

OFFICIAL PLAN AMENDMENT APPLICATION

INSTRUCTIONS

Revised 2026 March 1

Refer to your Planning Consultation Stage 2 Letter for application type, fees, and required supporting information. Complete this application in full. Be as detailed as possible. The City of Windsor ("City") will return an incomplete application. Direct questions to a Planner in the Development section.

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. If the Applicant does not complete Stage 1 and Stage 2 of the Planning Consultation process, the City will double the Base Fee. OPA = Official Plan Amendment.

City of Windsor Fees	Minor OPA	Major OPA
Base Fee	\$1,275.00	\$4,585.00
GIS Fee	+ \$50.00	+ \$50.00
E-Permitting Fee	+ \$40.00	+ \$40.00
Total City of Windsor Fee	= \$1,365.00	= \$4,675.00

Essex Region Conservation Authority (ERCA) Fee

If the subject land is in the Limit of Regulated Area, the City will add an ERCA fee based on type of application to the Total City of Windsor Fee above. The ERCA fee is separate from any fees for a permit or clearance required by ERCA. The ERCA Fee Schedule is available on the ERCA [website](#).

Other Fees: The City may charge the following fees in the future:

Renotification Fee \$2,795.00

Required when an applicant requests a deferral after the City has given notice of a public meeting.

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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1. PLANNING CONSULTATION & SUPPORTING INFORMATION

Valid Planning Consultation Stage 1 and Stage 2 letters will list what supporting information you must submit with this application.

Planning Consultation
Stage 1 File Number:

PC-073/24

Planning Consultation
Stage 2 File Number:

PC-091/25

☐

No Valid Planning Consultation Letter

If the Planning Consultation Letter expired or you did not proceed with the Planning Consultation process, the review to determine if the application is complete will take longer and the City may deem the application incomplete, which will delay processing.

See pages 3 and 4 for file naming conventions. All drawings and plans shall be in JPG and PDF format. All other documents shall be in Word and PDF format. Flatten all PDF files with no layers and 'Printing' and 'Content Copying' allowed. If you are submitting companion applications, provide only one set of documents.

In addition to the requirements in the Planning Consultation letter, you must submit the following documents with this application:

- a) Property Deed, Transfer, Offer to Purchase, or Agreement of Purchase and Sale
- b) Corporation Profile Report if the Applicant or Registered Owner is a corporation.
- c) Plan, Sketch, or Survey of Subject Land showing existing conditions, buildings, & structures.
- d) Conceptual Site Plan: See Section 7 for drawing requirements.

The City makes all supporting information submitted with the application available for public review.

2. COMPANION APPLICATIONS & FUTURE APPLICATIONS

Indicate companion applications you are submitting with this application:

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Zoning By-law Amendment

☐

Plan of Condominium

☐

Plan of Subdivision

Indicate which applications you may submit in the future for the subject land:

☐

Part Lot Control

☐

Plan of Condominium

☐

Plan of Subdivision

☐

Consent to Sever

☐

Site Plan Control (see Note 1 below)

Note 1: If a development proposal is subject Site Plan Control, you may submit the Planning Consultation application for Site Plan Control after the Development and Heritage Standing Committee considers the Official Plan Amendment. Final approval of a site plan is conditional on an amending by-law coming into effect.

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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	Radical Capital Management Inc.	Contact	Steve Hengsperger
Address			
Phone			
Email			

Registered Owner ☒ Same as Applicant

Name		Contact	
Address			
Phone		Fax	
Email			

Authorized Agent ☐ Same as Applicant

Name	Pillon Abbs Inc.	Contact	Tracey Pillon-Abbs, RPP
Address			
Phone			
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	1880 Assumption Street, Windsor, ON, N8Y 1C4		
Include Postal Code			
Roll Number	020-010-04700		
Legal Description	PT BLK A PL 211 SANDWICH EAST AS IN R656925; WINDSOR; S/T EASEMENT OVER PT 2 PL 12R-20841 AS IN CE54946		
Dimensions	Frontage / Width (m)	Depth (m)	Area (m ²)
Metric Units	60.96 m	60.96 m	3,723.08 m ²
Official Plan Designation	Currently designated "Mixed Use Corridor" according to Schedule "D – "Land Use"		

5. PREVIOUS APPLICATIONS

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

Subdivision, Condo or Consent	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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6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Be as descriptive as possible. Incorrect or incomplete information will delay processing. Include the following matters in the Planning Rationale Report (PRR):

- A. Indicate that you are requesting an amendment to *The City of Windsor Official Plan*.
- B. Describe the OPA in terms of a change in land use designation or the addition of a Special Policy Area.
- C. Describe the purpose of the OPA.
- D. List the land uses the OPA will authorize or allow.
- E. If the OPA changes, replaces, or deletes a policy in the Official Plan, provide the section number of the policy you are changing, replacing, or deleting, and the text of the revised/replaced policy.
- F. If the OPA is adding a policy to the Official Plan, provide the text of the proposed policy, and in which section you will be adding it to.
- G. If the OPA changes or replaces a designation in the text of Official Plan, provide details about the designation you are changing or replacing, including any proposed text.
- H. If the OPA changes or replaces a schedule in the Official Plan, attach the proposed schedule and the text that accompanies it.
- I. If the OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, list the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.
- J. If the OPA removes land from an area of employment, provide details of the current Official Plan policies, if any, dealing with the removal of land from an area of employment.
- K. Explain how the amendment is consistent with the [Provincial Planning Statement 2024](#).

7. 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 2)



Private communal septic system (see Note 2)

Note 2: 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.