

PLANNING CONSULTATION STAGE 1 APPLICATION

INSTRUCTIONS

Verify that you are using the most current application. All submitted information is confidential.

Include the following documents when submitting this application: Deed or Offer to Purchase, Sketch or a recent Plan of Survey of subject land, Draft Plan of Subdivision or Condominium (if applicable) and any other document or drawings required to explain the development proposal. Provide as much information as possible, even if conceptual or draft.

All drawings or plans shall be in JPG and PDF format. All other documents shall be provided in Word and PDF format. All PDF documents shall be flattened with no layers.

Read and complete the application in full and sign where indicated.

Submit application form, supporting information, and application fee to Senior Steno Clerk, Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

Do not email the application, documents, or fee to a staff planner.

The application will be terminated without notice after 60 days of inactivity. The processing of the application is subject to change. Direct all questions to the assigned Planner.

FEE

Planning Consultation Stage 1 Fee: \$535.00 **Code 72337**

Methods of payment:

- 1 Certified Cheque or Personal Cheque made payable to The Corporation of the City of Windsor and delivered in person or mailed to the Planning & Development Services at the address below and to the attention of the Planning Senior Clerk Steno.
- 2 Online payment at <https://www.citywindsor.ca/EServices/Pages/Online-Payment-Options.aspx>

PLANNING CONSULTATION PROCESS: STAGE 1

The purpose of Stage 1 of the Planning Consultation Process (PC1) is for departments and agencies to identify any plan, study, or report ("the document") that must be submitted with the Planning Consultation Stage 2 Application (PC2) and subsequent Planning Act applications. They will indicate if a specific qualified professional must complete the document, the applicable scope or terms of the document, and contact information of the staff in the department or agency.

Staff will prepare a Planning Consultation Stage 1 Letter that will list the required applications and documents. Additional information for other processes such as Site Plan Control may also be provided. The letter will also inform the applicant if the proposed development or amendments is viable or if there are concerns with the proposal. Viability does not imply that Planning & Development Services supports or opposes the proposed development or amendments and is intended to assist the applicant in making an informed decision regarding the next steps in the process.

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

CONTACT INFORMATION

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

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

PLANNING CONSULTATION STAGE 1 APPLICATION

1. APPLICANT AND AGENT INFORMATION

Provide the full name of the applicant and agent, including the name of the contact person, and address, postal code, phone number, fax number and email address. 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 authorized by the Owner to file the application otherwise, If there is no Agent, all communication is with the Applicant.

Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

2. SUBJECT LAND INFORMATION

Municipal Address _____

Legal Description _____

Assessment Roll Number _____

Frontage (m) _____ Depth (m) _____ Area (sq m) _____

Existing Uses _____

If known, the lengths of time that the existing uses have continued: _____

Previous Uses _____

PLANNING CONSULTATION STAGE 1 APPLICATION

3. PREVIOUS APPLICATIONS

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO YES File: _____

An application for an amendment to a Zoning By-law: NO YES File: _____

An application for approval of a Site Plan: NO YES SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO YES OR#: _____

4. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day because of the development being completed, a Servicing Options Report and a Hydrogeological Report will be required.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- Sewers
- Ditches
- Swales
- Other _____

5. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether 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 to be used; and
- g) the location and nature of any easement affecting the subject land.

PLANNING CONSULTATION STAGE 1 APPLICATION

6. PROPOSED DEVELOPMENT INFORMATION

- A. Describe the nature and scope of the proposed or conceptual development. Be descriptive as possible.
For a residential development, indicate the proposed number of dwelling units and parking spaces.
For a non-residential development, indicate the proposed total gross floor area and number of parking spaces.

- B. What Planning Act process will you apply for? Check all that apply:

- | | |
|--|--|
| <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 |

Additional processes may apply. This will be indicated in the Planning Consultation Stage 1 Letter.
Site Plan Control is subject to a separate Planning Consultation process.

- C. For an Official Plan Amendment (OPA), describe the amendment being sought. Indicate what land use designation or Special Policy Area you are requesting or amending:

- D. For a Zoning By-law Amendment (ZBA), describe the amendment being sought. Plan. Indicate what zoning district or site-specific provision you are requesting or amending:

- E. For a Plan of Subdivision, Plan of Condominium, Condominium Conversion, or Part Lot Control, attach a Concept Plan

PLANNING CONSULTATION STAGE 1 APPLICATION

7. ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

Previous Use of Property

- Residential Industrial Commercial Institutional
 Agricultural Parkland Vacant Other _____

- a) If previous use of the property is Industrial or Commercial, specify use:

- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
 Yes No Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
 Yes No Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
 Yes No Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
 Yes No Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
 Yes No Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
 Yes No Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
 Yes No Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
 Yes No Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

PLANNING CONSULTATION STAGE 1 APPLICATION

8. ACKNOWLEDGEMENTS

Receipt and Termination of Application, Fees, Planning Consultation Stage 1 Letter, & Confidentiality

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application. Further review of the application will occur, and I may be contacted to provide additional information and/or resolve any discrepancies with the application as submitted. After 60 days of inactivity the City of Windsor will terminate the application without notice.

I further acknowledge that once the application is deemed complete that no fees will be refunded.

I further acknowledge that, unless otherwise stated, the Planning Consultation Stage 1 Letter is valid for a period of one year from the date of the letter.

I further acknowledge that it may be determined during the processing of a future development application that additional supporting studies, documents, and information are required, and that the applicant will be required to provide all supporting studies, documents, and information identified in the Planning Consultation Stage 1 letter and the review.

I further acknowledge that while this application and all material provided are confidential, the City of Windsor may share the application and material with other external agencies to determine what supporting studies, documents, and information are required, and that the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act may apply.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals, or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found by contacting MECP at SAROntario@ontario.ca or at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

Acknowledgement

I acknowledge that I have read and understand the above statements:

Signature of Applicant or Agent

Date

THIS IS THE LAST PAGE OF THE APPLICATION FORM