

OFFICIAL PLAN AMENDMENT APPLICATION

INSTRUCTIONS

Revised 2026 July 27

Refer to your Planning Consultation Stage 2 Letter for application type, fees, and required supporting information. Complete this application in full. Be as detailed as possible. The City of Windsor ("City") will return an incomplete application. Direct questions to a Planner in the Development section.

Do not make payment with this application. The City will refund or return any payment made before the City is ready to deem the application complete. Do not email any documents to a staff Planner. After 60 days of inactivity, the City will terminate the application without notice.

Submit all materials to the Senior Steno Clerk, Planning & Development Services by email at planningdept@citywindsor.ca, by mail to the address at the bottom of this page, or in person at City Hall, Second Floor, 350 City Hall Square West. For accessibility purposes, applications submitted by email should be completed digitally, not scanned, whenever possible.

FEES

Fees subject to change. If the Applicant does not complete Stage 1 and Stage 2 of the Planning Consultation process, the City will double the Base Fee. OPA = Official Plan Amendment.

City of Windsor Fees

Minor OPA

Major OPA

Base Fee	\$1,275.00	\$4,585.00
GIS Fee	+ \$50.00	+ \$50.00
E-Permitting Fee	+ \$40.00	+ \$40.00
Total City of Windsor Fee	= \$1,365.00	= \$4,675.00

Essex Region Conservation Authority (ERCA) Fee

If the subject land is in the Limit of Regulated Area, the City will add an ERCA fee based on type of application to the Total City of Windsor Fee above. The ERCA fee is separate from any fees for a permit or clearance required by ERCA. The ERCA Fee Schedule is available on the ERCA [website](#).

Other Fees: The City may charge the following fees in the future:

Renotification Fee \$2,795.00

Required when an applicant requests a deferral after the City has given notice of a public meeting.

CONTACT INFORMATION

Planning & Development Services
City of Windsor
350 City Hall Square West, Suite 320
Windsor ON N9A 6S1

Telephone: [519-255-6543](tel:519-255-6543)
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: citywindsor.ca

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. 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.

OFFICIAL PLAN AMENDMENT APPLICATION

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

OFFICIAL PLAN AMENDMENT APPLICATION

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	
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

OFFICIAL PLAN AMENDMENT APPLICATION

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			

OFFICIAL PLAN AMENDMENT APPLICATION

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

☐

YES

☐

File:

Official Plan Amendment

NO

☐

YES

☐

File:

Zoning By-law Amendment

NO

☐

YES

☐

File:

Site Plan Control

NO

☐

YES

☐

File:

Minister's Zoning Order

NO

☐

YES

☐

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.

OFFICIAL PLAN AMENDMENT APPLICATION

8. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

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

☐

Website. Enter URL:

☐

Other. Describe:

9. AUTHORIZATION & SWORN DECLARATION

Obtain the Authorization & Sworn Declaration document at this [link](#). Read and complete the document in full. Submit it as a separate document with this application. The City of Windsor will return an incomplete document.