



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](mailto:buildingdept@city.windsor.on.ca)

Web site:  
[www.citywindsor.ca](http://www.citywindsor.ca)

This pamphlet is intended to provide preliminary information only

February 2006

# Plan of Condominium

Building & Development Department

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## **What is a Plan of Condominium?**

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A plan of condominium is a method of dividing property so that an individual holds title to a portion of a building, or a “unit,” as well as a share of the rest of the property that is common to all the individual unit owners. The term “condominium” can apply to residential, commercial or industrial properties. The buildings can be new buildings or existing buildings.

## **Pre-Consultation**

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Prior to submission of an application, a meeting with a City of Windsor Development Planner is required 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 with a Development Planner, please contact:

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

## **Application**

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Applications are available from the Building & Development Department, 350 City Hall Square West, City Hall, 4th Floor or through the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca). Search the key words “plan of condominium application.”

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 application fees are unpaid.

Also, the administration reserves the right to request additional information in the future.

## **Fees**

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Please refer to the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search the key words “condominium fees.”

Fees are also specified in each application package.

## **Application Processing**

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Once the application is completed and all supporting documents are provided, file one copy of the completed application, supporting documentation and plans, and the total application fee with the Manager of Development in the Building & Development Department at City Hall, 4th floor. The manager will assign a Development Planner to be responsible for the file. The file will be circulated to all relevant departments and external agencies for further review.

Prior to Planning Advisory Committee and City Council meetings, the applicant will be advised of the position of the Building & Development Department on the application and the dates, times and locations of public meetings.

All enquiries about the status of the application should be directed to the Development Planner assigned to the file.

Please allow a minimum of six months for processing and review of the application.

## **Application Approval/Denial**

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The condominium approval process is designed to ensure that the property is suitable for its proposed new use, that the proposal conforms to the Official Plan of the City of Windsor and to provincial legislation and policies, and that property owners, neighbours and the community are protected from developments that are inappropriate or might put undue strain on community facilities, services or finances.

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

If the application is denied approval, the applicant will be advised of the decision of City Council. The decision 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).

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

## **Registration of the Plan**

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Upon receipt of all approvals, the final Plan of Condominium can be registered, making it possible for individual units to be sold.

## **Condominium Conversion**

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Under the same general process, the Building & Development Department reviews applications to convert existing buildings from rental to condominium status. In these applications, existing tenants are included in the review and consultation process to obtain their comments. The policies of the City of Windsor Official Plan protect the interests of tenants if an application for conversion is approved by allowing them the option of either purchasing a unit or remaining as a tenant.