

PLANNING CONSULTATION STAGE 1 APPLICATION

INSTRUCTIONS

Revised 2025 August 18

This application and all submitted documents are confidential.

Include the following with this application: Deed or Offer to Purchase, Conceptual Site Plan (see Section 5), Draft Plan of Subdivision or Condominium (if applicable), and any other document, drawings, or plans that explain the development proposal. Provide as much information as possible.

Submit drawings or plans in JPG and PDF format. Submit all other documents in Word and PDF format. Flatten all PDF files with no layers and 'Printing' and 'Content Copying' allowed. The City of Windsor ("City") will not accept hand drawn plans.

Read, complete, and sign the application in full. The City will reject an incomplete application. Do not make payment until given instructions to do so. The City will refund or return any payment made before the City is ready to deem the application complete. Do not email any documents to a staff Planner. After 60 days of inactivity, the City will terminate the application without notice.

Submit the application & supporting information to the Senior Steno Clerk, Planning & Development Services, 2nd Floor, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

FEES

Fees subject to change. Payment options will be provided when the application is ready to be deemed complete. **Planning Consultation Stage 1 Fee: \$535.00**

PLANNING CONSULTATION PROCESS: STAGE 1

The purpose of Stage 1 of the Planning Consultation process is to identify documents that must be submitted with the Planning Consultation Stage 2 application and subsequent *Planning Act* application. You will receive a Planning Consultation Stage 1 Letter that will list required applications, fees, documents including scope or terms of reference, and contact information of staff responsible for reviewing the documents.

The letter may also contain additional information that is beyond the scope of the required applications. The City provides this for your information, and it may be subject to change. The letter will also indicate if the proposed development or amendment is not viable or if there are concerns with the proposal. Viability does not imply support or opposition to the proposed development or amendments and is intended to assist the applicant in making an informed decision regarding next steps.

The Planning Consultation Stage 1 letter is valid for one year.

CONTACT INFORMATION

Planning & Development Services
City of Windsor
Suite 210 - 350 City Hall Square West
Windsor ON N9A 6S1

Telephone: [519-255-6543](tel:519-255-6543)
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: citywindsor.ca

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1. APPLICANT AND AGENT INFORMATION

If the Applicant is a numbered company, provide the name of the principals of the company. If there is more than one Applicant copy this page, complete in full, and submit with this application. All communication is with the Agent. If there is no Agent, all communication is with the Applicant.

Applicant

Name

Contact

Address

Phone

Fax

Email

Agent

☐

Same as Applicant

Name

Contact

Address

Phone

Fax

Email

2. PREVIOUS APPLICATIONS

Indicate the file numbers of previous applications. If unknown, leave blank.

Plan of Subdivision or Consent

NO

☐

YES

☐

File:

Plan of Condominium

NO

☐

YES

☐

File:

Official Plan Amendment

NO

☐

YES

☐

File:

Zoning By-law Amendment

NO

☐

YES

☐

File:

Site Plan Control

NO

☐

YES

☐

File:

Minister's Zoning Order

NO

☐

YES

☐

OR#:

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3. SUBJECT LAND INFORMATION

Street address, roll number, legal description, ward, and zoning district information may be available at the following links: [Public Property Inquiry](#) and [Mapp My City Apps - My City](#).

Copy and paste the information into the appropriate fields below.

Street Address

Include Postal
Code

Roll Number

**Legal
Description**

Ward

Zoning

Dimensions

Lot Frontage / Width (m)	Lot Depth (m)	Lot Area (m ²)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Metric Units

Current Uses

Indicate how
long uses have
continued

Former Uses

Check all
that apply

AGRICULTURAL

☐

COMMERCIAL

☐

INDUSTRIAL

☐

INSTITUTIONAL

☐

PARKLAND

☐

RESIDENTIAL

☐

VACANT LAND

☐

OTHER

☐

Contamination

Is there reason to believe that current or former uses on the subject land may have contaminated the subject or adjacent land?

NO

☐

YES

☐

UNKNOWN

☐

If available, submit any Phase 1 or Phase 2 Environmental Site Assessment or any Record of Site Condition with this application.

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4. INFRASTRUCTURE

WATER: How will you be providing water to the subject land?

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Public piped water system

☐

Private individual well

☐

Private communal well

SANITARY SEWAGE: How will you be disposing of sanitary sewage from subject land?

☐

Public sanitary sewage system

☐

Private individual septic system: see Note 1

☐

Private communal septic system: see Note 1

Note 1: If the application would permit development on private individual or communal septic system and will produce more than 4,500 litres of effluent per day because of completion of the development, you must submit a Servicing Options Report and a Hydrogeological Report with this application.

STORM DRAINAGE: How will you be providing storm drainage? Check all that apply.

☐

Sewers

☐

Ditches

☐

Swales

☐

Other

5. SITE PLAN

Provide a site plan of the existing and any proposed development showing, in metric units:

- a) the boundary and dimension, in metres, of the subject land.
- b) the location, size, and type of any existing and proposed building and structure on the subject land, including their distance from all lot lines, their height in metres and storeys, the number of parking spaces, accessible parking spaces, loading spaces, and the dimensions of parking aisles, collector aisles, and access areas.
- c) the approximate location of any natural and artificial feature (building, railway, driveway, access area, watercourse, drain, ditch, banks of river or stream, wetland, wooded area, well, septic tank, etc.) that is located on the subject land and on land adjacent to it.
- d) the current uses of all land that is adjacent to the subject land.
- e) the location and name of any road and alley within or abutting the subject land, indicating if it is an unopened road allowance, a public travelled road, a private road, or a right of way.
- f) if access to the subject land will be water only, the location of the parking and docking facilities you will be using.
- g) the location and nature of any easement affecting the subject land.

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6. PROPOSED DEVELOPMENT / PLANNING ACT PROCESS

Be as descriptive as possible. The more information you provide, the more complete the feedback provided will be. Incorrect or incomplete information will delay processing of this, and any future, application. Include any conceptual floor plans, elevations, or renderings.

6A. Describe the nature and scope of the proposed development.

6B. If the proposed development consists of multiple buildings, provide an overall total for Gross Floor Area, Parking Spaces (including Accessible & Bicycle), & Loading Spaces. Use additional sheets for each building or attach a document that provides this information.

Total Dwelling Units:		Parking Spaces:	
Number of Buildings:		Accessible Parking Spaces:	
Gross Floor Area (m ²):		Bicycle Parking Spaces:	
Landscaped Open Space (m ²):		Loading Spaces:	
Building Height (m):		Building Height (storeys):	

6C. What Planning Act process will you apply for? Check all that apply. Staff will state in the Planning Consultation Stage 1 Letter what Planning Act processes will apply. Site Plan Control (SPC) has a separate Planning Consultation [process](#).

- | | |
|--|--|
| <input type="checkbox"/> Official Plan Amendment (OPA) | <input type="checkbox"/> Zoning By-law Amendment (ZBA) |
| <input type="checkbox"/> Plan of Subdivision (SDN) | <input type="checkbox"/> Part Lot Control (PLC) |
| <input type="checkbox"/> Plan of Condominium (CDM) | <input type="checkbox"/> Condominium Conversion |

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6D. For an Official Plan Amendment (OPA): Describe the amendment. Indicate the land use designation you are requesting or Special Policy Area you are adding or amending.

6E. For a Zoning By-law Amendment (ZBA): Describe the amendment. Indicate what zoning district or zoning exception you are requesting or amending. It is your responsibility to ensure compliance with all applicable zoning provisions.

6F. For a Plan of Subdivision (SDN), Plan of Condominium (CDM), Condominium Conversion, or Part Lot Control (PLC): Attach a Conceptual Lotting Plan.

7. ACKNOWLEDGEMENT

Application Processing: Receipt of this application by the City does not deem it complete. The City will review the application and submitted documents. Incomplete or incorrect information will delay processing. Once the City processes payment and deems the application complete, the fee is not refundable. After 60 days of inactivity the City may terminate the application without notice.

Confidentiality and Sharing of Information: While this application and all material provided are confidential, subject to the [Planning Act](#) and the [Municipal Freedom of Information and Protection of Privacy Act](#), the City may share the application and submitted material with external agencies to determine what supporting studies, documents, and information are required.

Planning Consultation Stage 1 Letter and Required Information: Unless otherwise stated or revised, the Planning Consultation Stage 1 Letter is valid for a period of one year from the date of the letter. The Applicant must provide all supporting studies, documents, and information identified in the Planning Consultation Stage 1 letter and any additional information identified in the Planning Consultation Stage 2 letter. The City may determine during the processing of a future *Planning Act* application that additional material must be provided.

CONTINUED ON NEXT PAGE

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7. ACKNOWLEDGEMENT (Continued)

Archaeological Resources: If archaeological resources are found during grading, construction, or soil removal activities all work in that area must cease immediately. I will [notify](#) the City's Planning & Development Services and Manager of Culture and Events and the Ontario Archaeology Program Unit ("APU") to confirm satisfaction of any archaeological requirements before any work can resume.

Human Remains: If human remains are encountered during grading, construction or soil removal activities all work in that area must cease. I will secure the site and contact the Windsor Police Service at 911 or the coroner so that they may determine whether the skeletal remains are human and whether the remains constitute a part of a crime scene. The police or coroner will notify the APU and the Registrar at the Ministry of Government and Consumer Services if needed, and the APU will provide notification and satisfactory confirmation.

Species at Risk: Ontario's [Endangered Species Act, 2007](#) protects endangered and threatened species (animals and plants). It is my responsibility to comply with the provisions of the *Endangered Species Act, 2007*. This may require me to register an activity or get a permit or other authorization from the Ontario Ministry of the Environment, Conservation and Parks ("MECP") prior to conducting an activity that could impact an endangered or threatened animal or plant or its habitat. Any *Planning Act* approval given by the City does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals, or permits from MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat. Contact MECP at SAROntario@ontario.ca or visit their [website](https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species) (<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>)

My signature below is acknowledgement that I read, understand, and agree to, the above statements.

Applicant

Agent

Date YYYY-MM-DD

LAST PAGE OF THE APPLICATION