

REMOVAL OF THE HOLDING SYMBOL APPLICATION

INSTRUCTIONS

Revised 2026 March 18

Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. The staff Planner will confirm which holding conditions apply and who to contact to obtain clearance of those conditions. The Staff Planner must sign and date Section 1 or provide confirmation of pre-submission consultation through an email or a letter.

You are responsible for satisfying all conditions for removal of the holding symbol prior to submitting this application.

Submit the information in Section 2 with this application. If the subject land consists of part lots, blocks, or closed rights-of-way, you must submit an up-to-date Registered Plan, 12R Plan or 12M Plan with this application. Do not submit plans that are not registered. Submit drawings or plans in JPG and PDF format. Submit all other documents in Word and PDF format. Flatten all PDF documents with no layers. The City of Windsor ("City") will reject hand drawn plans.

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, 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.

Base Fee	\$ 1,900.00
E-Permitting Fee	+ \$ <u>40.00</u>
Total Removal of the Holding Symbol Fee	= \$ 1,940.00

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

REMOVAL OF THE HOLDING SYMBOL APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a Staff Planner to review the H removal process and determine what information in Section 2 you must submit. This application is incomplete until a staff Planner signs and dates below or provides other form of confirmation.

Applicable Rezoning File #:

No Applicable Rezoning File

Signature of Staff Planner

Date of Consultation: YYYY-MM-DD

- | | | | |
|------------------------------------------|----------------------------------------|------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Frank Garardo | <input type="checkbox"/> Brian Nagata | <input type="checkbox"/> Justina Nwaesei | <input type="checkbox"/> Averil Parent |
| <input type="checkbox"/> Diana Radulescu | <input type="checkbox"/> Simona Simion | <input type="checkbox"/> Adam Szymczak | <input type="checkbox"/> Zaid Zwayyed |

2. REQUIRED INFORMATION (As indicated by Staff Planner)

You are responsible for satisfying all conditions for removal of the holding symbol prior to submitting this application. You must include the information checked below with this application.

Proof that the conditions for removal of the holding symbol have been satisfied.

Deed or Offer to Purchase

12R or 12M or Registered Plan

Other: _____

The following conditions in Section 95 – Holding Zone Provisions – of Zoning By-law 8600:

- Section 95.10.1 Property Status
- Section 95.10.2 Provision of Municipal Infrastructure
- Section 95.10.3 Compliance with Remediation / Mitigation Recommendations
- Section 95.10.4 Registration of Site Plan Control Agreement
- Section 95.10.5 Amending By-Law Number: _____
- Section 95.20 Site Specific – Clause(s): _____

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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

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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

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Roll Number

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**Legal
Description**

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Dimensions

Metric Units

Frontage / Width (m)	Depth (m)	Area (m ²)

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5. AUTHORIZATION

Authorization to Enter Upon the Subject Land and Premises and for Applicant and any Agent to Submit the Application and Required Information

I, _____,

am the Registered Owner of the subject land described in Section 4 and hereby authorize members of City Council & the Development & Heritage Standing Committee and staff of The Corporation of the City of Windsor to enter upon the subject land and premises for the purpose of evaluating this application and the Applicant and Agent listed in Section 3 to submit this application and required information.

This is their authority for doing so.

Signature of Registered Owner

Date: YYYY-MM-DD

If Corporation, I have authority to bind the Corporation

6. 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.

Sharing of Information: Subject to the [Planning Act](#) and the [Municipal Freedom of Information and Protection of Privacy Act](#), the City may share the application and submitted material with external agencies and the public for the purpose of evaluating the 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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6. 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

Complete Section 7 on next page

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7. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If you administer this declaration remotely, you must be able to see, hear and communicate with the Commissioner throughout the entire transaction and show documentation that confirms your identity.

I, _____, solemnly declare that the information required by the *Planning Act, Schedule 1* to *Ontario Regulation 543/06*, and the City of Windsor and provided by the Applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with *Ontario Regulation 431/20*, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant
*Sign in the presence of a
Commissioner for Taking Affidavits*

Location of Applicant at
Time of Declaration

The administration of this declaration is in accordance with *Ontario Regulation 431/20*.
Every person who administers a declaration remotely shall keep a record of the transaction.



Declared
before me

at the

Signature of Commissioner
for Taking Affidavits

Location of Commissioner

this _____ day of _____, _____
day month year

Place an imprint of, or if administered remotely enter the information on, your stamp below

LAST PAGE OF THIS APPLICATION