

PLANNING CONSULTATION STAGE 2 APPLICATION

INSTRUCTIONS

Revised: 2026 March 18

This application and all submitted documents are confidential.

You must have a valid Planning Consultation Stage 1 Letter or written confirmation from Planning & Development Services to submit a Stage 2 Application.

Include all documents listed in the Planning Consultation Stage 1 Letter.

Submit drawings in JPG and PDF format and 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 & 3 for required file naming and date format.** Hand drawn plans will be rejected.

Read, complete, and sign the application in full. Incomplete applications will be rejected. Do not submit payment until instructed to do so. Early payments will be refunded or returned. Do not email documents directly to staff planners. Applications inactive for 60 days will be terminated 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

FEES

Fees subject to change. The City will provide payment options when the application is ready to be deemed complete. See the Planning Consultation Stage 1 Letter for the Planning Consultation Stage 2 Fee.

PLANNING CONSULTATION PROCESS: STAGE 2

Stage 2 involves circulating the documents identified in your Stage 1 Letter to relevant departments and agencies for review. You will receive a Stage 2 Letter that:

- May invite you to submit the applicable Planning Act applications and applicable fees.
- Will confirm whether your documents are acceptable or require revisions

If revisions are needed, the letter will:

- Outline the required changes
- Provide contact information for the reviewer
- Include details on any additional applicable processes

The Planning Consultation Stage 2 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

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

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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 2026-10-02

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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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	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 2 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**

Dimensions	Lot Frontage / Width (m)	Lot Depth (m)	Lot Area (m ²)
Metric Units			

Current Uses

Also indicate how long uses have continued

Former Uses

Check all that apply

AGRICULTURAL <input type="checkbox"/>	COMMERCIAL <input type="checkbox"/>	INDUSTRIAL <input type="checkbox"/>
INSTITUTIONAL <input type="checkbox"/>	PARKLAND <input type="checkbox"/>	RESIDENTIAL <input type="checkbox"/>
VACANT LAND <input type="checkbox"/>	OTHER <input type="checkbox"/>	

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.

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4. PROPOSED DEVELOPMENT / PLANNING ACT PROCESS

Be as detailed and accurate as possible. The more information you provide, the more thorough the feedback will be. Submitting incomplete information may delay the processing of this application. To support a comprehensive review, include any available conceptual floor plans, elevations, or renderings that illustrate the proposed development.

4A. Describe the nature and scope of the proposed development.

4B. 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.

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

4C. What Planning Act processes will you apply for? Check all that apply. Staff may determine that additional processes will apply - this will be listed in the Planning Consultation Stage 2 Letter. 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 |

4D. 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.

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4E. 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 applicable zoning provisions.

4F. For a Plan of Subdivision (SDN), Plan of Condominium (CDM), Condominium Conversion, or Part Lot Control (PLC): Attach a Conceptual Lotting Plan.

5. 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, in accordance with 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 2 Letter and Required Information: The Stage 2 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.

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.

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5. ACKNOWLEDGEMENT (Continued)

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 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 with, the above statements.

Applicant

Agent

Date: YYYY-MM-DD

LAST PAGE OF THE APPLICATION