

PART-LOT CONTROL EXEMPTION APPLICATION

INSTRUCTIONS

Revised 2026 July 27

We recommend pre-submission consultation with a staff Planner. The staff Planner will determine supporting information, verify the fee payable, and review the Part-Lot Control Exemption process. The staff Planner will sign and date Section 1 or provide confirmation of pre-submission consultation through an email or a letter. You must submit the information in Section 2 with this application.

Provide the full name, address, phone number, fax number, and email address of the applicant, registered owner, and agent. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. All communication regarding the application will be with the authorized agent. If there is no agent, all communication will be with the applicant

Read, complete, and sign the 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.

Base Fee		\$	1,440.00
GIS Fee		+ \$	50.00
E-Permitting Fee		+ \$	40.00
Legal Base Fee		+ \$	1,270.00
Legal Per Lot Fee	_____ lots at \$50.00 per lot	+ \$	_____
Total City of Windsor Fee = \$ _____			

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

PART-LOT CONTROL EXEMPTION APPLICATION

1. PRE-SUBMISSION CONSULTATION

We recommend pre-submission consultation with a staff Planner to determine what supporting information in Section 2 you must submit, confirm the fee, and to review the process.

Applicable Planning File #:

☐ No Applicable Planning File

Signature of Staff Planner

Date of Consultation: YYYY-MM-DD

☐ Brian Nagata

☐ Justina Nwaesei

2. REQUIRED INFORMATION (As indicated by Staff Planner)

Include the information checked below with this application.

☒ Deed or Offer to Purchase

☒ 12R or 12M or Registered Plan. Metes and Bounds is not acceptable.

☒ Draft Reference Plan (proposed lotting plan with lot dimensions and area in metric)

☐ Other: _____

Processing: Staff from Planning and Development Services and the Legal Department will process and prepare the by-law exempting the subject land described in Section 4 from Part-Lot Control. It is the responsibility of the property owner to provide accurate information about the subject land. Incorrect information will delay approval of the by-law.

Zoning Compliance: Approval of a by-law exempting the subject land from Part-Lot Control does not imply or confirm compliance with zoning provisions. It is the responsibility of the property owner to ensure that the proposed lots comply with the requirements of the applicable zoning by-law.

Expiry: The by-law exempting the subject land from Part-Lot Control will specify how long the by-law is in effect. The by-law will expire after the specified period. The City does not provide reminders regarding the expiry date. It is the responsibility of the property owner to ensure that you complete any land transfer before the by-law expires.

PART-LOT CONTROL EXEMPTION APPLICATION

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

PART-LOT CONTROL EXEMPTION APPLICATION

4. SUBJECT LAND INFORMATION

Street address, roll number, legal description, ward, and zoning 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	
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Legal Description	☐ See Attached Sheet

Ward		Zoning	
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Current Uses	
How long uses have continued	

Proposed Uses	
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Available Services & Utilities	Municipal Water	☐ YES	☐ NO
	Sanitary Sewer	☐ YES	☐ NO
	Storm Water Sewer	☐ YES	☐ NO

5. 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.