

**Jaspreet Sidhu**

Planner, Development Central/North  
City of Mississauga  
Central District  
300 City Centre Drive  
Mississauga, ON L5B 3C1

February 20, 2025

**Re: OPA/ZBA Application Submission  
1470 Williamsport Drive, Mississauga (Ward 3)**

On behalf of 1470 Williamsport Holdings Inc., Sajecki Planning Inc. is pleased to submit the following Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) application for the property known municipally as 1470 Williamsport Drive (the site).

The site located in Ward 3 on Williamsport Drive west of Havenwood Drive in the City of Mississauga. It has a total area of approximately 5,881.3 m<sup>2</sup> (1.45 acres) with a frontage of approximately 101.64 m along Williamsport Drive. Currently the site contains a six-storey rental apartment building with surface and underground parking west of the building. The site is bounded by Williamsport Drive to the north, a six-storey residential building to the south, High Point Mall to the west, and a six-storey residential building to the west.

The site is designated Residential High Density in the City of Mississauga Official Plan and is zoned Residential Apartments 2 with an exception (RA2-40) as per the City of Mississauga Zoning By-law 0225-2007.

The OPA/ZBA application seeks to permit two residential apartment buildings of 12-storey heights atop a shared podium. The total residential gross floor area (GFA) will be 19,240.7 m<sup>2</sup>. The proposal includes a total of 283 dwelling units. **The proposed tenure is purpose built-rental, which includes 53 rental replacement units.** A combined amenity area ratio of 5.6 m<sup>2</sup> / unit is provided. A total of 272 vehicular parking spaces and 260 bicycle parking spaces are proposed.

**Background**

A Development Application Review Committee (DARC 1) Meeting was held on February 27, 2024 to receive preliminary feedback from staff and to confirm OPA/ZBA submission requirements. A Councillor-led Community Meeting was held on January 14, 2025.

This cover letter identifies the submission materials as part of a complete application submission requirement under the *Planning Act* for OPA and ZBA applications. The DARC Submission Requirements Checklist (DARC 24-20) provides a comprehensive list of submission requirements for this application (see *Attachment 1*).

**Enclosures**

Materials in support of this submission are provided in the following table.

Submission Requirement	File Name	Prepared by	Submitted
<b>Drawings</b>			
Context Plan / Map	A000.S Cover Page	BDP Quadrangle	Feb 2025
	A100.S Context Plan & Statistics		

Concept/Site Plan	A101.S Site Plan		
Underground Parking Plans	A102.S P2 Underground Plan		
	A103.S P1 Underground Plan		
Waste Management Plan	A104.S Waste Management Plan		
Floor Plans	A201.S Ground Floor Plan		
	A202.S 2nd, 3rd & 6th Floor Plans		
	A203.S 4th, 5th & 7th Floor Plans		
	A204.S 8th & 9th Floor Plans		
	A205.S 10th to 12th Floor Plans		
Building Elevations	A201.S East & West Building Elevations		
	A402.S North & South Building Elevations		
	A451.S East West Building Section		
	A452.S North South Building Section		
Survey Plan	S-Survey Plan	IBW Surveyors	Sep 19, 2024
Grading / Site Servicing Plan	C-102 Preliminary Servicing Plan	Crozier	Feb 2025
	C-103 Preliminary Grading Plan		
	Figure 2_Pre-Development Drainage Plan		
	Figure 3_Post-Development Drainage Plan		
Subsurface Utility Investigation	C-Subsurface Utility Investigation	4Sight	Nov 2024
Landscape Plans	LP-1 Landscaping Plan	Crozier	Feb 2025
Tree Survey & Inventory / Tree Preservation Plan	Figure 1_Tree Inventory and Preservation Plan	Kuntz	Nov 2024
<b>Documents</b>			
Cover Letter with Proposed Tenure	Cover Letter	Sajecki Planning	Feb 20, 2025
Official Plan	Draft Official Plan Amendment		Feb 2025
Zoning By-law	Zoning Comparison Table		
	Draft Zoning By-law Amendment		
Draft Notice Sign	Draft Notice Sign Mock-Up		
Hydrogeological Report	Hydrogeological Investigation	DS Consultants	Oct 2024
Community Engagement Meeting	Community Engagement Report	Sajecki Planning	Feb 2025
Planning Justification Report	Planning Justification Report		
Parking Utilization Study	Transportation Impact Study and Parking Justification Report	Crozier	Feb 2025
Traffic Impact Study with Transportation Demand Management			
Urban Design Study	Urban Design Study	Sajecki Planning	Feb 2025
Shadow Study	Shadow Study	BDP Quadrangle	Feb 2025
Pedestrian Wind Comfort and Safety Study	Pedestrian Level Wind Study	Theakston Environmental	Feb 2025
Noise Study	Noise Impact Study	J.E. Coulter	Feb 2025
Arborist Report	Tree Inventory and Preservation Plan and Arborist Report	Kuntz	Nov 2024
Tree Inventory/Tree Preservation Plan			

Parcel Register	Parcel Register	Property Owner	Feb 2025
Stormwater Management Report	Functional Servicing and Preliminary Stormwater Management Report	Crozier	Feb 2025
Functional Servicing Report			
Phase One Environmental Site Assessment	Phase One Environmental Site Assessment	DS Consultants	Nov 2024
Phase Two Environmental Site Assessment	Phase Two Environmental Site Assessment	DS Consultants	Jan 2025
Additional Documents			
Sustainability Design Checklist	List of Low Impact Development Features	BDP Quadrangle	Feb 2025
Subsurface Utility Investigation	SUE Report	4Sight	Nov 2024
Environmental Reliance Letter	Reliance Letter	DS Consultants	Jan 2025
Application Forms			
Application Forms <ul style="list-style-type: none"><li>Property Owner Appointment and Authorization of Applicant</li><li>Declaration of Application Schedule with Oath</li><li>Environmental Site Screening Questionnaire and Declaration</li><li>Notice Sign Schedule</li><li>Planning Information Schedule</li><li>Servicing and Matters of Provincial Interest Schedule</li><li>Site Information Schedule</li><li>Tree Injury Destruction Declaration Schedule</li><li>Official Plan Amendment Application Form</li><li>Property Owner Acknowledgement Public Information Enter Property</li><li>Storm Sewer By-law Acknowledgement</li></ul>		Sajecki Planning	Feb 18, 2025
Fee Calculation Worksheet			
Commenting Agency Fee Collection Form			
Rental Housing Demolition and Conversion Application			
Region of Peel Commenting Fee Receipt			Feb 27, 2024

We trust that the submission materials meet the City's requirements for a complete OPA/ZBA application. We look forward to continuing to work with City during the review process. If you have any questions regarding the enclosed submission or require additional clarification, please contact me directly at 416-718-4143 or [michi@sajeckiplanning.com](mailto:michi@sajeckiplanning.com).

Sincerely,



Michi McCloskey  
MCIP, RPP  
Senior Associate  
Sajecki Planning Inc.

#### Attachments

Attachment 1 – DARC 24-20 Submission Requirements

Submission Requirements Checklist

Type of Application:

- ☒ Official Plan Amendment (OPA)
- ☐ Removal of H (H-OZ)
- ☒ Rezoning (OZ)
- ☐ Plan of Subdivision (T)

Planning and Building  
Department  
Development and Design Division  
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Mississauga, ON L5B 3C1  
Tel: 905-896-5511  
[www.mississauga.ca](http://www.mississauga.ca)  
[eplans.devdes@mississauga.ca](mailto:eplans.devdes@mississauga.ca)



General Information		
Address / Legal Description of Site 1470 Williamsport Drive		Ward No. 3
Meeting Date Feb 27/24 (1 <sup>st</sup> )		
Description of Proposal Two 12-storey residential apartment buildings		
Applicant Name Daniel Gordon, Sajecki Planning		Planner Name Jaspreet Sidhu
Pre-Application Meeting No. DARC 24-20		

General Requirements	Required Reports / Studies (7 copies each, unless noted below)
<input checked="" type="checkbox"/> <a href="#">Official Plan Amendment and/or Rezoning Application Form</a> , including ALL <a href="#">Schedules</a>	<input checked="" type="checkbox"/> Planning Justification Report
<input type="checkbox"/> <a href="#">Plan of Subdivision Application Form</a>	<input checked="" type="checkbox"/> Parking Utilization Study
<input checked="" type="checkbox"/> City Application Fees / Deposits	<input checked="" type="checkbox"/> Urban Design Study
<input checked="" type="checkbox"/> <a href="#">Commenting Agency Fee Collection Form</a>	<input checked="" type="checkbox"/> Shadow Study
<input checked="" type="checkbox"/> Region of Peel Commenting Fee Receipt (prior to formal application submission)	<input checked="" type="checkbox"/> Pedestrian Wind Comfort and Safety Study
<input type="checkbox"/> Conservation Authority Review Fee Receipt and/or GTAA Review Fee Receipt (prior to formal application submission)	<input type="checkbox"/> Digital 3D Building Mass Model (SketchUp)
<input checked="" type="checkbox"/> Cover Letter with proposed tenure	<input type="checkbox"/> Land Use Compatibility Study
<input checked="" type="checkbox"/> Context Plan / Map	<input checked="" type="checkbox"/> Noise Study
<input checked="" type="checkbox"/> Concept / Site Plan including amenity area calculations	<input checked="" type="checkbox"/> Arborist Report
<input checked="" type="checkbox"/> Grading / Site Servicing Plan / Cross Sections / Underground Parking Plan	<input checked="" type="checkbox"/> Tree Inventory/Tree Preservation Plan
<input checked="" type="checkbox"/> Recent Survey Plan	<input checked="" type="checkbox"/> Parcel Register showing Easements / Restrictions on Title
<input type="checkbox"/> Draft Plan of Subdivision	<input type="checkbox"/> Streetscape Feasibility Study (includes an existing utility plan that meets the Terms of Reference)
<input checked="" type="checkbox"/> Building Elevations	<input checked="" type="checkbox"/> Traffic Impact Study with Transportation Demand Management
<input checked="" type="checkbox"/> Official Plan – Table/List of requested Site-Specific Exemptions	<input type="checkbox"/> Right-of-Way Package
<input checked="" type="checkbox"/> Zoning By-law – Table/List of requested Site-Specific Exemptions)	<input type="checkbox"/> Slope Stability Study / Top of Bank Survey
<input checked="" type="checkbox"/> Draft Notice Sign Mock-up & Proof of Notice Sign Installation	<input checked="" type="checkbox"/> Stormwater Management Report
<input checked="" type="checkbox"/> Hydrogeological Report	<input checked="" type="checkbox"/> Functional Servicing Report (FSR)
<input type="checkbox"/> <a href="#">Urban Design Advisory Panel</a>	<input type="checkbox"/> Geotechnical Report
<input checked="" type="checkbox"/> Community Engagement Meeting (contact Ward Councillor’s office to confirm if required) If a meeting is warrant, a Community Engagement Report	<input type="checkbox"/> Environmental Impact Statement – Type (i.e. minor or major) to be determined following site visit prior to application submission
<input checked="" type="checkbox"/> Attendance at a DARC 2 meeting (Mandatory - see Other Information below)	<input checked="" type="checkbox"/> Environment Site Screen Questionnaire and Declaration Schedule (ESSQD)
Other Requirements / Notes	<input checked="" type="checkbox"/> Phase 1 Environmental Site Assessment (ESA) and a Phase 2 ESA if one is warranted according to the Phase 1 ESA
<input checked="" type="checkbox"/> Storm Sewer Use By-law Acknowledgement form	<input type="checkbox"/> Heritage Impact Assessment
<input checked="" type="checkbox"/> Waste Management Plan	<input type="checkbox"/> Archaeological Assessment
	<input type="checkbox"/> Housing Report
<input type="checkbox"/> Declaration of conformity with the Region of Peel Official Plan (See note below <sup>1</sup> )	<input checked="" type="checkbox"/> Independent Zoning Review (After DARC 2) to confirm the zoning standards and any zoning exceptions

<sup>1</sup>Declaration Requirement: In accordance with Schedule 1 of O.Reg. 543/06 of the Planning Act, as amended, an affidavit or sworn declaration from a Registered Professional Planner is required that confirms that the proposed amendment (to the City of Mississauga’s Official Plan) conforms with the Region of Peel’s Official Plan (meaning, the existing in force Region of Peel Official Plan). The Planning Justification Report, among other items, is to provide an explanation of how conformity with the Region of Peel’s current Official Plan is achieved.

Other Information

- The DARC process is required by the City’s Mandatory Pre-Application Meeting By-law 0128-2008, as amended. By-law 0128-2008, as amended, grants the Commissioner of Planning and Building Department the authority to require attendance at more than one DARC meeting. The requirement for a **DARC 2 meeting** has been stipulated by the Commissioner of Planning and Building Department.

- Terms of Reference for each study/report can be found in the following two websites: [Development Application Terms of Reference](#). If the Terms of Reference is not on the links, please contact the reviewer who made the comment for Terms of Reference.
- This checklist is valid for **one (1) year** from the date of the meeting. In the event that the checklist expires prior to the application being submitted, and/or new policy and/or by-laws apply, another updated checklist may be required.
- Application forms can be obtained at [Apply for an Official Plan amendment, Zoning By-law amendment or plan of subdivision – City of Mississauga](#)
- Additional information/reports/studies/plans may be required upon submission of the application.
- **Community Engagement Meeting** may be required where deemed necessary by the Ward Councillor will occur prior to the DARC 2 meeting. The Community Engagement meeting will be held with surrounding residents to inform the community of the contemplated development proposal and to gather feedback. Further details on the meeting can be obtained by the Planner assigned to the file.
- Independent zoning review is required to confirm the proposal zoning to ensure the proposed zoning by-law captures all zoning exceptions: [Apply for independent zoning review – City of Mississauga](#)
- Application submissions are via **ePlans only** at [Mississauga ePlans Login](#)

Preparing Drawings & Documents for an ePlans Submission

Drawing Standards

Drawing sheets should be saved and uploaded into ePlans with the proper view orientation, so that the drawings do not require to be rotated to a proper view.

The top right corner of all drawing sheets should be left blank with the exception of the border for the purpose of a City of Mississauga electronic approval stamp. Refer to the following chart for the approval stamp / location depending on the sheet size.

Sheet Size	Approval Stamp Size / Location
36" x 48"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• ¾" from edge of sheet in both directions</li></ul>
24" x 36"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• ¾" from edge of sheet in both directions</li></ul>
18" x 24"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• ½" from edge of sheet in both directions</li></ul>
11" x 17"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• ½" from edge of sheet in both directions</li></ul>

File Naming Standards for Drawings

File names for all drawings submitted through ePlans should include the first character of the discipline name followed by a 3-digit sheet number and drawing type.

File names must not include the project address, date, business name, dashes, hyphens or any other special characters. Each drawing plan sheet must be an independent file and the file name cannot exceed 70 characters. Files submitted with multiple drawing plan sheets will not be accepted.

Refer to the chart below for sample file naming conventions.

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

File Naming Standards for Documents

File names for all documents should clearly identify the type of document, such as an arborist report, shadow study, traffic impact study or stormwater management report.

File names must not include the project address, date, business name, dashes, hyphens or any other special characters. File name cannot exceed 70 characters.

File Type Standards

Only PDF or vector PDF (preferred) files will be accepted for drawings and documents. If drawings are created in AutoCAD, please convert the files to vector PDF by using the Autodesk Vector Graphic Converter “DWG to .pc3 plotter driver”.

File Size Restrictions

Individual file size restriction is up to 1 Gigabyte (GB).