



For general City of Windsor information, telephone 311

For specific inquiries:  
*The Corporation of  
The City of Windsor*  
Building & Development Department  
350 City Hall Square West  
City Hall, 4th floor  
Windsor, ON N9A 6S1

Tel: (519) 255-6267  
Fax: (519) 255-6680

E-mail:  
buildingdept@city.windsor.on.ca

Web site:  
www.citywindsor.ca

# Official Plan Amendment

Building & Development  
Department

1



## **What is an Official Plan?**

---

The City of Windsor Official Plan is a policy document adopted by City Council under the provisions of the Ontario Planning Act. As such, it reflects matters of provincial interest and describes the future direction of the City of Windsor and how land is to be used.

It also provides the basis for the zoning by-laws applying to all properties in the city.

Under the Planning Act, Official Plans are required to be reviewed at intervals of not less than once every five years. The review ensures the plan remains relevant to the changing circumstances within Windsor and to current provincial legislation, policies and appropriate guidelines.

## **When is the Official Plan amended?**

---

Sometimes, it is necessary to amend the plan to provide appropriate policy or land use designation for development that was not anticipated when the plan was prepared. As a property owner, one can make an application to amend the City of Windsor Official Plan at the Building & Development Department.

In some cases, the Official Plan requires that specific studies and assessments be submitted before City Council can consider a change.

Using the plan as a guide, City Council may adopt more detailed planning policies such as secondary plans and community improvement plans for specific neighborhoods. City Council also directs the development of new subdivisions.

## **Pre-Consultation**

---

Prior to a submission, all applicants should contact the Building & Development Department to determine what supporting documents and studies will be required to evaluate the proposal, to verify information on the application, and to clarify the procedures to follow.

To arrange a meeting, please contact:

Building & Development Department  
350 City Hall Square West  
City Hall, 4th floor  
Windsor, ON N9A 6S1  
Tel: (519) 255 6267  
Fax: (519) 255 6680

## **Application**

---

Applications are available from the Building & Development Department, 350 City Hall Square West, 4th floor or online through the city's Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "Rezoning and Official Plan Amendment Form." The application will be reviewed, and the City of Windsor reserves the right to request additional supporting documents.

## **Fees**

---

Please refer to the city's Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "Applications/Fees" in the Building & Development Department.

Fees are also specified in each application package.

## **Application Processing**

---

Once the application is completed and all supporting documents are presented along with payment of the fee, the department will review the application. It will be circulated to various municipal departments and agencies for review and comment. Next, the department will prepare a report to the Planning Advisory Committee (PAC), which is appointed by City Council to review the report, hold public meetings, and make recommendations.

The recommendations, together with the Development Planner's report, are forwarded to City Council for final decision.

Before public meetings are held, the applicant will be advised of the position of the Building & Development Department on the application, and will be told about the dates of the public meetings.

Please allow a minimum of four months for processing, reviewing, and approving the application.

## **Application Approval / Denial**

---

If the application is approved, the applicant will be advised of the decision.

If the application is denied, the applicant will be informed and the decision of City Council may be appealed to the Ontario Municipal Board (OMB). Appeals are made through the City Clerk at (519) 255 6211. The appeal to the OMB requires the payment of a fee of \$125 (2005 rate) (to the OMB).

For more information about the appeal process, please visit the OMB website at [www.omb.gov.on.ca](http://www.omb.gov.on.ca).