

Holding Provisions

Building & Development
Department

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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

Email:
buildingdept@city.windsor.on.ca

Web site:
www.citywindsor.ca

This pamphlet is intended to provide preliminary information only

February 2006



“H” Holding Provisions

Holding provisions may be applied to an amending by-law to delay development until local municipal services, such as roads and sewers, are in place. In these instances, a holding ('H') symbol will precede the zoning category in the by-law.

Holding provisions may also be applied to achieve orderly staging of development, adequate infrastructure and community services, policies of the City of Windsor Official Plan or the exchange of facilities, services or other matters set out in the Official Plan. They may be applied to ensure the execution of legal agreements, approval of subdivision plans and/or approval of necessary studies. When development is ready to occur, the holding symbol 'H' can be removed by an amending by-law.

Preconsultation

Prior to the submission of an application, a meeting with a City of Windsor Development Planner is needed to determine the conditions that must be satisfied to remove the 'H' holding symbol, to verify information on the application, and to clarify the procedures to follow. To arrange a meeting with the Development Planner, please contact the Building & Development Department.

Application Requirements

The applicant is responsible for ensuring that all the necessary conditions for removal of the 'H' symbol have been satisfied prior to completing and submitting an application form to the Building & Development Department for processing. It is also the responsibility of the applicant to provide all the required information and documentation. The City Council Resolution and/or by-law number must be attached to the application as well as the deed and rezoning file number.

If the subject property consists of part lots or blocks, an up-to-date and clearly-legible Plan of Survey, 12R Plan or 12M Plan is required prior to preparation of the by-law to remove the holding

symbol. All plans must be registered.

Application

Applications are available from the Building & Development Department, 350 City Hall Square West, 4th floor or through the City's Web site www.citywindsor.ca - search "H Symbol Removal Form."

The Manager of Development will review the application and all supporting documentation, and may return the application if it is incomplete or inaccurate, or if fees are unpaid. In addition, the administration reserves the right to request additional information in future.

Fees

Please search City's Web site www.citywindsor.ca for the key words "H Symbol Removal Form." Fees are also specified in each application package.

Application Processing

Once the application is completed and all supporting documents are provided, file one copy of the completed application including the Authorization and Permission to Enter Schedule, downloaded from www.citywindsor.ca - search "Authorization and Permission to Enter Schedule" - supporting documentation and plans, and the total application fee with the Manager of Development, 4th floor, City Hall.

The Manager of Development will assign a Development Planner to be responsible for the file. The planner will conduct consultations with the relevant agencies, departments and staff to ensure that the conditions that the holding provisions were established have been fulfilled or no longer apply. Allow for a minimum of two weeks for processing the application.

Please note that there is no appeal process for 'H' Holding Provisions applications.