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# Enter Development Applications Conditions Manual

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# Contact Information

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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

**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

**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](mailto: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.

## 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
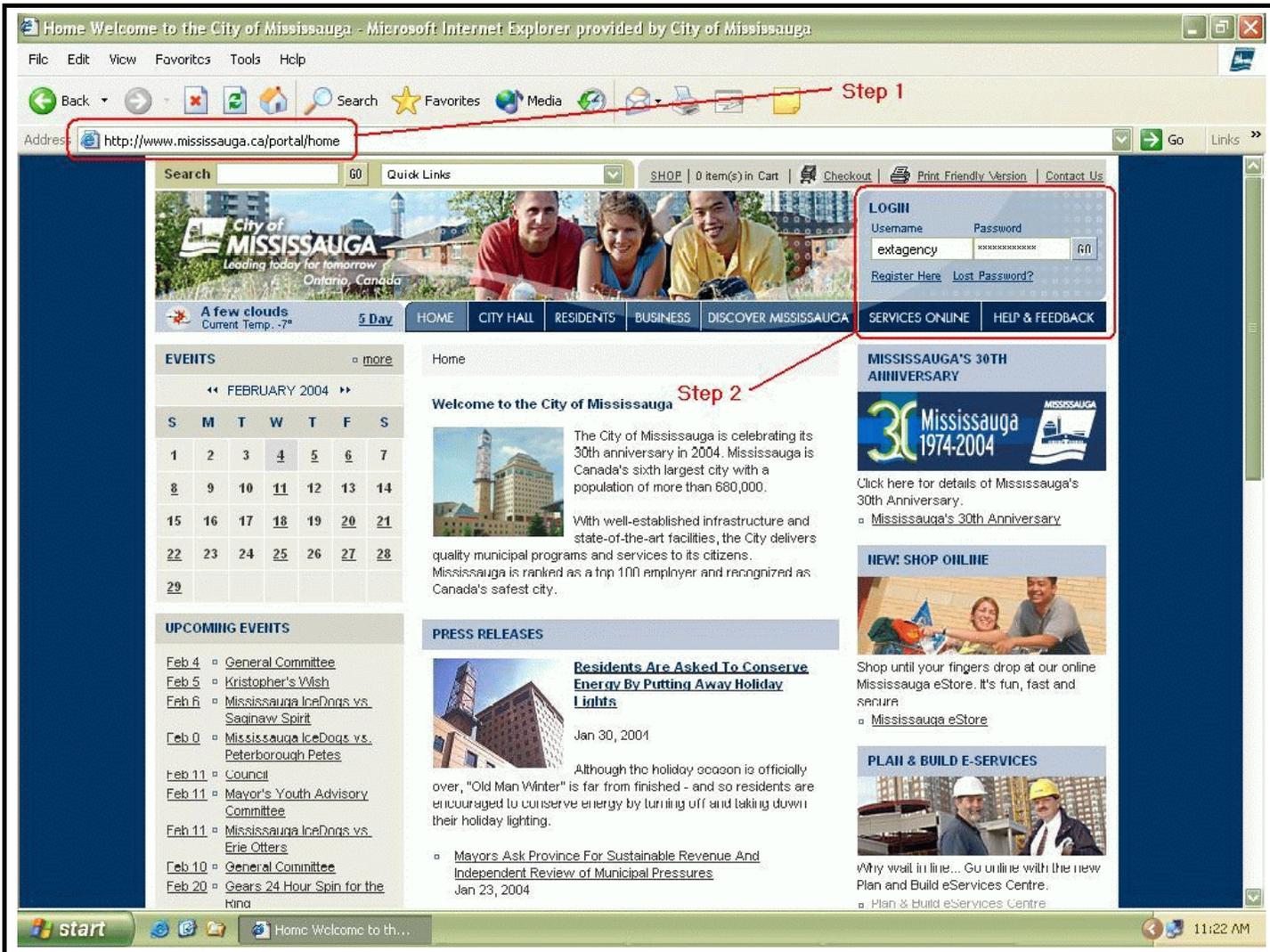


**Step 1** - **Login and Access Enter Comments**

Notes :

**Step 2** - **Login and Access Enter Comments**
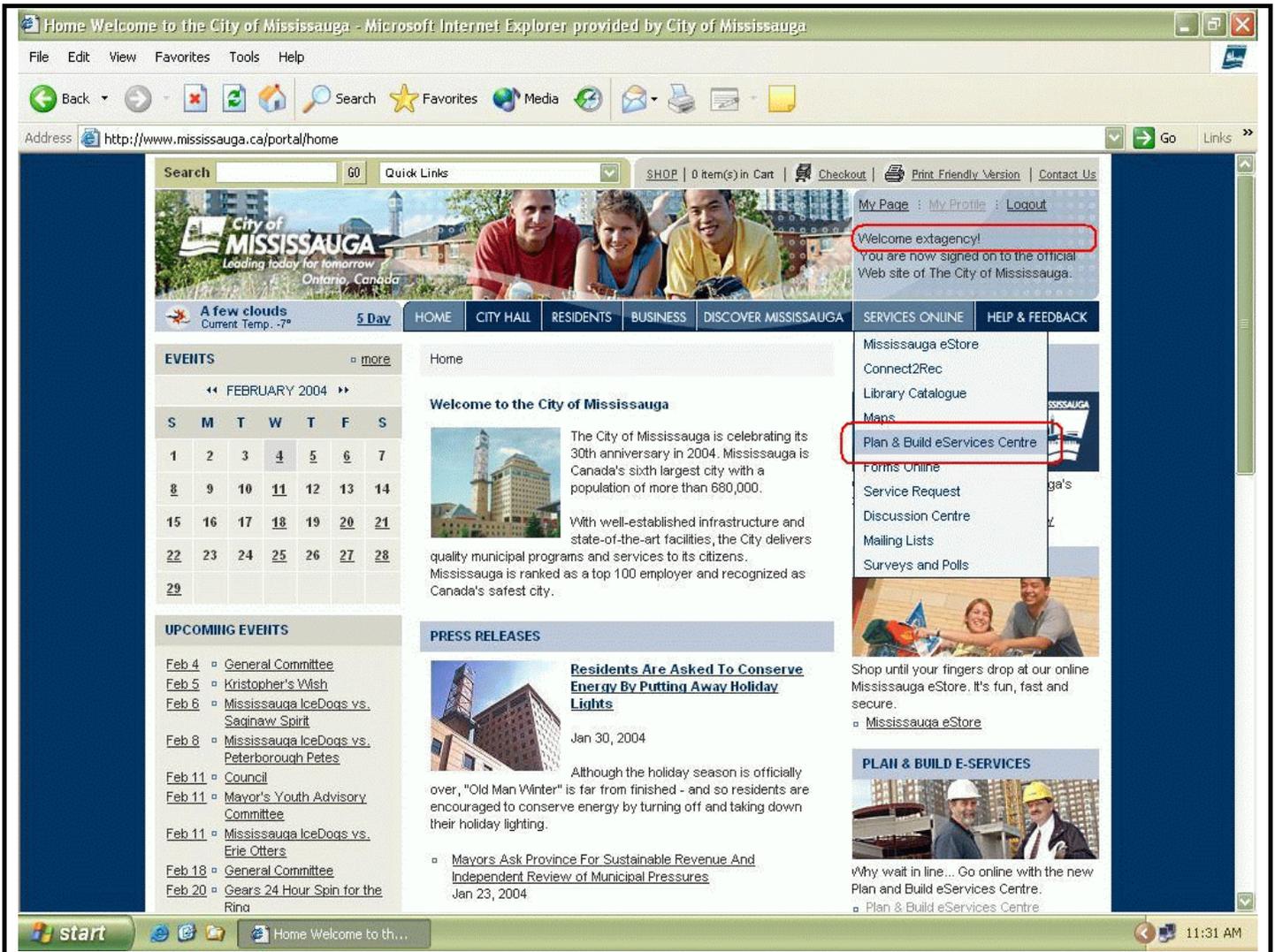


After you have successfully logged into the eCity portal you need to navigate to the **Plan and Build eServices Centre.**

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 Misssissauga staff



-
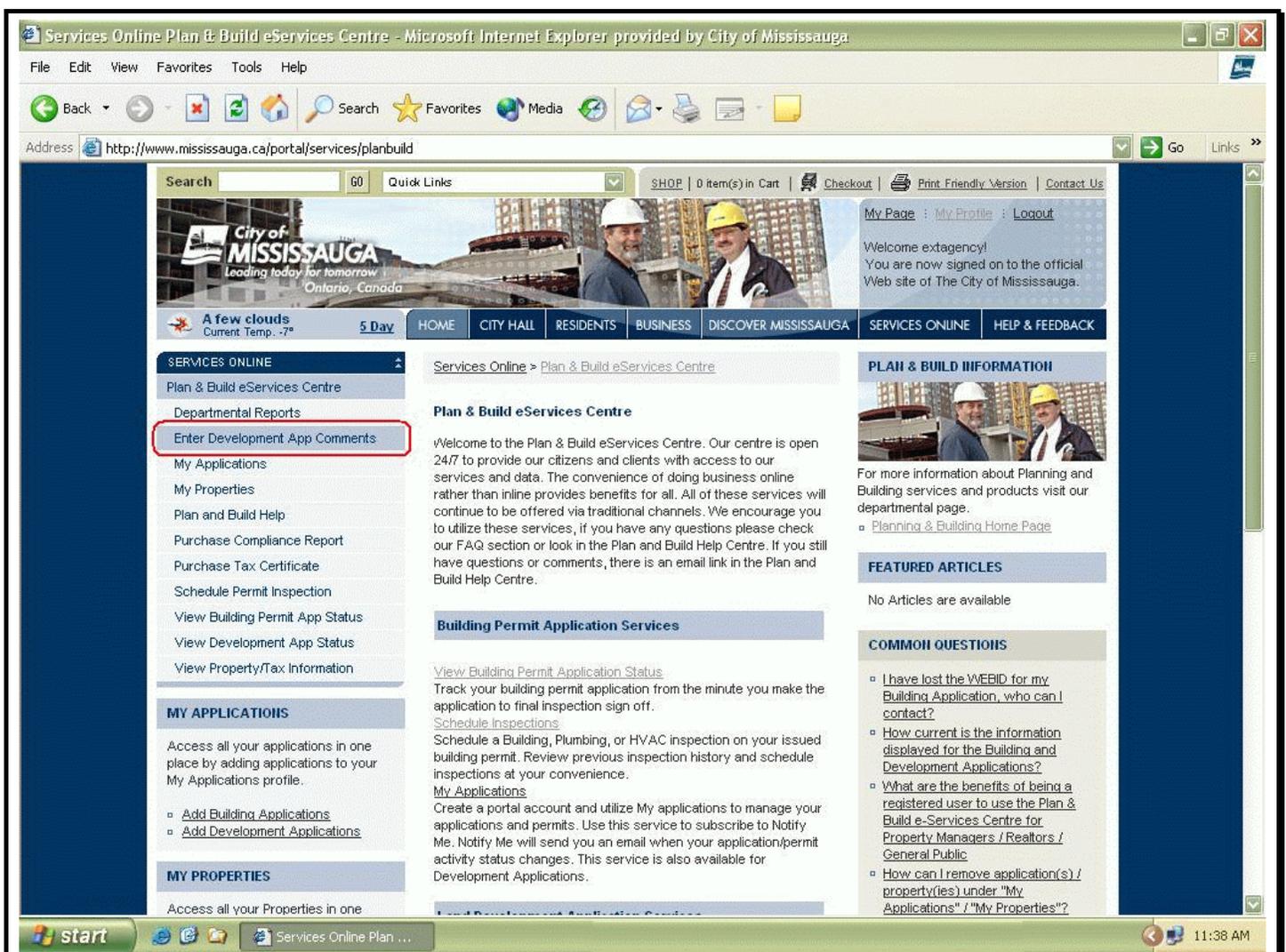
**Step 4** - **Login and Access Enter Comments**

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

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 DEVLEOPMENT 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 4248 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 my 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 you 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.

| Application # | Commenting WEBID | Application WEBID |
|---|---|---|
| 37 | CI3TPOP6 | SIPKDK6Q |

Commenting For: **BELL CANADA**

Application Information

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
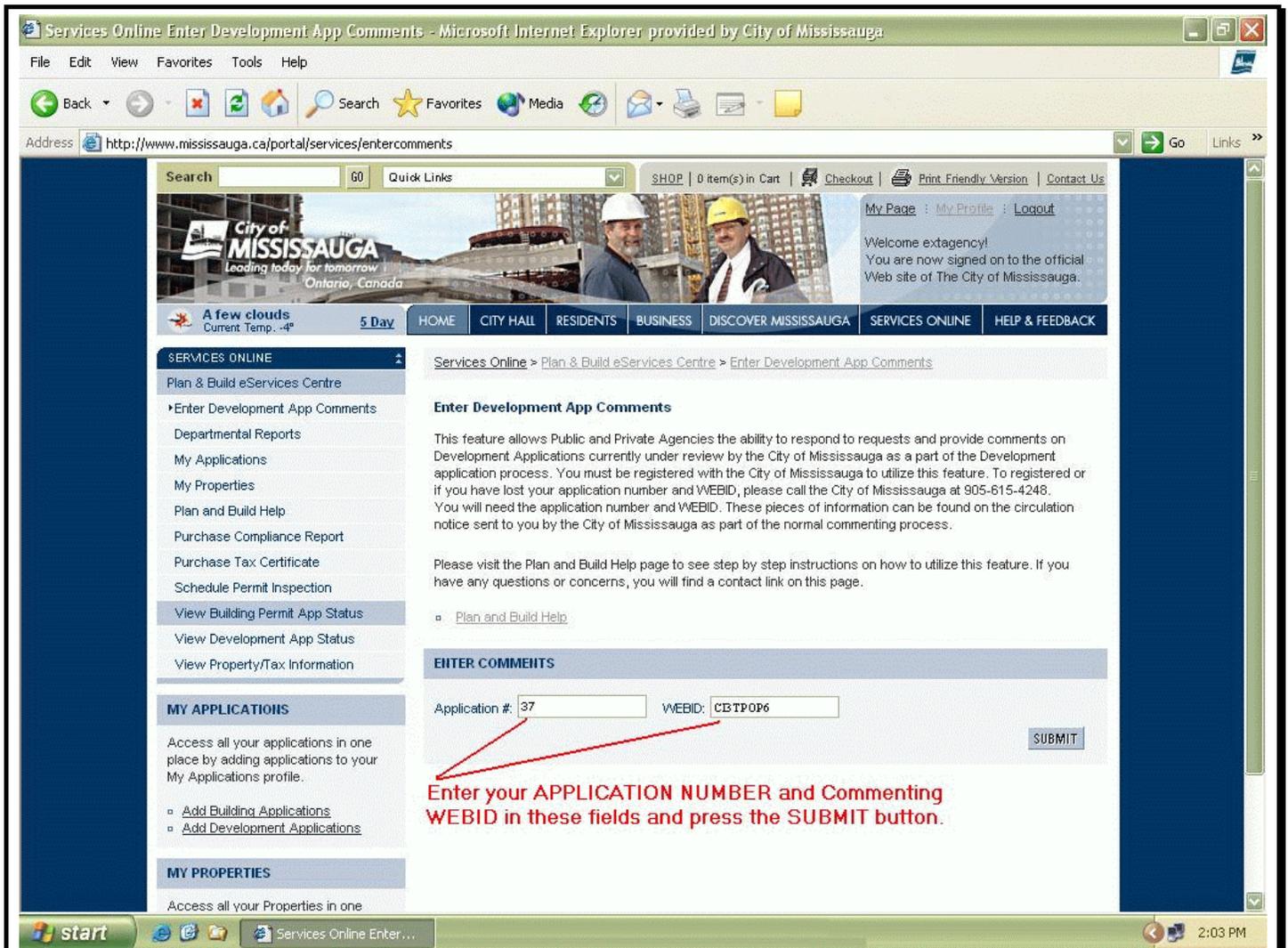


**Possible Error MESSAGES**:

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:

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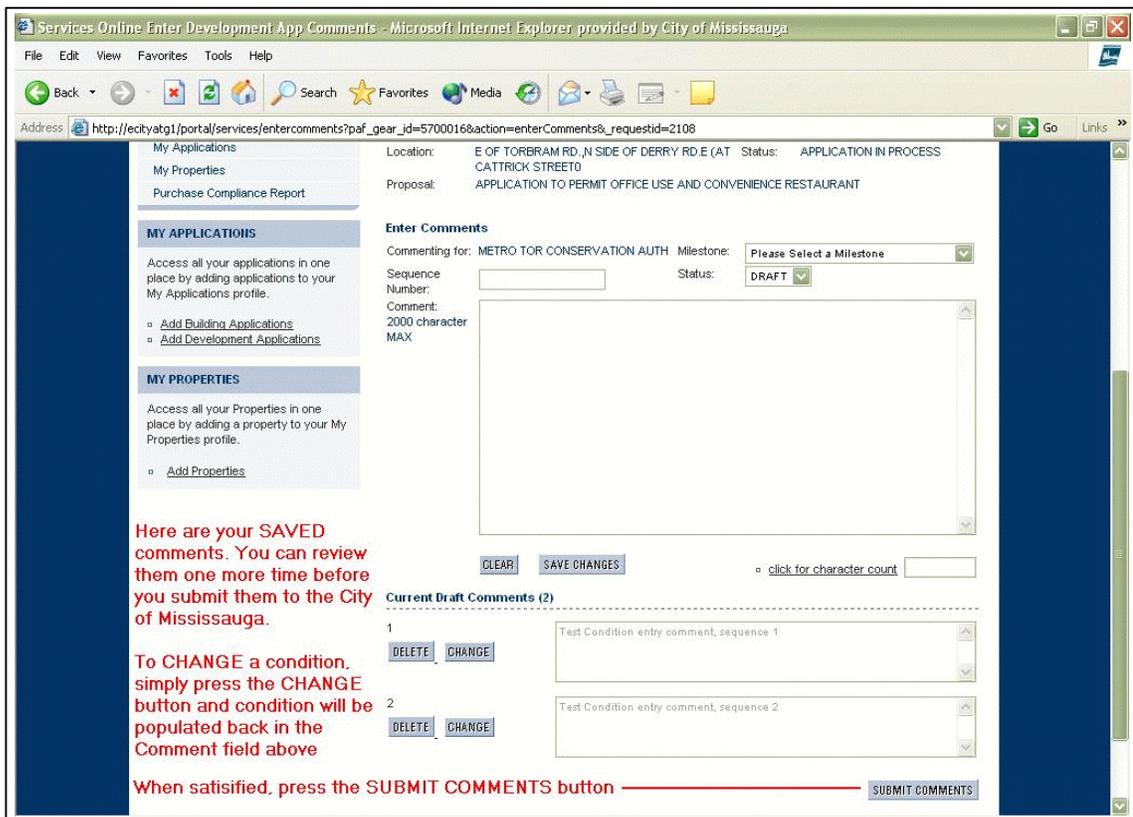
You still have a final opportunity to review your submission. Once you press the SUBMIT TO MISSISSAUGA button the following happens:

- 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.
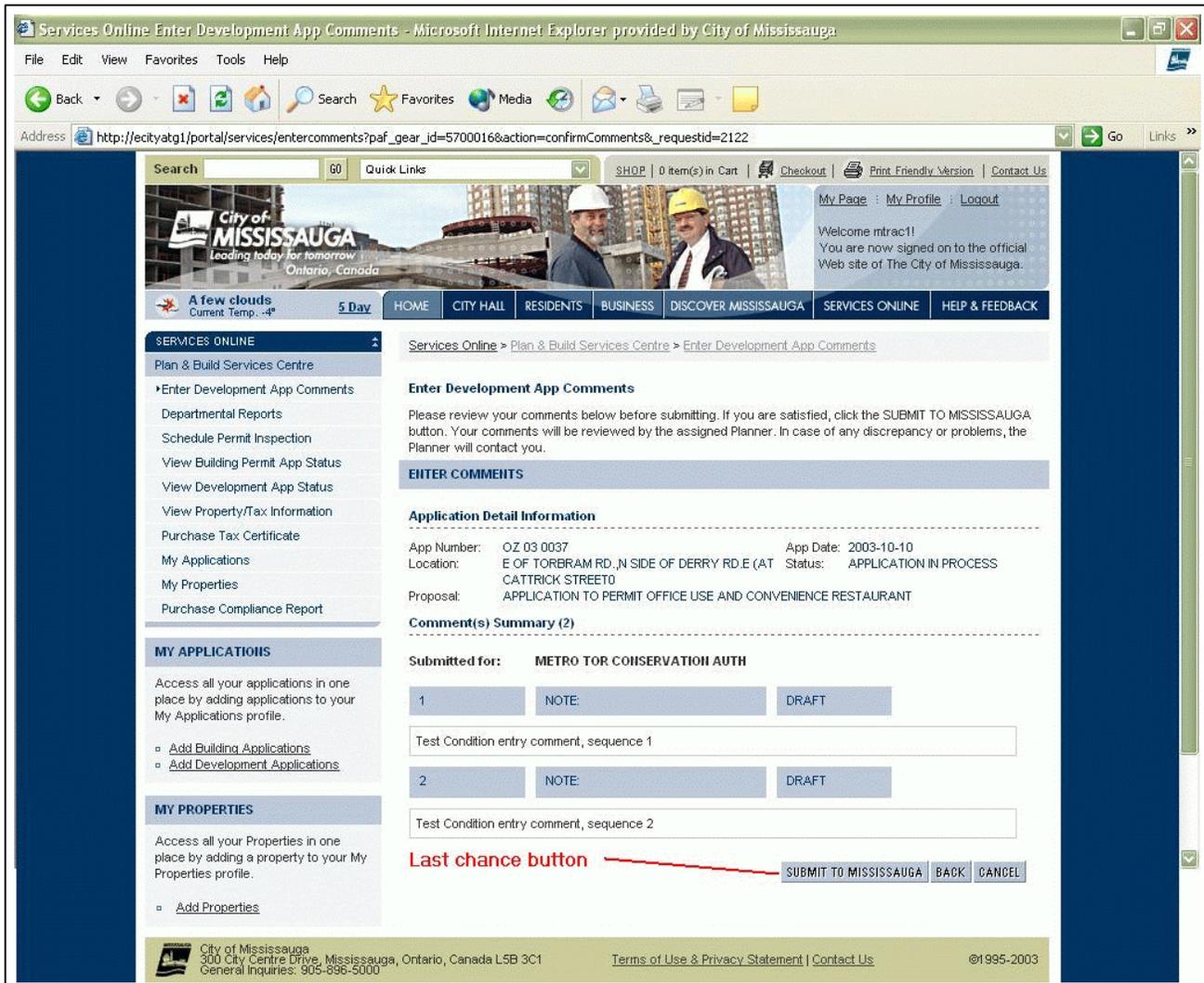
# Enter Subsequent Comments

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.**

## 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 ant 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**

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.



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 appplication 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:



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.

## <u>Having Problems?</u>

**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 <u>eplanbuild.info@mississauga.ca.</u> 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 realease 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 $(1^{st})$ $(2^{nd})$ $(3^{rd})$, 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.