

## PLANNING CONSULTATION STAGE 1 APPLICATION

### INSTRUCTIONS

*Revised 2026 March 18*

This application and all submitted documents are confidential.

Include the following with this application: Deed or Offer to Purchase, Conceptual Site Plan, and, if applicable, Draft Plan of Subdivision / Condominium. Provide as much information as possible. Submit drawings in JPG and PDF format. Submit all other documents in Word and PDF format. Flatten all PDF files with no layers and 'Printing' and 'Content Copying' allowed. **Refer to Pages 2 and 3 for required file naming and date format.** Hand drawn plans will be rejected.

Read, complete, and sign the application in full. The City will reject an incomplete application. Do not make payment until given instructions to do so. 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](mailto: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.

### FEES

Fees subject to change. The City will provide payment options when the application is ready to be deemed complete. **Planning Consultation Stage 1 Fee: \$565.00**

### PLANNING CONSULTATION PROCESS: STAGE 1

Stage 1 involves circulating your application and submitted documents to relevant departments and agencies to identify all documents required for Planning Consultation Stage 2 and for subsequent Planning Act applications. You will receive a Planning Consultation Stage 1 Letter, which will outline:

- Required applications, fees, supporting studies, and documents
- Contact information for staff responsible for reviewing each item

The letter may also:

- Provide additional comments beyond the scope of required applications
- Identify concerns or indicate if the proposed development or amendment is not viable. A viability indication does *not* imply support or opposition. It is intended to help you make an informed decision about next steps.

The Planning Consultation Stage 1 Letter will expire at the end of the date noted in the letter.

### CONTACT INFORMATION

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

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

# PLANNING CONSULTATION STAGE 1 APPLICATION

## FILE NAME FORMAT

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 2026-12-31

### 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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<b>FILE NAME</b>	<b>EFFECTIVE DATE SOURCE</b>
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

# PLANNING CONSULTATION STAGE 1 APPLICATION

## 1. APPLICANT AND AGENT INFORMATION

If the Applicant is a numbered company, provide the name of the principals of the company. If there is more than one Applicant copy this page, complete in full, and submit with this application. All communication is with the Agent. If there is no Agent, all communication is with the Applicant.

### Applicant

Name

Contact

Address

Phone

Fax

Email

### Agent

Same as Applicant

Name

Contact

Address

Phone

Fax

Email

## 2. PREVIOUS APPLICATIONS

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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## 3. SUBJECT LAND INFORMATION

Street address, roll number, legal description, ward, and zoning district information may be available at the following links: [Public Property Inquiry](#) and [Mapp My City Apps - My City](#). Copy and paste the information into the appropriate fields below.

**Street Address**

Include Postal Code

**Roll Number**

**Legal Description**

**Ward**  **Zoning**

<b>Dimensions</b>	Lot Frontage / Width (m)	Lot Depth (m)	Lot Area (m <sup>2</sup> )
Metric Units	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>

**Current Uses**

Indicate how long uses have continued

**Former Uses**

Check all that apply

AGRICULTURAL <input style="width: 30px; height: 20px;" type="checkbox"/>	COMMERCIAL <input style="width: 30px; height: 20px;" type="checkbox"/>	INDUSTRIAL <input style="width: 30px; height: 20px;" type="checkbox"/>
INSTITUTIONAL <input style="width: 30px; height: 20px;" type="checkbox"/>	PARKLAND <input style="width: 30px; height: 20px;" type="checkbox"/>	RESIDENTIAL <input style="width: 30px; height: 20px;" type="checkbox"/>
VACANT LAND <input style="width: 30px; height: 20px;" type="checkbox"/>	OTHER <input style="width: 30px; height: 20px;" type="checkbox"/>	<input style="width: 30px; height: 20px;" type="checkbox"/>

**Contamination** Is there reason to believe that current of 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.

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## 4. 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 1

Private communal septic system: see Note 1

Note 1: 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.

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

Sewers

Ditches

Swales

Other

## 5. SITE PLAN

Provide a site plan of the existing and any proposed development showing, in metric units:

- a) the boundary and dimension, in metres, of the subject land.
- b) the location, size, and type of any existing and proposed building and structure on the subject land, including their distance from all lot lines, their height in metres and storeys, the number of parking spaces, accessible parking spaces, loading spaces, and the dimensions of parking aisles, collector aisles, and access areas.
- c) the approximate location of any natural and artificial feature (building, railway, driveway, access area, watercourse, drain, ditch, banks of river or stream, wetland, wooded area, well, septic tank, etc.) that is located on the subject land and on land adjacent to it.
- d) the current uses of all land that is adjacent to the subject land.
- e) the location and name of any road and alley within or abutting the subject land, indicating if it is an unopened road allowance, a public travelled road, a private road, or a right of way.
- f) if access to the subject land will be water only, the location of the parking and docking facilities you will be using.
- g) the location and nature of any easement affecting the subject land.

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## 6. PROPOSED DEVELOPMENT / PLANNING ACT PROCESS

Be as descriptive as possible. The more information you provide, the more complete the feedback provided will be. Incorrect or incomplete information will delay processing of this, and any future, application. Include any conceptual floor plans, elevations, or renderings.

6A. Describe the nature and scope of the proposed development.

6B. Provide the information below. If left empty, the application will be returned. If the proposed development consists of multiple buildings, provide an overall total for Gross Floor Area, Parking Spaces (including Accessible & Bicycle), & Loading Spaces. Use additional sheets for each building or attach a document that provides this information.

Total Dwelling Units:		Parking Spaces:	
Number of Buildings:		Accessible Parking Spaces:	
Gross Floor Area (m <sup>2</sup> ):		Bicycle Parking Spaces:	
Landscaped Open Space (m <sup>2</sup> ):		Loading Spaces:	
Building Height (m):		Building Height (storeys):	

6C. What Planning Act process will you apply for? Check all that apply. Staff will state in the Planning Consultation Stage 1 Letter what Planning Act processes will apply. Site Plan Control (SPC) has a separate Planning Consultation [process](#).

- |  |  |
|--|--|
| <input type="checkbox"/> Official Plan Amendment (OPA) | <input type="checkbox"/> Zoning By-law Amendment (ZBA) |
| <input type="checkbox"/> Plan of Subdivision (SDN)     | <input type="checkbox"/> Part Lot Control (PLC)        |
| <input type="checkbox"/> Plan of Condominium (CDM)     | <input type="checkbox"/> Condominium Conversion        |

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6D. For an Official Plan Amendment (OPA): Describe the amendment. Indicate the land use designation you are requesting or Special Policy Area you are adding or amending.

6E. For a Zoning By-law Amendment (ZBA): Describe the amendment. Indicate what zoning district or zoning exception you are requesting or amending. It is your responsibility to ensure compliance with all applicable zoning provisions.

6F. For a Plan of Subdivision (SDN), Plan of Condominium (CDM), Condominium Conversion, or Part Lot Control (PLC): Attach a Conceptual Lotting Plan.

## 7. 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.

**Confidentiality and Sharing of Information:** All submitted materials are treated as confidential. However, subject to the [Planning Act](#) and the [Municipal Freedom of Information and Protection of Privacy Act](#), the City may share application materials with external agencies to identify any required supporting studies, documents, or additional information.

**Planning Consultation Stage 1 Letter and Required Information:** The Stage 1 Letter is valid until the expiry date noted in the letter. Applicants must provide all supporting studies and documents identified in the Stage 1 and Stage 2 Letters. The City may request additional materials during the review of any future Planning Act application.

**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.

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## 7. ACKNOWLEDGEMENT (Continued)

**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](mailto: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.**

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Applicant

Agent

Date: YYYY-MM-DD

**LAST PAGE OF THE APPLICATION**