

SUBDIVISION / CONDOMINIUM 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 on page 3, 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.

APPLICATION TYPE

Select the application type from the drop down menu below.

Choose an item.

FEES

Fees subject to change.

Plan of Subdivision: Draft Approval

Base Fee:	_____ lots/blocks at \$845.00 per lot/block	\$ _____
GIS Fee		+ \$ 50.00
E-Permitting Fee		+ \$ 40.00
Legal Fee for Agreement Preparation		+ \$ 2,675.00
Legal Variable Fee:	_____ lots/blocks at \$50.00 per lot/block	+ \$ _____
Total City of Windsor Fee		= \$ _____

Plan of Condominium: Draft Approval: New Building

Base Fee:	_____ lots/units at \$230.00 per lot/unit	\$ _____
GIS Fee		+ \$ 50.00
E-Permitting Fee		+ \$ 40.00
Legal Fee for Agreement Preparation		+ \$ 2,100.00
Legal Variable Fee:	_____ lots/units at \$50.00 per lot/unit	+ \$ _____
Total City of Windsor Fee		= \$ _____

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Condominium Conversion: Draft Approval: Existing Building

Base Fee	\$	9,375.00
Additional Fee per Unit: _____ units at \$90.00 per unit	+ \$	_____
GIS Fee	+ \$	50.00
E-Permitting Fee	+ \$	40.00
Legal Fee for Agreement Preparation	+ \$	2,100.00
Legal Variable Fee: _____ units at \$50.00 per unit	+ \$	_____
Total City of Windsor Fee = \$ _____		

Contact the Building Department at 519-255-6267 or buildingdept@citywindsor.ca for information about the separate Building Services Inspection Fee for inspection and report preparation.

Plan of Subdivision/Condominium: Extension of Draft Approval

Base Fee	\$	4,120.00
E-Permitting Fee	+ \$	<u>40.00</u>
Total City of Windsor Fee = \$ 4,160.00		

Plan of Subdivision/Condominium: Amendment to Draft Approval

Base Fee	\$	4,515.00
GIS Fee	+ \$	50.00
E-Permitting Fee	+ \$	<u>40.00</u>
Total City of Windsor Fee = \$ 4,605.00		

Plan of Subdivision/Condominium: Final Approval & Registration

Base Fee - Per Registration	= \$	645.00
E-Permitting Fee	+ \$	<u>40.00</u>
Total City of Windsor Fee = \$ 685.00		

Payment of this fee is per registration, and you must pay prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

Plan of Subdivision/Condominium: Amendment to Agreement

Base Fee	\$	3,775.00
E-Permitting Fee	+ \$	40.00
Legal Fee for Agreement Preparation	+ \$	<u>1,050.00</u>
Total City of Windsor Fee = \$ 4,865.00		

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Plan of Condominium: Amalgamation of Condominium Corporation

Base Fee	\$	2,305.00
E-Permitting Fee	+ \$	<u>40.00</u>
Total City of Windsor Fee =		\$ 2,345.00

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 gives notice of a public meeting.

Engineering Review Fee

The City of Windsor Engineering Department will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable before you submit construction drawings to the City Engineer or their designate for signature. Engineering will confirm the total value of construction based on then estimate provided by the developer's Consulting Engineer. Contact: Engineering: Development Division, developmenteng@citywindsor.ca or 519-255-6257

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

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PLAN REQUIREMENTS

Number of Copies Required: Submit six (6) full size paper copies of the draft plan, and a digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats. File names should be logical and indicate the nature of the file and include the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the applicant's name and site location.

For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

Draft Plan Requirements: All plans must be in metric. Draw all draft plans to scale and indicate all items required by Section 51(17) of the [Planning Act](#) and the City of Windsor as follows:

1. Boundaries of the land you are subdividing, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.
2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision.
3. On a key plan, with a scale of not less than one cm to 100 m, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
4. Purpose for which you will use the proposed lots for.
5. Existing uses of all adjoining lands.
6. Approximate dimensions and layout of the proposed lots and/or blocks.
7. If you are proposing any affordable housing units, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units.
8. Natural and artificial features such as buildings, structures or installations, railways and rail yards, highways, roads, streets and trails, hydro lines and public utilities, watercourses, drainage ditches, wetlands & wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land being subdivided.
9. Availability and nature of domestic water supplies.
10. Nature and porosity of the soil.
11. Existing contours or elevations to determine the grade of the streets, roads and highways and the drainage of the land that you are proposing to subdivide.
12. Municipal services available or are to be available to the land you are proposing to subdivide.
13. Nature and extent of any restrictions affecting the land you are proposing to subdivide including restrictive covenants, easements, or the Airport Operating Area.
14. Floodplains, flood ways, flood prone areas, and flood elevations.

Condominium Draft Plan Requirements

In addition to the above requirements, draft plans proposing condominium ownership must include:

1. Proposed exclusive use areas of the common element such as backyards and parking.
2. Roadways and pedestrian access to proposed private units.

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SUBDIVISION / CONDOMINIUM 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. DHSC may recommend draft approval or denial or defer the application.
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, a staff planner may make a presentation. Any party may make an oral submission or submit a written submission. Council may draft approve, deny, or defer the application.
9. Only prescribed persons as defined in the *Planning Act*, or the Applicant, may appeal the decision of Council. 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, an agreement is prepared for signature and registration on title.
10. You must fulfill the conditions of draft approval prior to the expiry of draft approval. It is the responsibility of the registered owner or applicant to obtain confirmation from departments and agencies that you have fulfilled the conditions of draft approval. Some agencies may require that you forward a copy of the completed subdivision agreement to them prior to notifying the City that you have fulfilled the conditions.

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FINAL APPROVAL & REGISTRATION REQUIREMENTS

When you are ready to obtain final approval and register the plan, you must submit the following:

1. Fee for Final Approval & Registration.
2. One mylar copy of the plan that the City will register.
3. Five paper copies of the plan that the City will register, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan the City will register.

EXPIRY DATES & CONDITIONS

It is the responsibility of the property owner to be aware of all conditions and expiry dates and to complete all conditions or obtain approval from City Council or the delegated approval authority to extend draft approval, prior to the expiry date. The City of Windsor does not send reminders regarding conditions and expiry dates.

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents.

When submitting an extension to draft approval, allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date.

Other municipal departments and external agencies may have their own requirements, fees, and approvals in addition to the requirements, fees and approvals listed in this application.

SUBDIVISION / CONDOMINIUM 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.

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.

You are responsible for evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, for filling in the application, and for supplying all documents necessary to constitute a complete application. You must conduct supporting studies prior to submitting this application.

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

2. COMPANION & FUTURE APPLICATIONS

Indicate companion applications you are submitting with this application:

☐

Official Plan Amendment

☐

Zoning By-law Amendment

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 requires Site Plan Control, you may submit the Planning Consultation application for Site Plan Control after the Subdivision or Condominium have received Draft Approval. Final Approval of the Site Plan Agreement may be conditional on the Subdivision or Condominium receiving Final Approval.

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3. CONTACT INFORMATION

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 and submit with this application. All communication is with the authorized Agent or 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			

Ontario Land Surveyor

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**

**Mortgages,
Charges or
Other
Encumbrances**

Name/Address

☐ None

**Easement or
Restrictive
Covenant**

☐ None

Dimensions

Frontage / Width (m)

Depth (m)

Area (m²)

Metric Units

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**Official Plan
Designation**

Zoning

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Current Uses

Indicate how long uses have continued

--

Former Uses

Check all that apply

AGRICULTURAL

COMMERCIAL

INDUSTRIAL

INSTITUTIONAL

PARKLAND

RESIDENTIAL

VACANT LAND

OTHER

Contamination Is there reason to believe that current or former uses on the subject land may have contaminated the subject or adjacent land?

NO ☐

YES ☐

UNKNOWN ☐

If available, submit any Phase 1 or Phase 2 Environmental Site Assessment or any Record of Site Condition with this application.

Archaeological Potential Is the Subject Land located in an Archaeological Potential Zone (APZ) or an Archaeological Sensitive Area (ASA)?

NO ☐

YES ☐

UNKNOWN ☐

If yes, contact the Heritage Planner at planningdept@citywindsor.ca.

5. PREVIOUS APPLICATIONS

Is this a resubmission of a previous plan?

NO ☐

YES ☐

Previous Plan / File #: _____

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

Plan of Subdivision or Consent

NO ☐

YES ☐

File: _____

Plan of Condominium

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. PLANNING CONFORMITY

If the proposed development requires an Official Plan Amendment or a Zoning By-law Amendment, Planning & Development Services must have received it or you must submit it with this application, otherwise the City will return this application as incomplete.

Is the plan consistent with Provincial Planning Statement? NO ☐ YES ☐

Does the plan conform to the City of Windsor Official Plan? NO ☐ YES ☐

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan comply with the Zoning By-law? NO ☐ YES ☐

If No, you must submit a companion application for an Amendment to the Zoning By-law.

7. PLAN OF CONDOMINIUM INFORMATION

New Construction

Has the City approved a Site Plan? NO ☒ YES ☐ → Attach Approved Site Plan

Site Plan Agreement registered? NO ☐ YES ☐ → Attach Site Plan Agreement

Has a Building Permit been issued? NO ☐ YES ☐ → Attach Building Permit

Building Status: Not Under Construction ☐ Under Construction ☐

Completed ☐ → Date Completed: _____

Are any units occupied? NO ☐ YES ☐ → Number of units: _____

Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

NO ☐ YES ☐ → Submit a Structural Integrity Report

Does the building contain any residential rental units?

NO ☐ YES ☐ → Attach a Rent Roll with the names of all tenants, the rent paid by each tenant, and their unit number.

How many rental units will you be converting? _____

Are tenants willing to purchase units if converted to condominium?

NO ☐ YES ☐ → Attach documentation signed by tenants Do Not Know ☐

Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

NO ☐ YES ☐ → Attach your request for an exemption signed by the registered owner.

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8. PROPOSED LAND USES

Complete this section in full. Missing or incorrect information will delay processing.

ALL APPLICATIONS						CONDOMINIUM ONLY	
Proposed Use	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential					Condo Only		
Semi-detached Residential					Condo Only		
Multiple Attached Residential							
Apartment Residential							
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial							
Industrial							
Institutional (specify)							
Park or Open Space							
Roads							
Other (specify)							
TOTAL							

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9. 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:

10. SITE APPRAISAL AND EVALUATION

Give a brief description of the existing land use, buildings, infrastructure, vegetation, topography, and drainage of the subject land:

11. MITIGATION OF ENVIRONMENTAL EFFECTS

What measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, consult with the [Ministry of Agriculture, Food and Agribusiness](#). If you foresee potential adverse environmental effects, the City recommends that you consult with the [Ministry of Environment, Conservation and Parks \(MECP\)](#) and the [Essex Region Conservation Authority \(ERCA\)](#).

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12. 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 Notes 2 & 3 ☐ Private communal septic system: see Notes 2 & 3

Note 2: Submit a Servicing Options Report & Hydrogeological Report if any of the following apply:

- a) More than five lots or units on private individual or communal wells,
- b) Five or more lots or units on private individual or communal septic systems.
- c) Less than five lots or units on private individual or communal septic systems, which will produce more than 4,500 litres of effluent per day because of the completion of the development.

Note 3: Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on private individual or communal septic systems, which will produce 4,500 litres of effluent or less per day because of the completion of the development.

STORM DRAINAGE: How will you be providing storm drainage? Check all that apply.

☐ Sewers ☐ Ditches ☐ Swales ☐ Other

ACCESS: How will you access to the subject land? Check all that apply.

☐ Municipal Road ☐ Provincial Highway ☐ Other Right-of-way ☐ Water: see below

If access to the subject land is by water only, describe the parking and docking facilities used or that you will use and provide the distance (metres or kilometres) of these facilities from the subject land and the nearest public road:

☐	See attached drawing or Conceptual Site Plan

13. 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.