

## PLANNING CONSULTATION STAGE 1 APPLICATION

### INSTRUCTIONS

*Revised 2026 July 27*

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. Do not submit payment with the application. The City will reject an incomplete application and will refund / return any payment made before the City deems 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. For accessibility purposes, applications submitted by email should be completed digitally, not scanned, whenever possible.

### FEES

**Planning Consultation Stage 1 Fee: \$565.00.** Fees subject to change.

### 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**  
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

Agreement of Purchase and Sale  
Application Planning Consultation Stage 1  
Application Planning Consultation Stage 2  
Application Official Plan Amendment  
Application Zoning By-law Amendment  
Application Plan of Subdivision  
Application Plan of Condominium  
Application Condominium Conversion  
Archaeological Assessment Stage 1  
Archaeological Assessment Stage 2  
Archaeological Assessment Stage 3  
Archaeological Clearance Letter  
Block Plan  
Climate Resiliency Study  
Concept Drawings  
Concept Elevations  
Concept Floor Plans  
Concept Renders  
Concept Site Plan  
Corporate Profile Report  
Energy Strategy  
Environmental Evaluation Report  
Environmental Impact Study  
Environmental Site Assessment Phase I  
Environmental Site Assessment Phase II  
Functional Servicing Report / Functional Servicing Study

### EFFECTIVE DATE

Confirmation of Acceptance Date  
Acknowledgements date  
Sworn Declaration of Applicant date  
Report date  
Letter date  
Date of plan  
Report date  
Drawn / Revised On date  
Report Generated on date  
Report date  
Report date  
Report date  
Report date

# PLANNING CONSULTATION STAGE 1 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                |

# 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    | <input type="text"/> | Contact | <input type="text"/> |
| Address | <input type="text"/> |         |                      |
| Phone   | <input type="text"/> | Fax     | <input type="text"/> |
| Email   | <input type="text"/> |         |                      |

### Agent

☐ Same as Applicant

|         |                      |         |                      |
|---------|----------------------|---------|----------------------|
| Name    | <input type="text"/> | Contact | <input type="text"/> |
| Address | <input type="text"/> |         |                      |
| Phone   | <input type="text"/> | Fax     | <input type="text"/> |
| Email   | <input type="text"/> |         |                      |

## 2. PREVIOUS APPLICATIONS

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

|                                |                             |                              |             |
|--------------------------------|-----------------------------|------------------------------|-------------|
| Plan of Subdivision or Consent | NO <input type="checkbox"/> | YES <input type="checkbox"/> | File: _____ |
| Plan of Condominium            | 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#: _____  |

# PLANNING CONSULTATION STAGE 1 APPLICATION

## 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**

**Dimensions**

| Lot Frontage / Width (m) | Lot Depth (m)        | Lot Area (m <sup>2</sup> ) |
|--------------------------|----------------------|----------------------------|
| <input type="text"/>     | <input type="text"/> | <input type="text"/>       |

Metric Units

**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.

# PLANNING CONSULTATION STAGE 1 APPLICATION

## 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.

# PLANNING CONSULTATION STAGE 1 APPLICATION

## 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        |

## PLANNING CONSULTATION STAGE 1 APPLICATION

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. 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.