

OFFICIAL PLAN AMENDMENT APPLICATION

OFFICIAL PLAN AMENDMENT PROCESS

Review the [Planning Act](#) and relevant regulations, and the City of Windsor [Official Plan](#) for statutory requirements. Direct all questions to the assigned Planner. The process is as follows:

1. Within 30 days of the receipt of the application, you will receive written notification that the City is deeming the application incomplete or ready to be complete. If you completed the Planning Consultation process, this review period will be shorter.
2. If incomplete, the assigned Planner will indicate the revisions required prior to resubmitting the application - no further processing will occur. If the City is ready to deem the application complete, it will provide you with payment options. After the City processes payment, fees are not refundable, and the City will deem the application complete, will circulate it to departments and external agencies for comment, and will make submitted documents [available](#) to the public.
3. Following circulation, the assigned Planner prepares, and the City Planner and other staff review, the draft staff report. When the draft report receives internal approval, the City will schedule the application for a future meeting of the Development and Heritage Standing Committee (DHSC).
4. The DHSC meeting is the public meeting required by the *Planning Act*. The City will advertise public notice of the DHSC meeting in the Windsor Star newspaper 20 days prior to the meeting. The City may mail a courtesy notice to property owners within 200 metres of the subject land.
5. Ten days prior to the DHSC meeting, the staff report is made available to DHSC members, the Applicant / Agent, and to the public at <https://opendata.citywindsor.ca/Tools/CouncilAgendas>.
6. At the DHSC meeting, the assigned Planner may make a presentation. Any party may make an oral submission or submit a written submission. The DHSC may ask questions of any party that made a submission. The DHSC may defer, recommend approval, or recommend denial.
7. If deferred, the DHSC will consider the application along with any additional information at a future DHSC meeting. If recommended for approval or denial, we will forward the staff report and the minutes of the DHSC meeting to City Council for decision at a future date. Council Services will notify the Applicant, Agent and all interested parties of the date, time, and location of the Council meeting. Call 311 or contact Council Services at [519-255-6211](tel:519-255-6211) or clerks@citywindsor.ca
8. The application may be on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with one motion. If the application is not on the Consent Agenda, the staff planner may make a presentation. Any party may make an oral submission or submit a written submission. Council may approve, deny, or defer the application.
9. If Council approves the application, Council will pass an amending by-law at a future meeting. Council Services will give notice of passing of the amending by-law to the applicant, property owners and public bodies within 15 days. There is a 20-day appeal period commencing the day after the City gives this notice. The notice will indicate the last day to file an appeal.
10. To file an appeal with the [Ontario Land Tribunal](#) (OLT), submit your request online through the [OLT E-File Portal](#) or completing the [appeal form](#) and submitting it to City of Windsor Council Services ([519-255-6211](tel:519-255-6211) or clerks@citywindsor.ca). If the City receives no appeal, the amending by-law is binding as of the date of Council's passing of the by-law.

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FILE NAMING

Name your documents using the list below and adding the effective date of the document using the format YYYY-MM-DD. You can include your own project number or information after the file name and date. If there are multiple files of one type of document, add a number after the file name but before the effective date. All documents must be in a single folder.

For example: Planning Rationale Report 2026-11-24
Application Zoning By-law Amendment 2026-12-11
Concept Rendering 001 2026-07-03

FILE NAME

EFFECTIVE DATE

Agreement of Purchase and Sale

Confirmation of Acceptance Date

Application Planning Consultation Stage 1

Acknowledgements date

Application Planning Consultation Stage 2

Application Official Plan Amendment

Sworn Declaration of Applicant date

Application Zoning By-law Amendment

Application Plan of Subdivision

Application Plan of Condominium

Application Condominium Conversion

Archaeological Assessment Stage 1

Report date

Archaeological Assessment Stage 2

Archaeological Assessment Stage 3

Archaeological Clearance Letter

Letter date

Block Plan

Date of plan

Climate Resiliency Study

Report date

Concept Drawings

Drawn / Revised On date

Concept Elevations

Concept Floor Plans

Concept Renders

Concept Site Plan

Corporate Profile Report

Report Generated on date

Energy Strategy

Report date

Environmental Evaluation Report

Report date

Environmental Impact Study

Environmental Site Assessment Phase I

Report date

Environmental Site Assessment Phase II

Functional Servicing Report / Functional Servicing Study

Report date

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FILE NAME	EFFECTIVE DATE SOURCE
Geotechnical Report	Report date
Heritage Impact Study	Report date
Lighting Study	Report date
Micro-Climate Study	Report date
Noise Study	Report date
Noise & Vibration Study	Report date
Open House Notice	Date Sent or Delivered
Open House Display Boards	Date of Open House
Open House Presentation	
Open House Registration Report	
Open House Sign in Sheet	
Open House Letter Name of Person	Date letter or email was sent
Ownership Deed of Land	“Registered as of” date
Ownership Parcel Register	Prepared For date
Ownership Transfer	Received on date
Parking Study	Report date
Plan of Survey	Surveyor’s Certificate date
Planning Rationale Report	Report date
Sanitary Sewer Study	Report date
Shadow Study	Report date
Species at Risk Study	Report date
Stormwater Management Report	Report date
Transportation Impact Memo	Report date
Transportation Impact Statement	
Transportation Impact Study	
Tree Inventory and Preservation Study	Report date
Topographic Survey	Surveyor’s Certificate date
Urban Design Brief / Urban Design Study	Report date
Vibration Study	Report date
Waste Disposal Letter	Date of Letter

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1. PLANNING CONSULTATION & SUPPORTING INFORMATION

Valid Planning Consultation Stage 1 and Stage 2 letters will list what supporting information you must submit with this application.

Planning Consultation
Stage 1 File Number:

PC-

Planning Consultation
Stage 2 File Number:

PC-

No Valid Planning Consultation Letter

If the Planning Consultation Letter expired or you did not proceed with the Planning Consultation process, the review to determine if the application is complete will take longer and the City may deem the application incomplete, which will delay processing.

See pages 3 and 4 for file naming conventions. All drawings and plans shall be in JPG and PDF format. All other documents shall be in Word and PDF format. Flatten all PDF files with no layers and 'Printing' and 'Content Copying' allowed. If you are submitting companion applications, provide only one set of documents.

In addition to the requirements in the Planning Consultation letter, you must submit the following documents with this application:

- a) Property Deed, Transfer, Offer to Purchase, or Agreement of Purchase and Sale
- b) Corporation Profile Report if the Applicant or Registered Owner is a corporation.
- c) Plan, Sketch, or Survey of Subject Land showing existing conditions, buildings, & structures.
- d) Conceptual Site Plan: See Section 7 for drawing requirements.

The City makes all supporting information submitted with the application available for public review.

2. COMPANION APPLICATIONS & FUTURE APPLICATIONS

Indicate companion applications you are submitting with this application:

Zoning By-law Amendment Plan of Condominium Plan of Subdivision

Indicate which applications you may submit in the future for the subject land:

Part Lot Control Plan of Condominium Plan of Subdivision
 Consent to Sever Site Plan Control (see Note 1 below)

Note 1: If a development proposal is subject Site Plan Control, you may submit the Planning Consultation application for Site Plan Control after the Development and Heritage Standing Committee considers the Official Plan Amendment. Final approval of a site plan is conditional on an amending by-law coming into effect.

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3. APPLICANT, REGISTERED OWNER, AND AUTHORIZED AGENT

If the applicant is a numbered company, provide the name of the principals of the company in a separate document. 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 Registered Owner. If there is no Agent, all communication is with the Applicant.

Applicant

Name Contact

Address

Phone Fax

Email

Registered Owner Same as Applicant

Name Contact

Address

Phone Fax

Email

Authorized Agent Same as Applicant

Name Contact

Address

Phone Fax

Email

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4. SUBJECT LAND INFORMATION

Street address, roll number, and legal description may be available at the following links:

[Public Property Inquiry](#) and [Property and Parcels Data Viewer](#). Copy and paste the information into the appropriate boxes below.

Street Address

Include
Postal Code

Roll Number

Legal Description

Dimensions	Frontage / Width (m)	Depth (m)	Area (m ²)
Metric Units			

Official Plan Designation

5. PREVIOUS APPLICATIONS

Indicate the file numbers of previous applications. If unknown, leave blank.

Subdivision, Condo or Consent	NO <input type="checkbox"/>	YES <input type="checkbox"/>	File: _____
Official Plan Amendment	NO <input type="checkbox"/>	YES <input type="checkbox"/>	File: _____
Zoning By-law Amendment	NO <input type="checkbox"/>	YES <input type="checkbox"/>	File: _____
Site Plan Control	NO <input type="checkbox"/>	YES <input type="checkbox"/>	File: _____
Minister's Zoning Order	NO <input type="checkbox"/>	YES <input type="checkbox"/>	OR#: _____

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6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Be as descriptive as possible. Incorrect or incomplete information will delay processing. Include the following matters in the Planning Rationale Report (PRR):

- A. Indicate that you are requesting an amendment to *The City of Windsor Official Plan*.
- B. Describe the OPA in terms of a change in land use designation or the addition of a Special Policy Area.
- C. Describe the purpose of the OPA.
- D. List the land uses the OPA will authorize or allow.
- E. If the OPA changes, replaces, or deletes a policy in the Official Plan, provide the section number of the policy you are changing, replacing, or deleting, and the text of the revised/replaced policy.
- F. If the OPA is adding a policy to the Official Plan, provide the text of the proposed policy, and in which section you will be adding it to.
- G. If the OPA changes or replaces a designation in the text of Official Plan, provide details about the designation you are changing or replacing, including any proposed text.
- H. If the OPA changes or replaces a schedule in the Official Plan, attach the proposed schedule and the text that accompanies it.
- I. If the OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, list the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.
- J. If the OPA removes land from an area of employment, provide details of the current Official Plan policies, if any, dealing with the removal of land from an area of employment.
- K. Explain how the amendment is consistent with the [Provincial Planning Statement 2024](#).

7. INFRASTRUCTURE

WATER: How will you be providing water to the subject land?

Public piped water system

Private individual well

Private communal well

SANITARY SEWAGE: How will you be disposing of sanitary sewage from subject land?

Public sanitary sewage system

Private individual septic system (see Note 2)

Private communal septic system (see Note 2)

Note 2: If the application would permit development on private individual or communal septic system and will produce more than 4,500 litres of effluent per day because of completion of the development, you must submit a Servicing Options Report and a Hydrogeological Report with this application.

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8. PROPOSED PUBLIC CONSULTATION STRATEGY

What is your strategy for consulting with the public? Check all that apply.

Public Notice & Public Meeting as required by the *Planning Act*

Open House. If known, date, time & location:

Website. Enter URL:

Other. Describe:

9. AUTHORIZATION

Authorization to Enter Upon the Subject Land and Premises and for Applicant and any Agent to Submit the Application and Required Information

I, _____,

am the Registered Owner of the subject land described in Section 4 and hereby authorize members of City Council & the Development & Heritage Standing Committee and staff of The Corporation of the City of Windsor to enter upon the subject land and premises for the purpose of evaluating this application and the Applicant and Agent listed in Section 3 to submit this application and required information.

This is their authority for doing so.

Signature of Registered Owner

Date: YYYY-MM-DD

If Corporation, I have authority to bind the Corporation

10. ACKNOWLEDGEMENT

Application Processing: Submission of this application does not constitute a complete application. The City will review all materials to determine completeness. Inaccurate or missing information will delay processing. Once the application is deemed complete, fees are non-refundable. If there is no activity on the file for 60 days, the City may terminate the application without notice.

Sharing of Information: Subject to the *Planning Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, the City may share the application and submitted material with external agencies and the public for the purpose of evaluating the application.

CONTINUED ON NEXT PAGE

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10. ACKNOWLEDGEMENT (Continued)

Archaeological Resources: If archaeological resources are found during grading, construction, or soil removal activities all work in that area must cease immediately. I will **notify** the City's Planning & Development Services and Manager of Culture and Events, and the Ontario Archaeology Program Unit (APU) to confirm that all archaeological requirements are satisfied before resuming work.

Human Remains: If human remains are encountered during grading, construction or soil removal activities all work in that area must cease. I will secure the site and contact the Windsor Police Service at 911 or the coroner so that they may determine whether the skeletal remains are human and whether the remains constitute a part of a crime scene. The police or coroner will notify the APU and the Registrar at the Ontario Ministry of Public and Business Service Delivery and Procurement, if needed, and the APU will provide notification and satisfactory confirmation.

Potentially Contaminated Site: I am responsible for complying with provincial legislation, guidelines, and the City's Official Plan policies regarding potentially contaminated lands. Reasonable effort must be made to identify contamination on the subject property. As a condition of approval, the City may require a Record of Site Condition (RSC), signed by a qualified person and filed in the Environmental Site Registry, along with acknowledgment from the Ministry of the Environment, Conservation and Parks (MECP). The City may also require a Declaration from the qualified person confirming that the City may rely on the RSC. The City is not responsible for identifying or remediating contaminated sites, and I agree not to hold the City, its officers, employees, or agents liable for any loss, damage, or costs related to environmental cleanup or claims.

Species at Risk: Under Ontario's *Endangered Species Act, 2007*, it is my responsibility to ensure compliance with all provisions protecting endangered and threatened species and their habitats. This may include registering an activity or obtaining permits or authorizations from MECP prior to undertaking any work that could impact protected species. Approval under the Planning Act does not constitute approval under the Endangered Species Act, nor does it exempt the applicant from obtaining necessary authorizations. For guidance, contact MECP at SAROntario@ontario.ca or visit <https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>.

My signature below is acknowledgement that I read, understand, and agree to, the above statements.

Applicant

Agent

DATE: YYYY-MM-DD

Complete Section 11 on next page

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11. SWORN DECLARATION OF APPLICANT

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

I, _____, solemnly declare that the information required by the *Planning Act, Schedule 1* to *Ontario Regulation 543/06*, 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

The administration of this declaration is in accordance with *Ontario Regulation 431/20*.
Every person who administers a declaration remotely shall keep a record of the transaction.



Declared
before me

Signature of Commissioner
for Taking Affidavits

at the

Location of Commissioner

this _____ day of _____, _____
day month year

Place an imprint of, or if administered remotely enter the information on, your stamp below

LAST PAGE OF THIS APPLICATION