

## REMOVAL OF THE HOLDING SYMBOL APPLICATION

### INSTRUCTIONS

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**Verify that you are using the most current application form.**

- Section 1: Consultation with a staff Planner is recommended. The staff Planner will assist you in determining what holding conditions apply to the subject land and who to contact.
- Section 2: You are responsible for ensuring that all conditions for removal of the holding symbol have been satisfied prior to submitting this application. Provide the information and documentation listed in this section with this application form. If the subject property consists of part lots, blocks or closed rights-of-way, an up-to-date Registered Plan, 12R Plan or 12M Plan must be submitted with this application. All Plans must be registered.
- Section 2: Provide the full name, address, phone number, fax number, and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person.
- Section 3: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 4: Complete and sign in the presence of a Commissioner for Taking Affidavits.
- Schedule A: Read, complete in full, and sign.

Submit application form and supporting information to the Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

Do not email the application and documents to a staff planner. An application will be terminated without notice after 60 days of inactivity. Staff will review the application and may return the application if it is incomplete, if required information is not submitted, or if fees are not paid in full. Administration reserves the right to request additional information.

### FEES

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Fees are subject to change and are not refundable when the application is deemed complete. Payment options will be provided when the application is ready to be deemed complete.

Base Fee	Code 53001	\$1,798.70
E-Permitting Fee	Code 25164	+ \$40.00
<b>Removal of H Symbol Fee = \$1,838.70</b>		

### CONTACT INFORMATION

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Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Phone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# REMOVAL OF THE HOLDING SYMBOL APPLICATION

## 1. CONSULTATION

The staff Planner will determine what supporting information is required, verify fee, and to review the process.

Applicable Rezoning File #: \_\_\_\_\_ ☐ No applicable rezoning file

*Staff Use Only*

Signature of Staff Planner

Date of Consultation

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Jim Abbs      | <input type="checkbox"/> Kevin Alexander | <input type="checkbox"/> Greg Atkinson | <input type="checkbox"/> Frank Garardo |
| <input type="checkbox"/> Brian Nagata  | <input type="checkbox"/> Justina Nwaesei | <input type="checkbox"/> Simona Simion | <input type="checkbox"/> Laura Strahl  |
| <input type="checkbox"/> Adam Szymczak | <input type="checkbox"/> _____           |  |  |

## 2. REQUIRED SUPPORTING INFORMATION *(TO BE COMPLETED BY A STAFF PLANNER)*

You are responsible for ensuring that all conditions for removal of the holding symbol have been satisfied prior to submitting this application.

Include the information and documentation listed below with this application:

The following conditions in Section 95 of [Zoning By-law 8600](#)

- ☐ Section 95.10.1 Property status
- ☐ Section 95.10.2 Provision of municipal infrastructure
- ☐ Section 95.10.3 Compliance with remediation / mitigation recommendations
- ☐ Section 95.10.4 Registration of Site Plan Control agreement
- ☐ Section 95.10.5 Amending By-Law Number: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Section 95.20 Clause Number: \_\_\_\_\_
- ☒ Deed or Offer to Purchase
- ☐ 12R or 12M or Registered Plan
- ☒ Proof that the conditions for removal of holding symbol have been satisfied
- ☐ Other: \_\_\_\_\_

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## 3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

### Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Registered Owner ☐ Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

# REMOVAL OF THE HOLDING SYMBOL APPLICATION

## 4. SUBJECT LAND INFORMATION

Municipal  
Address

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Legal  
Description

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Assessment  
Roll Number

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Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_ Area (sq m) \_\_\_\_\_

## 5. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, \_\_\_\_\_, solemnly declare that the information required by the Planning Act and the City of Windsor and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I 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.

\_\_\_\_\_  
Signature of Applicant

*Sign in the presence of a Commissioner  
For Taking Affidavits*

\_\_\_\_\_  
Location of Applicant at time of declaration

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me \_\_\_\_\_ at the \_\_\_\_\_

*Signature of Commissioner  
For Taking Affidavits*

*Location of Commissioner*

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

**COMPLETE SCHEDULE A ON THE NEXT PAGE**

# REMOVAL OF THE HOLDING SYMBOL APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

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### A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, \_\_\_\_\_,  
*name of registered owner*

am the registered owner of the land that is subject of this application to remove the holding symbol and I authorize

\_\_\_\_\_ to make this application on my behalf.  
*name of agent*

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, \_\_\_\_\_, hereby authorize the members of the Development and Heritage Standing Committee or their successor, City Council and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 4 of the application form for the purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# REMOVAL OF THE HOLDING SYMBOL APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - Continued

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### A3. Acknowledgements

#### Receipt and Termination of Application, Conditions Satisfied & Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that all the necessary conditions for removal of the holding symbol have been satisfied and that I have submitted proof with this application. The lack of proof may delay processing of this application.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

#### Species at Risk

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 acknowledge 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 the Environment, Conservation and Parks (MECP) 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 MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)

#### Acknowledgement

I acknowledge that I have read and understand the above statements:

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Signature of Applicant or Agent

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Date

**END OF SCHEDULE A**

**THIS IS THE LAST PAGE OF THE APPLICATION**