



THE CITY OF WINDSOR

PLANNING & BUILDING SERVICES DEPARTMENT
Suite 210, 350 City Hall Sq. W., WINDSOR, ONTARIO N9A 6S1
Tel: 519-255-6543 ext. 6436 or ext. 6450 Fax: 519-255-6544

APPLICATION FOR A MINOR VARIANCE OR PERMISSION FORM

The undersigned hereby applies to the Committee of Adjustment for the Corporation of The City of Windsor under Section 45 of the Planning Act, 1990, as amended, for relief, as described in this application, from

PLEASE INDICATE - By-Law No. 85-18 8600 3072 250-2004 170-2012

Please provide the name of the representatives you consulted and the date of your consultation.

STEP 1 - PRE - CONSULTATION WITH ZONING CORDINATOR (as required)

- Connor O'Rourke – Corourke@citywindsor.ca
- Stefan Pavlica – Spavlica@citywindsor.ca
- Other: _____

STEP 2- PRE-CONSULTATION WITH PLANNER - (as required)

- Simona Simion ssimion@citywindsor.ca
- Zaid Zwayeed zzwayeed@citywindsor.ca
- Other: _____

Secondary contacts (to be consulted in specific circumstances)

- Development, Projects & Right-of-Way Name _____ Date _____
- Heritage Planner, Planning and Building Name _____ Date _____
- Transportation Planner Name _____ Date _____
- Windsor-Essex Health Unit Name _____ Date _____
- Essex Region Conservation Authority Name _____ Date _____
- Windsor Police Service Name _____ Date _____
(Barry Horrobin)

ACKNOWLEDGEMENTS REGARDING CONSULTATION PROCESS

I hereby acknowledge that consultation does not represent approval or denial of this application.

X Signature : _____ Date: _____

STEP 3 - SUBMIT APPLICATION

Applications and information for the Committee of Adjustment process may be found on the city of Windsor website:<https://www.citywindsor.ca/residents/planning/Plans-and-Community-Information/City-Council-and-Committees/Committees-Headed-by-Planning/Committee-of-Adjustment/Pages/Committee-of-Adjustment.aspx>
(MENU ON LEFT HAND SIDE – APPLICATIONS)

Please be advised that your application **MUST** be fully complete (do not leave any unanswered questions) it **MUST** be commissioned prior to submission (page 4, Declaration). We review the application for completeness and clarity **ONLY**, any errors in your submission or incomplete applications, may result in a deferral or not move forward to the meeting due to insufficient or lack of information, and could result in re-submission fees on your behalf.

When submitting your digital application please provide the subject line with the following information : COA Submission – location address or Roll number (e.g. COA Submission 344 street name – Minor Variance OR Severance)

Please email your complete application to COADJUSTMENT@citywindsor.ca

Once our office is in receipt of your **complete application** (all drawings, and any related materials) and fee, you will be advised under separate email of the scheduled meeting date, time and information on how to join the hearing.

1	Application Information			
	Name of ALL Owners	Contact No.	Business Telephone No.	
	Address		Postal Code	
	E-Mail Address:			
	Name of Contact Person/Agent (if different than owner)	Contact No.	Business Telephone No.	
	Address	Postal Code	Fax No.	
	E-Mail Address:			
PAYMENT CONTACT INFORMATION ONLY:				
Name:				
Contact No:				
2	Date application submitted to the City of Windsor.			
3	Present Official Plan Provisions applying to the land:			
4	Present Zoning By-law provisions applying to the land:			
5	Nature and extent of relief applied for: (you MUST list each By-law Section etc. and relief requested)			
6	State why it is NOT possible to comply with the provisions of the by-law. (Must be complete)			
7	Legal Description of the Subject Land(s)			
	Municipality	Street Name	Street Address	
	Concession Number(s)	Registered/reference Plan No.	Lot/Part No.(s)	
	Parcel No.			
8	Dimensions of Land Affected: THIS SECTION MUST BE COMPLETE			
	Lot Frontage/Width	Depth	Lot Area	
9	Access (check appropriate space)	Provincial Highway Municipal road, maintained all year Municipal road, seasonally maintained Other public road Right of way Water only. If yes, the docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road _____	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Water Supply	Publicly owned and operated piped water system... Privately owned and operated..... Individual or communal well..... Lake or other water body..... Other _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Sewage Disposal	Publicly owned and operated piped sewage system..... Privately owned and operated individual or communal septic tank system..... Pit, privy, or other _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

12	Storm Drainage	Municipal Sewers Ditches or Swales Other (specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	The existing uses of the subject land: NOTE: legal non-conforming use applications <u>must</u> provide evidence to support its status to the Planning Department (Zoning Coordinator and Planner).			
14	The proposed uses of the subject land:			
15	Whether any buildings or structures are proposed to be built on the subject land. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If the answer to item 15 is yes, for each building or structure please provide on the drawing submitted the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure.			
16	Date the subject land was acquired by the current owner.			<input type="checkbox"/> Unknown
17	The date the existing buildings or structures on the subject land were constructed.			<input type="checkbox"/> Unknown
18	The length of time that the existing uses of the subject land have continued.			<input type="checkbox"/> Unknown
19	If known, whether the subject land has ever been the subject of an application under section 45 of the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, describe briefly: Year: _____ Type of Relief: _____			
20	If known, whether the subject land is the subject of an application under the Act for approval of a plan of subdivision or a consent? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, the status of the application:			
21	Applications submitted without the noted requirements will be considered incomplete and will be returned. <u>Minimum Standards for Drawings:</u> Ontario Regulations 200/96 of the Planning Act provides the requirement of a sketch showing the following: its:		Included	Not Applicable
	a)	The boundaries and dimensions of the subject land.	<input type="checkbox"/>	<input type="checkbox"/>
	b)	The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and side yard lot lines.	<input type="checkbox"/>	<input type="checkbox"/>
	c)	The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream bands, wetlands, wooded areas, wells and septic tank.	<input type="checkbox"/>	<input type="checkbox"/>
	d)	The current uses on land that is adjacent to the subject land.	<input type="checkbox"/>	<input type="checkbox"/>
	e)	The location, width and name of any roads withing 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.	<input type="checkbox"/>	<input type="checkbox"/>
	f)	If access to the subject land is by water only, the location of the parking and docking facilities to be used.	<input type="checkbox"/>	<input type="checkbox"/>
	g)	The location and nature of any easement affecting the subject land.	<input type="checkbox"/>	<input type="checkbox"/>
	The required sketch map has been included with this application form. <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Note: Drawings must be in metric units.
Examples of acceptable drawings can be obtained upon request.**

Administering Oaths Remotely as Per O.R. 431/20

DECLARATION:

I/WE, _____ of the _____ (City/Town)
of _____ (name City/Town) in the _____ (County) of _____ (name county) on
this _____ day of _____, 20____, **SOLEMNLY DECLARE** that all statements contained in this
application are true and I/WE make this solemn declaration conscientiously believing it to be true, and knowing that it is of the
same force and effect as if made under oath and by virtue of the Canada Evidence Act.

(Sign) X _____
(Sign) X _____

DECLARED BEFORE ME at the _____ of _____ this _____ day of _____, 20____.
_____ A Commissioner etc.

***** THIS SECTION MUST BE COMPLETE**

RECEIPT OF APPLICATION/AUTHORIZATION TO PROCESS

This application has been received and is accepted for processing, as the application is complete.

Secretary-Treasurer (or Designate) Date: _____

Minor variance for new construction: An approved variance is valid and must be acted upon within one (1) year. If a
granted variance is not used within required timeline, the application is deemed to be **null and void**. A new Committee of
Adjustment application will be required for any expired application. _____ (Please Initial)

**FOR AGENTS – The owner must complete and sign this authorization if you have been assigned to act on
their behalf**

AUTHORIZATION:

TO: The Secretary-Treasurer of The Committee of Adjustment for the City of Windsor.

DATE: _____, 20____.

I (We) (Owners of the subject lands) _____
of the (municipality where you reside) _____, hereby authorize
and instruct (agent(s)) _____ to submit an application to the
Committee of Adjustment in respect to (municipal address or legal description) _____

Which I (we) am (are) the registered owner(s), and this shall be my (our) good and sufficient authority to act on my (our) behalf.

_____ **X(Sign)** Note: if the owner is a Corporation, affix seal (if any)

_____ **X (Sign)**

ALL SECTIONS MUST BE COMPLETED AND SIGNED

PERMISSION TO ENTER:

TO: The Secretary-Treasurer of The Committee of Adjustment for the City of Windsor.

DATE: _____, 20__.

I hereby authorize the members of the Committee of Adjustment and/or members of the staff of The City of Windsor to enter upon the subject lands and premises for the purpose of evaluating the merits of this application. This is their authority for doing so.

Address of Lands: _____

X Signed: _____

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 Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application to the Committee of Adjustment. 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. Please be advised that any personal information i.e. name and address may become part of a public record in an electronic form, i.e. web site and/or paper format, i.e. agenda or minutes.

Dated: _____

Signed: _____
Signature of Applicant and/or Agent

SPECIES AT RISK ACKNOWLEDGEMENT

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 acknowledged 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 Natural Resources and Forestry (MNRF) 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 MNRF prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat. Additional information can be found at the following website <https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species> or by contacting MNRF at the following:

MNRF.Ayl.Planners@ontario.ca
Ontario Ministry of Natural Resources and Forestry
Aylmer District
615 John Street North
Aylmer, ON N5H 2S8
Tel: 519-773-9241

Dated: _____

Signed: _____
Signature of Applicant and/or Agent

****DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION IT IS FOR YOUR REFERENCE****

USER FEE SCHEDULE

Minor Variance/Permission Applications Only:

a) Residential – Base Fee	\$2,449.00		
..... GIS.....	\$ 50.00	=	<u>\$2,499.00</u>
b) Commercial, Institutional or Industrial Uses – Base Fee.....	\$2,449.00		
..... GIS.....	\$ 50.00	=	<u>\$2,499.00</u>
c) Signs – Base Fee.....	\$2,345.00		
..... GIS.....	\$ 50.00	=	<u>\$2,395.00</u>
d) Fences – Base Fee	\$2,345.00		
..... GIS.....	\$ 50.00	=	<u>\$2,395.00</u>

Legal Non-Conforming Uses – PROVIDE PROOF OF CURRENT USE

a) All Application Changes – Base Fee	\$2,534.75		
..... GIS.....	\$ 50.00	=	<u>\$2,584.75</u>
b) Enlargement or extension of a building	\$2,449.00		
..... GIS.....	\$ 50.00	=	<u>\$2,584.75</u>

MISCELLANEOUS FEES:

Notification fee when deferred at request of applicant – Cost recovery at time of request by applicant	\$ 508.20
Special hearing by request of applicant – Cost recovery at time of request by applicant.....	<u>\$ 480.25</u>