFO REPORT	Required prior to planner preparing Information Report to PDC
T	SUP	SUPP REPORT	Supplementary Report to PDC
T	DFT	DRAFT APPR	Required prior to draft approval.
T	SA1	1ST SERVICING SUB	Required prior to making first servicing submission.
T	SA2	2ND SERVICING SUB	Required prior to making second servicing submission.
T	AGT	SERV AND/OR DEV. AGRT.	Required prior to finalization of Servicing and/or Development Agreement.
T	PS	PRESERVICING	Required prior to pre-servicing the site.
T	REG	REGISTRATION	Required prior to registration of M-Plan.
T	ASM	ASSUMPTION	Required prior to assumption of the registered plan.
T	NOT	NOTE:	Note for applicant's information only - no action required.

Proposed Additional Notes to be included in E-City

- Note 1: Please note that the conditions and/or comments with respect to this application are not available under eCity due to an appeal of the subject application to the Ontario Municipal Board. Any inquiries regarding this application should be directed to the planner who is responsible for this application.
- Note 2: No resubmissions, either in whole or in part, of any revised drawings are to be made until such time as the planner requests in writing such drawings and related information.
- Note 3: All agencies will be requested to provide the following statement, as applicable (subject to Agencies / Department Training):
- comments on the original site plan circulation (insert date);
 - comments on the (1st) (2nd) (3rd), etc. revised submission (insert date);
- Note 4: In the event that the applicant chooses to make changes to the site plan drawings, initiate studies and/or responds to comments provided, prior to confirmation by the planner, these revisions will not be accepted for circulation.