

## PLANNING CONSULTATION STAGE 2 APPLICATION

### INSTRUCTIONS

*Revised 2025 August 18*

This application and all submitted documents are confidential.

You must have a valid Planning Consultation Stage 1 Letter or written confirmation from Planning & Development Services to submit a Planning Consultation Stage 2 Application.

Include all documents listed as required in the Planning Consultation Stage 1 Letter including a Deed or Offer to Purchase, and a Conceptual Site Plan.

Submit drawings 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. See "File Name Format" on Page 7 for name and date formats. 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, 2<sup>nd</sup> Floor, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### FEES

Fees subject to change. Payment options will be provided when the application is ready to be deemed complete. See the Planning Consultation Stage 1 Letter for the Planning Consultation Stage 2 Fee.

### PLANNING CONSULTATION PROCESS: STAGE 2

The purpose of Stage 2 of the Planning Consultation process is to circulate the required documents listed in the Planning Consultation Stage 1 Letter to the appropriate department or agency for their review and comment.

You will receive a Planning Consultation Stage 2 Letter that will invite you to submit the listed Planning Act applications and that will indicate if the submitted documents require revisions or are acceptable.

If revisions to the submitted documents are required, the letter will indicate the nature of those changes and the contact information of the person responsible for reviewing the document. Information for other processes may also be provided.

The Planning Consultation Stage 2 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](mailto:planningdept@citywindsor.ca)  
Web Site: [citywindsor.ca](http://citywindsor.ca)

# PLANNING CONSULTATION STAGE 2 APPLICATION

## 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#:

# PLANNING CONSULTATION STAGE 2 APPLICATION

## 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 <sup>2</sup> )
<input type="text"/>	<input type="text"/>	<input type="text"/>

Metric Units

**Current Uses**

Also indicate  
how long uses  
have continued

**Former Uses**

Check all  
that apply

AGRICULTURAL

☐  
☐  
☐

INSTITUTIONAL

VACANT LAND

COMMERCIAL

PARKLAND

OTHER

☐  
☐  
☐

INDUSTRIAL

RESIDENTIAL

☐  
☐

**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. 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.

4A. Describe the nature and scope of the proposed development.

4B. 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.

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

4C. What Planning Act processes will you apply for? Check all that apply. Staff may determine that additional processes will apply - this will be listed in the Planning Consultation Stage 2 Letter. 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        |

4D. 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.

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- 4E. 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 applicable zoning provisions.

- 4F. For a Plan of Subdivision (SDN), Plan of Condominium (CDM), Condominium Conversion, or Part Lot Control (PLC): Attach a Conceptual Lotting Plan.

### 5. 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 2 Letter and Required Information:** The Planning Consultation Stage 2 Letter is valid for a period of one year from the date of the letter. The Applicant must provide all supporting studies 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.

**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.

**CONTINUED ON NEXT PAGE**

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### 5. ACKNOWLEDGEMENT (Continued)

**Potentially Contaminated Site:** I am responsible for complying with provincial legislation and guidelines and the City's Official Plan policies regarding a potentially contaminated site, and to use reasonable effort to identify any potential contamination on the subject land. As a condition of approval, the City may require me to file a Record of Site Condition ("RSC") signed by a qualified person in the Environmental Site Registry and provide to the City of acknowledgement of the RSC by the Ontario Ministry of the Environment, Conservation and Parks ("MECP"). The City may require the qualified person signing the RSC to submit to the City a Declaration acknowledging that the City may rely on the statements in the RSC. The City is not responsible for the identification or remediation of a contaminated site, and I agree, whether in, through, or because of any action or proceeding for environmental clean-up of any damage or otherwise, I will not make claim against the City, its officers, officials, employees, or agents for, or in respect of, any loss, damage, injury, or costs.

**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 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](mailto:SAROntario@ontario.ca) or visit their website (<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 with, the above statements.**

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Applicant

Agent

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Date YYYY-MM-DD

# PLANNING CONSULTATION STAGE 2 APPLICATION

## FILE NAME FORMAT

Name your documents using the list below and, where available, adding the effective date of the document using the numerical date format YYYY-MM-DD.

For example: Planning Rationale Report 2024-11-24

You can include your own project number or information after the file name and date. If there are multiple files of one type of document, add a number to the file name. All documents shall be in a single folder.

### FILE NAME

### EFFECTIVE DATE

Agreement of Purchase and Sale

Confirmation of Acceptance date

Application Planning Consultation Stage 1

Acknowledgements date

Application Planning Consultation Stage 2

Application Official Plan Amendment

Sworn Declaration of Applicant date

Application Zoning By-law Amendment

Application Plan of Subdivision

Application Plan of Condominium

Application Condominium Conversion

Archaeological Assessment Stage 1

Report date

Archaeological Assessment Stage 2

Built Heritage Impact Study

Report date

Concept Drawings

Drawn / Revised On date

Concept Floor Plans

Concept Elevations

Concept Elevations & Renders

Concept Plans

Concept Renders

Concept Site Plan

Corporate Profile Report

Report Generated on date

Environmental Impact Study

Report date

Environmental Site Assessment Phase I

Report date

Environmental Site Assessment Phase II

Functional Servicing Report

Report date

Geotechnical Report

Report date

Noise Assessment

Report date

Noise Study

Noise & Vibration Assessment

Noise & Vibration Study

## PLANNING CONSULTATION STAGE 2 APPLICATION

FILE NAME	EFFECTIVE DATE SOURCE
Open House Notice	Date Sent or Delivered
Open House Presentation	Date of Open House
Open House Registration Report	
Open House Sign in Sheet	
Open House Letter Name of Person	Date letter or email was sent
Open House Letter Address of Person	
Ownership Deed of Land	"Registered as of" date
Ownership Parcel Register	Prepared For date
Ownership Transfer	Received on date
Parking Study	Report date
Plan of Survey	Surveyor's Certificate date
Planning Rationale Report	Report date
Sanitary Sewer Study	Report date
Shadow Study	Report date
Stormwater Study	Report date
Transportation Impact Study	Report date
Transportation Impact Statement	
Transportation Impact Study Memo	
Tree Survey	Report date
Topographic Survey	Surveyor's Certificate date
Urban Design Brief	Report date
Urban Design Study	
Vibration Assessment	Report date
Vibration Study	
Waste Disposal Letter	Date of Letter

**LAST PAGE OF THE APPLICATION**