

REMOVAL OF THE HOLDING SYMBOL APPLICATION

INSTRUCTIONS

Revised 2026 July 27

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 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 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

Fees subject to change.

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

- | | | | |
|--|--|--|--|
| ☐ Frank Garardo | ☐ Brian Nagata | ☐ Justina Nwaesei | ☐ Averil Parent |
| ☐ Diana Radulescu | ☐ Simona Simion | ☐ Adam Szymczak | ☐ 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**

--

Dimensions

Metric Units

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

5. 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.