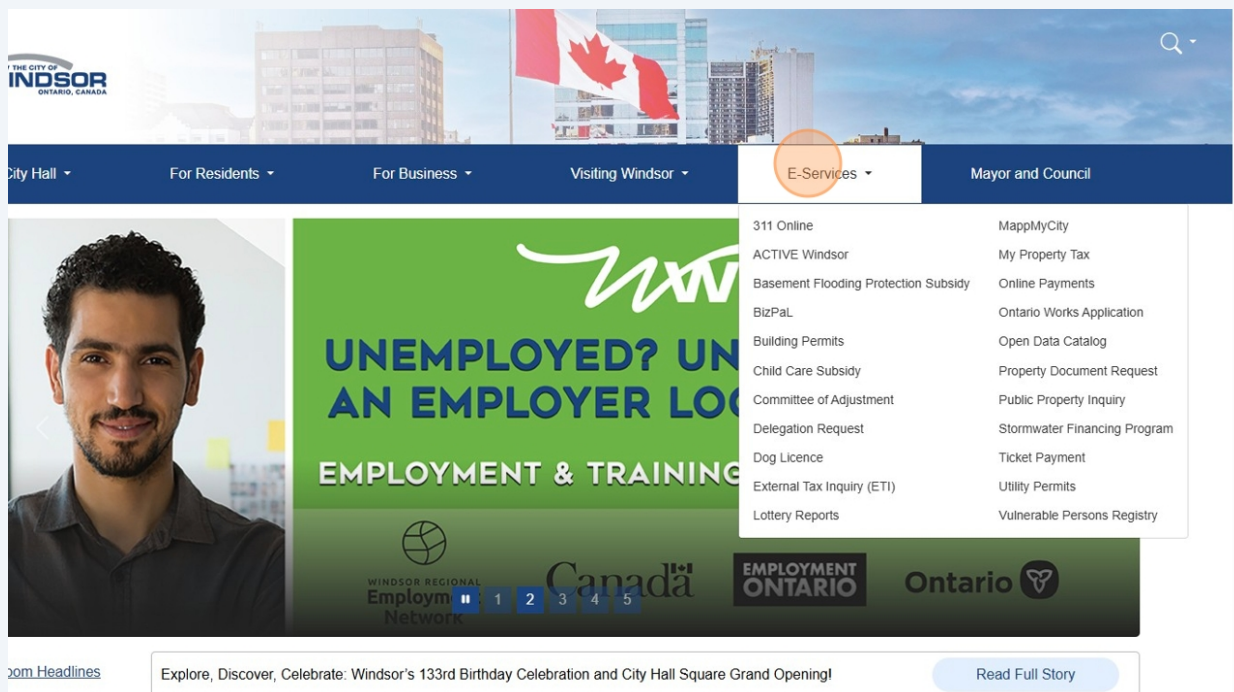


Submitting a Pre-Consultation Committee of Adjustment Application Online



1 Navigate to <https://www.citywindsor.ca/>

2 Click "E-Services"



3



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2

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0	0	0	0
0	0	0	0

LOTTERY			
36	83	40	82
49	55	9	83
8	48	★	82
53	61	80	29

LOTTERY			
36	83	40	82
49	55	9	83
8	48	★	82
53	61	80	29

Ontario Works

4

City Hall ▾

For Residents ▾

For Business ▾

Visiting Windsor ▾

E-Services ▾

Mayor and Council

E-Services > Committee of Adjustment

Committee of Adjustment

Step 1
Pre-Application Consultation Request

Step 2
Formal Application and Payment of Fees

Step 3
Circulation of Application and Public Hearing

Step 4
Contact Us

Is Municipal Consent and Minor Variance?

Apply Here

What is Municipal Consent and Minor Variance?

Municipal Consent is required when/to: severing land for the purpose of creating a new lot, discharge a mortgage, lease land/structure in excess of 21 years, register easements and right-of-way in excess of 21 years, convey a portion of a lot for the purpose of a lot addition to abutting lands.

Minor Variance is when you ask for a small change to the zoning rules. If approved, it allows you to get a building permit even if your property does not exactly match the regulations in the Zoning Bylaw.

There are four (4) tests for a Minor Variance under the Planning Act: Is the application minor? Is the application desirable for the appropriate development of the lands in question? Does the application conform to the general intent of the Zoning Bylaw? Does the application conform to the general intent of the Official Plan?

An application must pass all four tests to be considered a minor variance.

[More Information](#)

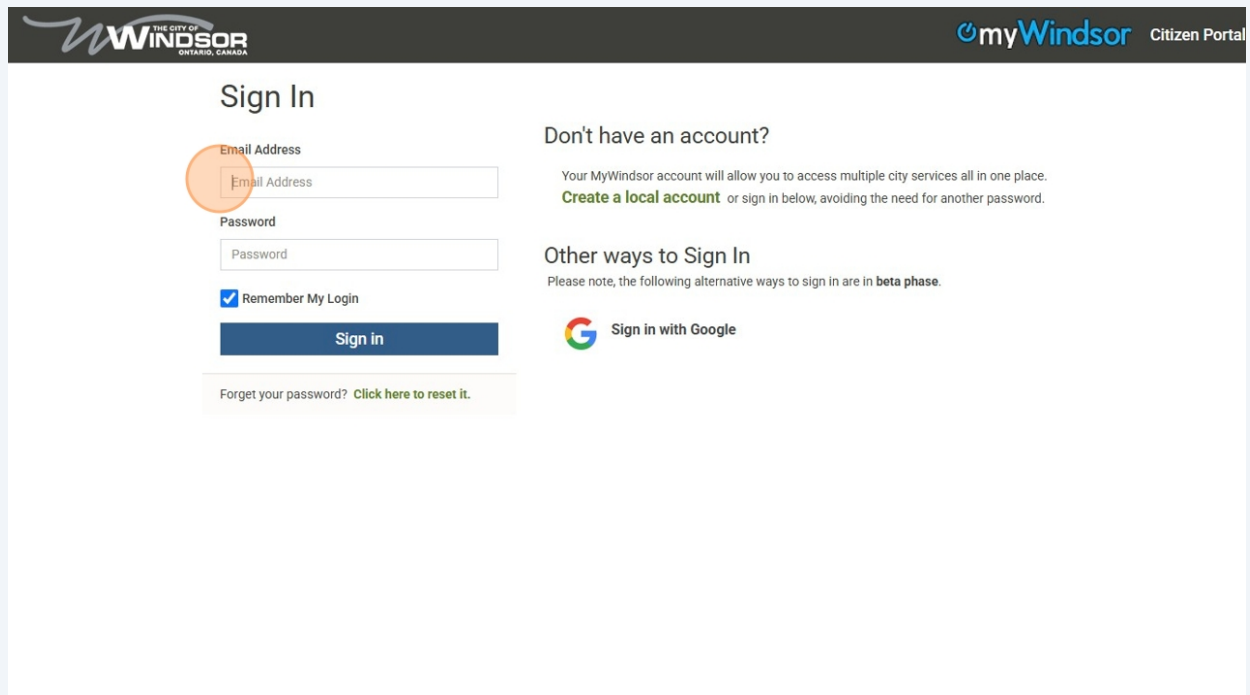
[Next Step](#)

Navigate

Quick Links

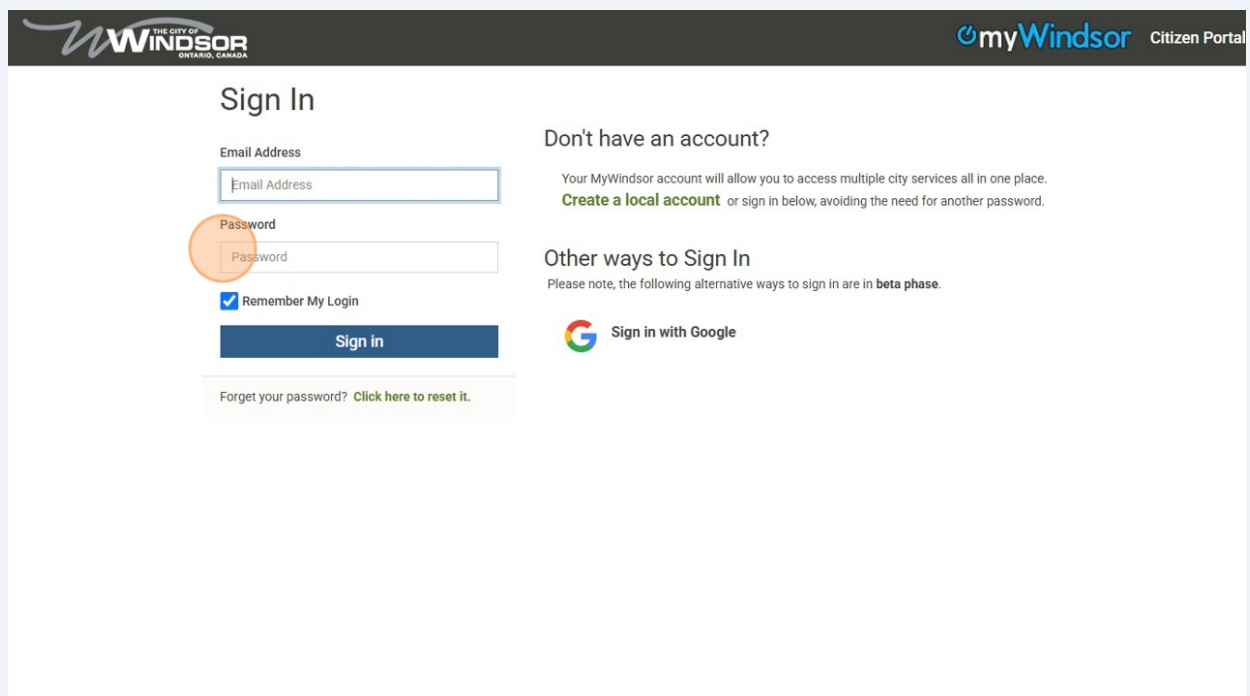
More Links

5 Enter the registered "Email Address"



The screenshot shows the 'myWindsor Citizen Portal' header. The main heading is 'Sign In'. Below it, there are two input fields: 'Email Address' and 'Password'. The 'Email Address' field is highlighted with an orange circle. Below the 'Email Address' field is a checkbox labeled 'Remember My Login' which is checked. Below the checkbox is a blue 'Sign in' button. Below the button is a link: 'Forget your password? [Click here to reset it.](#)'. To the right of the sign-in form, there is a section titled 'Don't have an account?' with a paragraph: 'Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#) or sign in below, avoiding the need for another password.' Below this is a section titled 'Other ways to Sign In' with a paragraph: 'Please note, the following alternative ways to sign in are in **beta phase**.' Below the paragraph is a Google logo and the text 'Sign in with Google'.

6 Enter the "Password"



The screenshot shows the 'myWindsor Citizen Portal' header. The main heading is 'Sign In'. Below it, there are two input fields: 'Email Address' and 'Password'. The 'Password' field is highlighted with an orange circle. Below the 'Email Address' field is a checkbox labeled 'Remember My Login' which is checked. Below the checkbox is a blue 'Sign in' button. Below the button is a link: 'Forget your password? [Click here to reset it.](#)'. To the right of the sign-in form, there is a section titled 'Don't have an account?' with a paragraph: 'Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#) or sign in below, avoiding the need for another password.' Below this is a section titled 'Other ways to Sign In' with a paragraph: 'Please note, the following alternative ways to sign in are in **beta phase**.' Below the paragraph is a Google logo and the text 'Sign in with Google'.

7

Click "Sign in"

Sign In

Email Address

Password

☒ Remember My Login

Sign in

Don't have an account?

Your MyWindsor account will allow you to access multiple city services all in one place.
[Create a local account](#) or sign in below, avoiding the need for another password.

Other ways to Sign In

Please note, the following alternative ways to sign in are in **beta phase**.

Sign in with Google

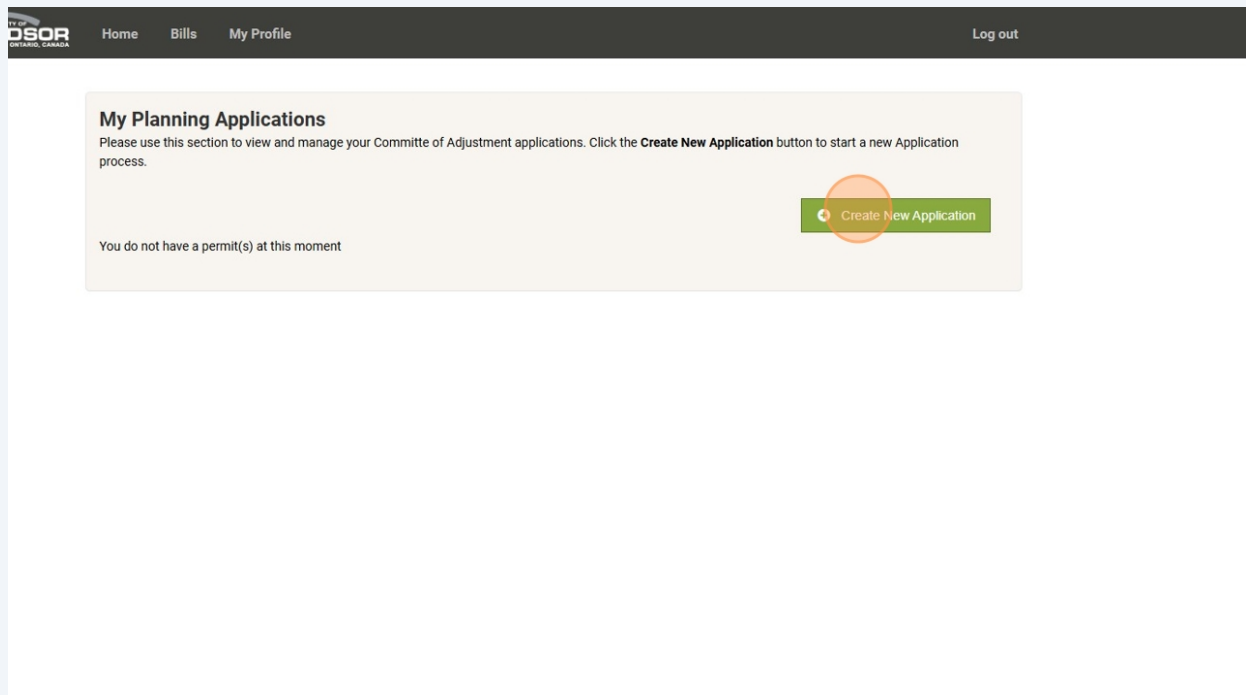
Forget your password? [Click here to reset it.](#)



The Applicant will land on the "My Planning Applications" Dashboard.
This is the home page of all the planning applications created and/or submitted by the applicant

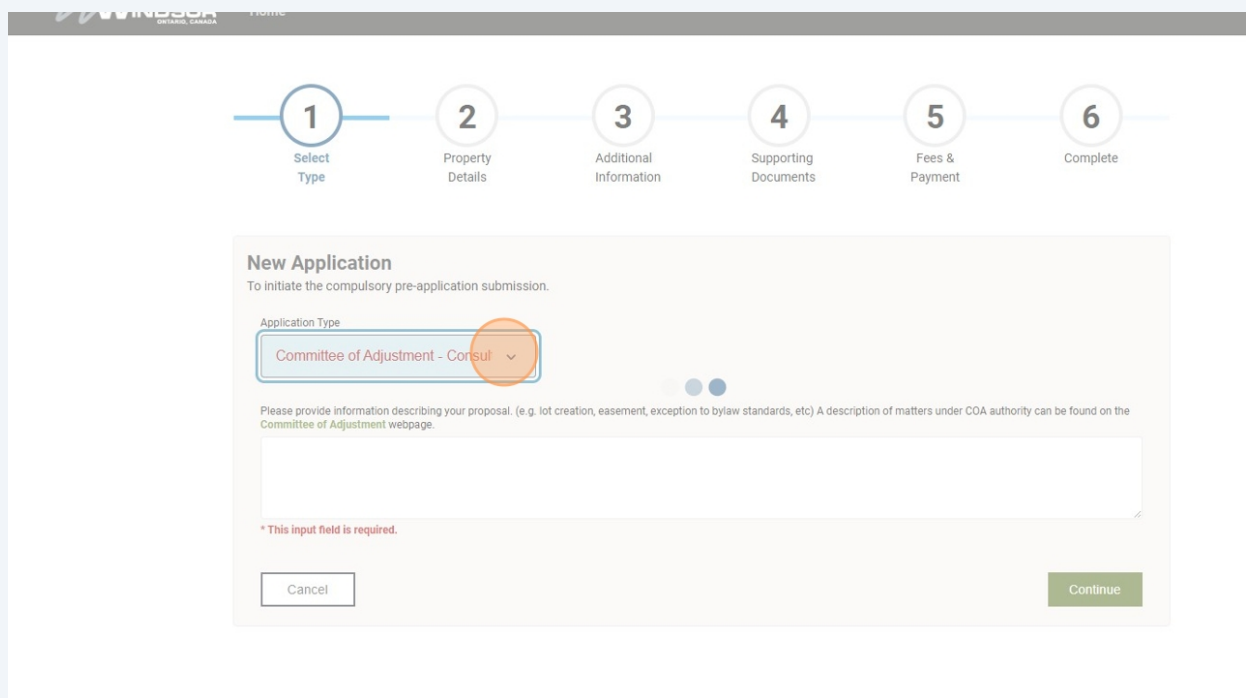
8

Click "Create New Application"



9

Select the "Committee of Adjustment - Consultation" option from the "Application Type" dropdown



10

From the "Sub Type" dropdown, Select the required sub type - "Minor Variance" or "Consent (Severance)" or "Both Minor Variance and Consent"

ONTARIO, CANADA

1 Select Type 2 Property Details 3 Additional Information 4 Supporting Documents 5 Fees & Payment 6 Complete

New Application

To initiate the compulsory pre-application submission.

Application Type: Committee of Adjustment - Consul ▾

Sub Type: Minor Variance ▾

Please provide information describing your proposal. (e.g. lot creation, easement, exception to bylaw standards, etc) A description of matters under COA authority can be found on the [Committee of Adjustment](#) webpage.

* This input field is required.

Cancel Continue

11

In the Text box - Provide the information describing your proposal. (e.g. lot creation, easement, exception to bylaw standards, etc)

1 Select Type 2 Property Details 3 Additional Information 4 Supporting Documents 5 Fees & Payment 6 Complete

New Application

To initiate the compulsory pre-application submission.

Application Type: Committee of Adjustment - Consul ▾

Sub Type: Both Minor Variance and Consent ▾

Please provide information describing your proposal. (e.g. lot creation, easement, exception to bylaw standards, etc) A description of matters under COA authority can be found on the [Committee of Adjustment](#) webpage.

* This input field is required.

Cancel Continue

© 2024

12 "Enter Description of the application you are applying for"

13 Click "Please provide information describing your proposal. (e.g. lot creation, easement, exception to bylaw standards, etc) A description of matters u..."

New Application
To initiate the compulsory pre-application submission.

Application Type: Committee of Adjustment - Consul ▾
Sub Type: Both Minor Variance and Consent ▾

Please provide information describing your proposal. (e.g. lot creation, easement, exception to bylaw standards, etc) A description of matters under COA authority can be found on the [Committee of Adjustment webpage](#).

Enter Description of the application you are applying for

Cancel Continue

© 2024 - City of Windsor

14 Click "Continue"

New Application
To initiate the compulsory pre-application submission.

Application Type: Committee of Adjustment - Consult
Sub Type: Both Minor Variance and Consent

Please provide information describing your proposal. (e.g. lot creation, easement, exception to bylaw standards, etc) A description of matters under COA authority can be found on the [Committee of Adjustment webpage](#).

Enter Description of the application you are applying for

Cancel Continue

© 2024 - City of Windsor

15 Click "Please check this box if you agree with the above collection of use of personal information."

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I / We also acknowledge that the information requested on this form is collected under the authority of The Municipal Act, R.S.O. 2001 as amended. The information is required in order to process the application to administrative staff for review. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Any other personal information will only be used for internal purposes.

☐ Please check this box if you agree with the above collection of use of personal information.
* This input field is required.

Back Submit

© 2024 -

16 Click "Submit"

The screenshot shows a multi-step application form with six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Fees & Payment, and 6. Complete. Step 1 is highlighted in blue. Below the steps is a light beige box containing a notice about personal information collection. The notice states that the information is collected under the authority of The Municipal Act, R.S.O. 2001 as amended, and is required for processing the application. It also mentions that the name and business address of the applicant and/or authorized agent are public information, and the address of the property is also public information. Any other personal information will only be used for internal purposes. Below the notice is a checkbox with a checkmark icon and the text 'Please check this box if you agree with the above collection of use of personal information.' At the bottom left of the beige box is a blue 'Back' button, and at the bottom right is a green 'Submit' button, which is highlighted with an orange circle. The footer of the page reads '© 2024 - City of Windsor'.

1 Select Type **2** Property Details **3** Additional Information **4** Supporting Documents **5** Fees & Payment **6** Complete

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I / We also acknowledge that the information requested on this form is collected under the authority of The Municipal Act, R.S.O. 2001 as amended. The information is required in order to process the application to administrative staff for review. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Any other personal information will only be used for internal purposes.

☒ Please check this box if you agree with the above collection of use of personal information.

[Back](#) [Submit](#)

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17 Click the "Search Address" field.

The screenshot shows the 'Property Detail' section of the application form. It includes instructions for searching for an address by typing it into a box or by clicking a 'View Map' button. The 'Search Address' field is highlighted with an orange circle. Below the text input field is a green 'Search' button. At the bottom of the section is a map titled 'Search Address using the Map' showing a street view of the Detroit River area. The map includes a search bar with the text 'Search for an address' and a magnifying glass icon. The map also shows the 'U.S.A.' label and the 'Detroit River' label. The 'Search Address' field is highlighted with an orange circle.

1 Select Type **2** Property Details **3** Additional Information **4** Supporting Documents **5** Fees & Payment **6** Complete

Property Detail

In the box provided, please type the address that is the subject of this application. Once the address is found, please click the Select button and continue with your application.

You can also click the View Map button to search an address (i.e., the address of your application). Once the address is found, please click the Select button and then continue with your application.

Search Address

[Search](#)

Search Address using the Map

Search for an address

U.S.A. Detroit River Riverside Drive East Riverdale A

18 Type in the property address

Property Detail

In the box provided, please type the address that is the subject of this application. Once the address is found, please click the Select button and continue with your application.

You can also click the View Map button to search an address (i.e., the address of your application). Once the address is found, please click the Select button and then continue with your application.

Search Address

Search Address

Search

Search Address using the Map

U.S.A.

Detroit River

Search for an address

19 The property address will show up and user needs to click on the property address

Property Detail

In the box provided, please type the address that is the subject of this application. Once the address is found, please click the Select button and continue with your application.

You can also click the View Map button to search an address (i.e., the address of your application). Once the address is found, please click the Select button and then continue with your application.

Search Address

3138 DONNELLY ST

3138 DONNELLY ST

Search

Search Address using the Map

U.S.A.

Detroit River

Search for an address

20 Click "Search"

The screenshot shows a multi-step form titled 'Property Detail'. At the top, a progress bar has six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Fees & Payment, and 6. Complete. Step 2 is currently active. The form contains two sections for searching an address. The first section, 'Search Address', has a text input field containing '3138 DONNELLY ST' and a green 'Search' button. The second section, 'Search Address using the Map', shows a map of the Detroit area with a search bar and a magnifying glass icon. An orange circle highlights the 'Search' button in the first section.

21 Verify the Property address details

The screenshot shows the same 'Property Detail' form, but now with search results. The 'Search Address' section has a green 'Search' button. Below it, the 'Select Addresses' section displays the following information: '3138 DONNELLY ST', '3739-050-230-05000-0000', and 'PLAN 49 PT LOT 57 S PT LOT;26; 5280.00SF 33.00FR 160.00D'. A blue 'Select' button is visible to the right of this information. An orange circle highlights the 'Select' button. The 'Search Address using the Map' section is partially visible at the bottom.

22

Click "Select"

1

Select Type

2

Property Details

3

Additional Information

4

Supporting Documents

5

Fees & Payment

6

Complete

Property Detail

In the box provided, please type the address that is the subject of this application. Once the address is found, please click the Select button and continue with your application.

You can also click the View Map button to search an address (i.e., the address of your application). Once the address is found, please click the Select button and then continue with your application.

Search Address

3138 DONNELLY ST

Search

Select Addresses

3138 DONNELLY ST

3739-050-230-05000-00

PLAN 49 PT LOT 57 S P1 LOT;26; 5280.00SF 33.00FR 160.00D

Select

Search Address using the Map

23

Click "Continue"

Selected Addresses

ADDRESS

3138 DONNELLY ST
PLAN 49 PT LOT 57 S PT LOT;26; 5280.00SF 33.00FR 160.00D

ACTIONS


Remove

1 Result

Back

Continue

24 Verify the "People Details"

 Home

1
Select Type

2
Property Details

3
People Details

4
Application Information

5
Supporting Documents

6
Application Complete

People Details

Please add any other necessary contacts that will have a role in this submission.

Add contacts

People ID	People Role	First Name	Last Name	Email
748071	Applicant	Test	user	tipeje2879@iamtile.com

1 Result

Back

Save for Later

Continue

25 Click "Continue"

1
Select Type

2
Property Details

3
People Details

4
Application Information

5
Supporting Documents

6
Application Complete

People Details

Please add any other necessary contacts that will have a role in this submission.

Add contacts

People ID	People Role	First Name	Last Name	Email
748071	Applicant	Test	user	tipeje2879@iamtile.com

1 Result

Back

Save for Later

Continue

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26

Enter all the information truthfully to the best of the knowledge on the "Application Details" screen

Application Details
Please provide the details necessary for this application.

1. Application Information

Name, Address and telephone number of the current owner of the Subject Land

* This input field is required.

2. Proposal Information

Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals.

* This input field is required.

27

Enter the Proposal Information

2. Proposal Information

Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals.

* This input field is required.

3. Consultation

Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?

☐ Yes

☐ No

If yes to above, please indicate Name and Department of Staff:

28 Enter remaining details on the screen to the best of the knowledge

The screenshot shows a web form with a light beige background. At the top, there is a section titled "2. Proposal Information". Below this title, there is a text input field with a placeholder text: "Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals." Below the text input field, there is a section titled "3. Consultation". Under this title, there is a question: "Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?". Below the question, there are two radio buttons: "Yes" and "No". Below the radio buttons, there is a text input field with a placeholder text: "If yes to above, please indicate Name and Department of Staff:". Below the text input field, there is another question: "Have you had any previous conversations with staff from any outside agencies (ex. ERCA, MTO) regarding this proposal or a similar proposal on the subject lands?". Below this question, there are two radio buttons: "Yes" and "No".

2. Proposal Information

Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals.

Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals.

3. Consultation

Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?

☐ Yes

☐ No

If yes to above, please indicate Name and Department of Staff:

Have you had any previous conversations with staff from any outside agencies (ex. ERCA, MTO) regarding this proposal or a similar proposal on the subject lands?

29 Enter remaining details on the screen to the best of the knowledge

The screenshot shows a web form with a light beige background. At the top, there is a header bar with the City of Windsor logo and the text "Home". Below the header bar, there is a section titled "2. Proposal Information". Below this title, there is a text input field with a placeholder text: "Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals." Below the text input field, there is a section titled "3. Consultation". Under this title, there is a question: "Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?". Below the question, there are two radio buttons: "Yes" and "No". The "Yes" radio button is selected. Below the radio buttons, there is a text input field with a placeholder text: "If yes to above, please indicate Name and Department of Staff:". Below the text input field, there is another question: "Have you had any previous conversations with staff from any outside agencies (ex. ERCA, MTO) regarding this proposal or a similar proposal on the subject lands?". Below this question, there are two radio buttons: "Yes" and "No". Below the radio buttons, there is a text input field with a placeholder text: "If yes to above, please indicate Outside Agency:".

2. Proposal Information

Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals.

Describe the current use of the property and explain any proposed changes, such as new uses, building modifications, lot creation, lot line adjustments (including lot additions), easements, title validation, or mortgage approvals.

3. Consultation

Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?

☒ Yes

☐ No

If yes to above, please indicate Name and Department of Staff:

Have you had any previous conversations with staff from any outside agencies (ex. ERCA, MTO) regarding this proposal or a similar proposal on the subject lands?

☐ Yes

☐ No

If yes to above, please indicate Outside Agency:

30 Enter remaining details on the screen to the best of the knowledge

3. Consultation

Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?

☐ Yes
☒ No

If yes to above, please indicate Name and Department of Staff:

Have you had any previous conversations with staff from any outside agencies (ex. ERCA, MTO) regarding this proposal or a similar proposal on the subject lands?

☐ Yes
☒ No

If yes to above, please indicate Outside Agency:

[Return Home](#) [Save for Later](#) [Continue](#)

31 Click "Continue"

3. Consultation

Have you had any previous conversations with City of Windsor Staff regarding this proposal on the subject lands?

☐ Yes
☒ No

If yes to above, please indicate Name and Department of Staff:

Have you had any previous conversations with staff from any outside agencies (ex. ERCA, MTO) regarding this proposal or a similar proposal on the subject lands?

☐ Yes
☒ No

If yes to above, please indicate Outside Agency:

[Return Home](#) [Save for Later](#) [Continue](#)



Steps 32 - 37 are Recommended but optional. This means uploading a supporting document might build a stronger application but the user can continue submitting the pre-consultation application without it.

32

On the "Supporting Documents" screen Select the "Drawings and Supporting Documents" option.

Supporting Documents

A clean, legible sketch showing the following information as applicable.

- Boundaries and dimensions of the land that is to be severed and the part that is to be retained;
- Boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
- Existing uses on adjacent land such as residential, agricultural and commercial uses;
- Proposed buildings or structures or changes to existing buildings or structures.

Failure to supply this information will result in a delay in processing the application.
Please do not use pencils for completing sketch as they do not copy well.
Please visit [Windsor Official Plan](#) | [City of Windsor 'List of Studies'](#) for more information.

No documents have been uploaded at this time.

Upload New Document

Document Type

Drawings and Supporting Documents

Document Description (80 characters left)

File

33 Enter the "Document Description"

- Boundaries and dimensions of the land that is to be severed and the part that is to be retained;
- Boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
- Existing uses on adjacent land such as residential, agricultural and commercial uses;
- Proposed buildings or structures or changes to existing buildings or structures.

Failure to supply this information will result in a delay in processing the application.
Please do not use pencils for completing sketch as they do not copy well.
Please visit [Windsor Official Plan](#) | [City of Windsor](#) 'List of Studies' for more information.

No documents have been uploaded at this time.

Upload New Document

Document Type

Drawings and Supporting Documents

Document Description (80 characters left)

File

Drag or **Browse** to select file(s) to upload

Back

Save for Later

Continue

34

- Boundaries and dimensions of the land that is to be severed and the part that is to be retained;
- Boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
- Existing uses on adjacent land such as residential, agricultural and commercial uses;
- Proposed buildings or structures or changes to existing buildings or structures.

Failure to supply this information will result in a delay in processing the application.
Please do not use pencils for completing sketch as they do not copy well.
Please visit [Windsor Official Plan](#) | [City of Windsor](#) 'List of Studies' for more information.

No documents have been uploaded at this time.

Upload New Document

Document Type

Drawings and Supporting Documents

Document Description (25 characters left)

description of the document which the user is uploading

File

Drag or **Browse** to select file(s) to upload

Back

Save for Later

Continue

35 Click "Browse" and select the document

- Boundaries and dimensions of the land that is to be severed and the part that is to be retained;
- Boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
- Existing uses on adjacent land such as residential, agricultural and commercial uses;
- Proposed buildings or structures or changes to existing buildings or structures.

Failure to supply this information will result in a delay in processing the application.
Please do not use pencils for completing sketch as they do not copy well.
Please visit [Windsor Official Plan](#) | [City of Windsor](#) 'List of Studies' for more information.

No documents have been uploaded at this time.

Upload New Document

Document Type

Drawings and Supporting Documents

Document Description (25 characters left)

description of the document which the user is uploading

File

Drag or **Browse** to select file(s) to upload

Back

Save for Later

Continue

36 Verify the Uploaded document

Type

Details

Information

Documents

Payment

Supporting Documents

A clean, legible sketch showing the following information as applicable.

- Boundaries and dimensions of the land that is to be severed and the part that is to be retained;
- Boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
- Existing uses on adjacent land such as residential, agricultural and commercial uses;
- Proposed buildings or structures or changes to existing buildings or structures.

Failure to supply this information will result in a delay in processing the application.
Please do not use pencils for completing sketch as they do not copy well.
Please visit [Windsor Official Plan](#) | [City of Windsor](#) 'List of Studies' for more information.

Document ID	Description	Document Type	File Name	Date Uploaded	Actions
4561006	description of the document which the user is uploading	Drawings and Supporting Documents	ascreenshot.jpeg	Jul 8 2025 12:23PM	Preview Delete

1 Result

Upload New Document

Document Type

Document Description (80 characters left)

37 Click "Continue"

Please do not use pencils for completing sketch as they do not copy well.
Please visit [Windsor Official Plan](#) | [City of Windsor](#) 'List of Studies' for more information.

Document ID	Description	Document Type	File Name	Date Uploaded	Actions
4561006	description of the document which the user is uploading	Drawings and Supporting Documents	ascreenshot.jpeg	Jul 8 2025 12:23PM	Preview Delete

1 Result

Upload New Document

Document Type

Document Description (80 characters left)

[Back](#) [Save for Later](#) [Continue](#)

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Pre-Consultation Application is now submitted successfully and user can verify the details.

Post submission user will receive an email confirming the submission and next steps

38 Verify "Application Details"



Thank You

Your request for consultation has been submitted. Please see a summary of your consultation details below. You will receive email instructions on next steps.

Application Details

Application Number	2025-001674	Name	3138 DONNELLY ST
Type	Committee of Adjustment - Consultation - Both Minor Variance and Consent	Status	New Consultation
Application Date	2025-07-08		
Address	3138 DONNELLY ST	Location	PLAN 49 PT LOT 57 S PT LOT;26; 5280.00SF 33.00FR 160.00D
Description	Enter Description of the application you are applying for		

39 User can Click "Go to Home" to view the dashboard



Thank You

Your request for consultation has been submitted. Please see a summary of your consultation details below. You will receive email instructions on next steps.


Application Details

Application Number	2025-001674	Name	3138 DONNELLY ST
Type	Committee of Adjustment - Consultation - Both Minor Variance and Consent	Status	New Consultation
Application Date	2025-07-08		
Address	3138 DONNELLY ST	Location	PLAN 49 PT LOT 57 S PT LOT;26; 5280.00SF 33.00FR 160.00D
Description	Enter Description of the application you are applying for		

[Go to Home](#)

40

Verify the application details on the "My Planning Applications" Dashboard

 Home Bills My Profile Log out

My Planning Applications

Please use this section to view and manage your Committee of Adjustment applications. Click the **Create New Application** button to start a new Application process.

[Export](#) [Create New Application](#)

Application Number	Address	Type	Status	Issue Date	Actions
2025-001674	3138 DONNELLY ST	Committee of Adjustment - Consultation - Both Minor Variance and Consent	New Consultation		Detail

1 Result

Permit Details

No permit selected