



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

# Rezoning

Building & Development  
Department

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The Corporation of  
The City of Windsor



## **What is Rezoning?**

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The City of Windsor Zoning By-law regulates the use of land, buildings and other structures. When the Zoning By-law does not permit a proposed use, it is necessary to make an application for an amendment to the Zoning By-law.

While anyone may file an application to amend the Zoning By-law, it is common practice that the current and/or future owners of the subject property provide written permission to proceed with the Rezoning Application.

## **Pre-Consultation**

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Prior to any submission of an application, the applicant is advised to schedule a pre-consultation meeting with a City of Windsor Development Planner. The objective of the meeting is to determine the supporting documents and studies required to evaluate the proposal, to verify information on the application, and to clarify the procedures to follow.

Applications may not be accepted if incomplete or if no meeting has occurred.

To schedule a meeting with a Development Planner, please contact:

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

## **Types of Applications**

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The type of the Rezoning Application is determined by the Building & Development Department. There exist two types of applications:

### **Minor Zoning Amendment**

This includes:

- Sites zoned Commercial, Industrial, or Institutional - any addition to the permitted range of uses
- Sites already zoned - any change to existing regulations
- Sites designated in the City of Windsor Official Plan for residential use - any rezoning to accommodate up to and including six dwelling units
- Sites designated in the Official Plan for a proposed use other than residential any site-specific zoning for sites with an area of less than 0.2 acres

### **Major Zoning Amendment**

All other applications not listed as minor are considered major.

Applications are available from the Building & Development Department, 350 City Hall Square West, 4th floor or through the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "Rezoning and Official Plan Amendment Form."

## **Fees**

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Please refer to the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "applications/fees rezoning."

Fees are also specified in each application package.

The legal fee is a requirement of the City Solicitor for the preparation of a development agreement. This fee is refundable if no agreement is required as a condition of City Council approval.

## **Application Processing**

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Once the application is submitted, along with all other requirements and fees, the Manager of Development will review the application while reserving the right to request additional information, depending on the complexity of the application.

Planners in Building & Development 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 planning staff report and minutes of the PAC meeting, are forwarded to City Council for final decision.

However, prior to the Planning Advisory Committee and City Council meetings, the applicant will be advised of the position of the Building & Development Department concerning the application and the dates of the public meetings.

All applications for rezoning shall conform to the City of Windsor Official Plan and shall consider relevant provincial legislation, policies and appropriate guidelines.

Please allow a minimum of four months for processing the application.

## **Application Approval/Denial**

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

If the application is denied, 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).

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