

PLANNING CONSULTATION STAGE 2 APPLICATION

INSTRUCTIONS

Revised 2025 March 3. 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 or plans in JPG and PDF format. Submit all other documents in Word and PDF format. Flatten all PDF documents with no layers. Hand drawn plans will not be accepted.

Read, complete, and sign the application in full. An incomplete application will be returned. Do not make payment until given instructions to do so - any payment made before the application is deemed complete will be refunded or returned. Do not email the application and documents to a staff planner.

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

After 60 days of inactivity the application will be terminated without notice.

FEE

Code 72337 - See the Planning Consultation Stage 1 Letter for the Planning Consultation Stage 2 Fee. Fees subject to change. Payment options will be provided when the application is ready to be deemed complete.

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
Web Site: citywindsor.ca

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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.

APPLICANT

Name: _____ Contact: _____

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

AGENT

Name: _____ Contact: _____

Address: _____

Address: _____ Postal Code: _____

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:

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)
Metric Units			

Current Uses

Also indicate how long uses have continued

Former Uses

Check all that apply

<input type="checkbox"/> AGRICULTURAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL
<input type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> PARKLAND	<input type="checkbox"/> RESIDENTIAL
<input type="checkbox"/> VACANT	<input type="checkbox"/> OTHER: _____	

Contamination Is there reason to believe the subject lands may have been contaminated by current or former uses on the site or adjacent sites?

YES NO 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 comprehensive the feedback provided will be. Incorrect or incomplete information will delay processing. Include any conceptual floor plans, elevations, or renderings.

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

See Planning Rationale Report- indicate page or section:

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.

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

4B. 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 |

4C. For an Official Plan Amendment (OPA): Describe the amendment being sought. Indicate the land use designation you are requesting or Special Policy Area you are adding or amending.

See Planning Rationale Report - indicate page or section:

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4D. For a Zoning By-law Amendment (ZBA): Describe the amendment being sought. Indicate what zoning district or site-specific provision you are requesting or amending. It is your responsibility to ensure compliance with applicable zoning provisions.

See Planning Rationale Report - indicate page or section:

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

5. ACKNOWLEDGEMENTS

Processing of Application – I acknowledge that receipt of this application by the City of Windsor does not deem it complete, that further review will occur, that after 60 days of inactivity the City of Windsor may terminate the application without notice, and that once the application is deemed complete no fee will be refunded.

Confidentiality & Sharing of Information – I acknowledge that while this application and all material provided are confidential, the City of Windsor may share the application and material with 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.

Planning Consultation Stage 2 Letter & Required Information – I acknowledge that, unless otherwise stated or revised, the Planning Consultation Stage 2 Letter is valid for a period of one year from the date of the letter, that the Applicant will be required to provide all supporting studies, documents, and information identified in the Planning Consultation Stage 1 letter, and that it may be determined during the processing of a future *Planning Act* application that additional material must be provided.

Archaeological Resources – I acknowledge that if archaeological resources are found during grading, construction, or soil removal activities, all work must immediately cease, and that the City's [Planning & Development Services](#), the City's [Manager of Culture and Events](#), and the Ontario [Ministry of Citizenship and Multiculturalism](#) are notified and confirm satisfaction of any archaeological requirements before work can resume.

Human Remains – I acknowledge that if human remains are encountered during grading, construction, or soil removal activities, all work must immediately cease, and the site secured. The Windsor Police Service at 911 or the coroner must be contacted to 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 Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation will be given by the Ministry of Citizenship and Multiculturalism.

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Potentially Contaminated Site – I acknowledge that it is my responsibility to ensure that I comply with applicable legislation and guidelines and the City’s Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject land, and that as a condition of approval of this application 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 verification to the City of acknowledgement of the RSC by the Ontario Ministry of the Environment, Conservation and Parks (“MECP”).

I acknowledge that 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.

I acknowledge that the City is not responsible for the identification or remediation of contaminated sites, 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 in decline and at risk of disappearing from the province.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007*. 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* 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.

For additional information contact MECP at SAROntario@ontario.ca or visit:

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

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

Signature of Applicant or Agent

Date

Applicant Agent

THIS IS THE LAST PAGE OF THE APPLICATION