

Notice to Applicants

Please complete this form prior to submitting an Application Form.

1. Prior to completing this form, please read the eligibility requirements in the Downtown Community Improvement Plan and Application Guide for further details and conditions.
2. This form will be used to coordinate a Pre-Application Meeting with the Review Panel. The meeting will allow staff an opportunity to identify requirements and high level issues prior to Application submission.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Prior to submission, please ensure that the Pre-Application Form is completed in full, including all required signatures and supporting documents.
5. There is no application fee.
6. You may deliver your application in person, by mail or email to:
City of Mississauga
Planning and Building Department
Attention: CIP Planner, City Planning Strategies
300 City Centre Drive
Mississauga, ON L5B 3C1
Email: downtown.cip@mississauga.ca
7. For further information contact the CIP Planner at 905-615-3200 ext. 4475 or downtown.cip@mississauga.ca.

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your Downtown CIP application. Questions about the collection of personal information should be directed to the CIP Planner, City Planning Strategies, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Tel: 905-615-3200 ext. 4475.

The development proposal must comply with applicable policy and regulations. Additional project details will be required as part of the full application submission to demonstrate conformity with all relevant policy documents including Mississauga Official Plan, Zoning By-law 0225-2007, (both are accessible at www.mississauga.ca/portal/residents/officialdocuments) and any other applicable plans and documents.

Applicant Initials

FOR CITY USE ONLY	
File Number	Date of Receipt

1. Property Owner Information

Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

Agent Information - if applicable

Name of Agent	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

2. Property Information

Address/Legal Description
Assessment Roll Number
Existing Property Use
Proposed Property Use (including office gross floor area, storeys, residential units, parking spaces, etc.). Please attach any additional information and sketches as required.

Have you met the general eligibility criteria? Explain:			
Criteria	Yes	No	Explanation – if required
1. Lands are situated within the Downtown Community Improvement Project Area	<input type="checkbox"/>	<input type="checkbox"/>	
2. The payment of increased property taxes will apply	<input type="checkbox"/>	<input type="checkbox"/>	
3. The building will be a minimum of three (3) storeys in height	<input type="checkbox"/>	<input type="checkbox"/>	
4. The development will include a minimum of 50,000 sq. ft. (approximately 5,000 m ²) of office	<input type="checkbox"/>	<input type="checkbox"/>	
5. Transportation Demand Management (TDM) measures are included (MOP Section 8.5)	<input type="checkbox"/>	<input type="checkbox"/>	
6. The subject property is not in a position of tax arrears	<input type="checkbox"/>	<input type="checkbox"/>	

3. Programs	
Please check all programs that are being applied for:	
Program(s) Requested	Description
<input type="checkbox"/> Tax Increment Equivalent Grant (TIEG)	Provides tax grants that would offset increase in municipal taxes that are the result of an increase in property assessment due to new development
<input type="checkbox"/> Development Processing Fees Grant	In whole, or in part, the cost of specific planning fees for office development.
<input type="checkbox"/> Municipally Funded Parking Program	The provision of municipal parking spaces in a stand-alone structure or as part of a private development.
<input type="checkbox"/> Municipal Property Acquisition and Disposition (City initiated through request for proposals)	The purchase or sale of municipal land by the City for the purposes of achieving the objectives of the Downtown CIP.
If the Municipally Funded Parking Program has been selected above, indicate the following:	
Total number of parking spaces proposed with development	Number of spaces incentive is requested for
Are the requested incentivized spaces intended to be built within the private development or stand alone?	

4. Property Owner Appointment and Authorization of Agent - if applicable

If no agent is assigned, please check here:

I, the undersigned, being the registered property owner of

Address/Legal Description

Hereby authorize _____
Authorized agent's name/company

as my agent for the purpose of submitting a Pre-Application Form to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by my/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print Name

Date

5. Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, the undersigned, being the registered property owner of

Address/Legal Description

hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print Name

Date

6. Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of

Address/Legal Description

hereby irrevocably authorize and consent to the City of Mississauga to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print Name

Date

7. Declaration of Agent/Applicant

I, _____, of the _____ in the _____
Name City/Town Region

solemnly declare that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME)

at _____,)

Agent/Applicant signature

In the _____,)

this _____ day of _____ 20____.)

A commissioner, etc.

Name/Stamp of commissioner, etc.