



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

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

Checklist for Applicants

- The Proposal has been subject to a pre-consultation process with Planning Staff.
- All questions on the application have been completed or marked "N/A" (not applicable) (all answers to applications questions can be found in your Summary of Consultation email).
- Justification for the request variance(s) is provided including an explanation of WHY the provision of the Zoning By-law cannot be met. (MINOR VARIANCE APPLICATIONS ONLY).
- Any/All required site plan (metric measurements) is attached to the application and illustrates the required information as identified in the example attached to the application (See drawing specifics).
- The Declaration and Authorizations (page 5-7) has been properly signed by the owner(s) and authorized agents and commissioned (if you require an appointment for commissioning please contact the Planning Department via email coadjustment@citywindsor.ca
- The original hardcopy of the signed and completed application for site plan/survey has been submitted to the municipality OR is attached.

Fees:

- Current Application fee(s) are included - Online Payment (preferred), Cheque OR Payable in Person at 350 City Hall, Suite 210 - Cashier.
- Planning Fees By-law can be viewed on the municipal website: [Fees](#)

Schedule:

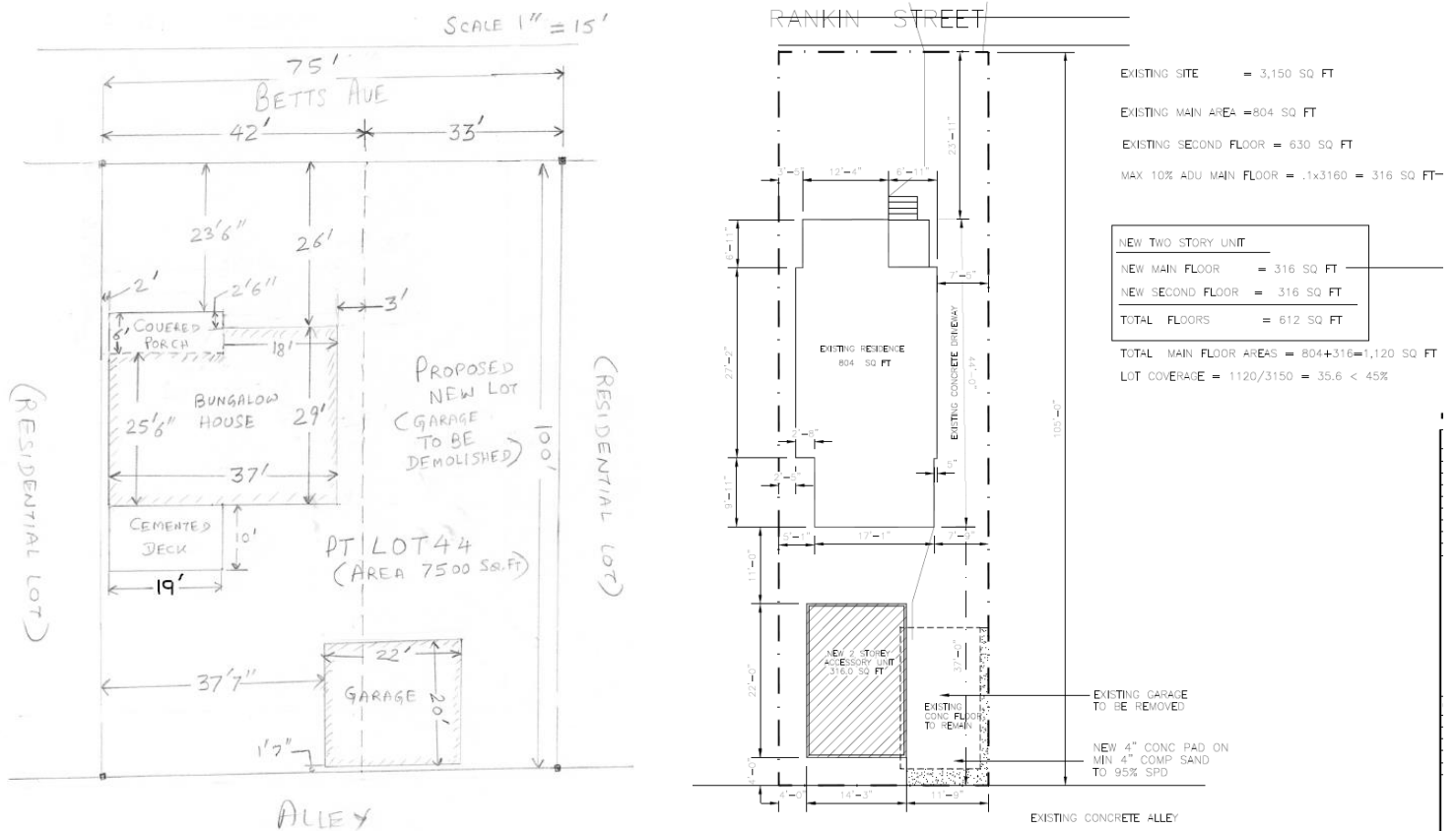
For further information regarding Committee of Adjustment's application deadlines and Meeting Dates, please visit: [Schedule](#)

Contact Information

For further information or applications, please visit the municipal website : [Committee of Adjustment](#)

General Inquires: Email: coadjustment@citywindsor.ca
 Phone: 519-255-6543

EXAMPLE OF DRAWINGS:





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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 - CONSULTATION WITH ZONING CORDINATOR

- Zoning-Coordinator Consultation Date complete _____
- Connor Cowan ccowan@citywindsor.ca
- Zaid Zwayyed zzwayyed@citywindsor.ca
- Other: _____

STEP 2 - CONSULTATION WITH PLANNER

(review sections 3-6)

- Development Planner Date complete _____
- Simona Simion ssimion@citywindsor.ca
- Jason Campigotto jcampigotto@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.

Dated: _____ Signed: _____

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 submission and fees to Jessica Watson, Secretary-Treasurer, Committee of Adjustment 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.

*****PLEASE BE ADVISED:**

Applications submitted without ALL questions (1-21) answered will be considered incomplete or inaccurate and will be returned to applicant and will not move forward to the current agenda. Pay special attention to question #5 & 6 - Refer to your pre-application consultation summary for accurate section numbers and relief requested.

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:				
Email & 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 – Check all that apply			
	Lot Frontage/Width	Depth	Lot Area	
9	Access (check appropriate space)	Provincial Highway	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Municipal road, maintained all year	<input type="checkbox"/>	<input type="checkbox"/>
		Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>
		Other public road	<input type="checkbox"/>	<input type="checkbox"/>
		Right of way	<input type="checkbox"/>	<input type="checkbox"/>
		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	<input type="checkbox"/>	<input type="checkbox"/>

21	<p>Applications submitted without the noted requirements (if required) will be considered incomplete.</p> <p>Note: Drawings must be in metric units. See checklist for examples of acceptable drawings.</p> <p>The required sketch map has been included with this application form. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>Minimum Standards for Drawings:</p> <p><i>Ontario Regulations 200/96 of the Planning Act provides the requirement of a sketch showing the following: its:</i></p> <p>a) The boundaries and dimensions of the subject land.</p> <p>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.</p> <p>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.</p> <p>d) The current uses on land that is adjacent to the subject land.</p> <p>e) The location, width and name of any roads within 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.</p> <p>f) If access to the subject land is by water only, the location of the parking and docking facilities to be used.</p> <p>g) The location and nature of any easement affecting the subject land.</p>	Included Please ✓	
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DECLARATION:

I/WE, _____ of the (City/County) of _____ in the _____ 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) _____

(Sign) _____

DECLARED BEFORE ME at the _____ of _____ in the _____ of _____ this _____ day of _____, 20____.

_____ (A Commissioner, Lawyer etc.) provide stamp.

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

RECEIPT OF APPLICATION/AUTHORIZATION TO PROCESS (to be completed by administration ONLY)

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

_____ Date: _____

Secretary-Treasurer (or Designate)

Minor variance for new construction: An approved variance is valid and must be acted upon within two (2) years. 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 for you to act on their behalf

AUTHORIZATION:

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

DATE: _____

I (We) (Name of All Owners of the subject lands) _____
Please print name(s)

of the (municipality where you reside) _____, hereby authorize
(City, County, Township)

and instruct _____ to submit an
application to the _____
name of the authorized person(s)

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.

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

_____ (Sign)

Name(s): _____

Title: _____

If signing on behalf of a Corporation, please print name and title

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: _____

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.

Location of Lands: _____

Signed: _____
Signature of Applicant and/or Agent

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