

Consent Application – User guide

The consent application begins with applicant acknowledgements and authorizations then displays your property details which carries forward from your pre-consultation stage. Next you have an opportunity to review the people who are associated with this application. Finally, you will move on to the Application Information which is broken into 9 sections. This guide will help to explain each section in simplified terms to assist with your application.

Acknowledgements

The applicant must check this acknowledgment box to confirm awareness that other Acts, regulations, and authorities may be relevant to the proposed development and must be complied with. By acknowledging this, the applicant demonstrates understanding that the application is subject to review under various legal frameworks, including but not limited to zoning by-law, Engineering Best Practice, environmental regulations, and transportation planning policies. Compliance with these additional requirements will be necessary to move forward with the consent application process.

Authorization

If the applicant is not the property owner, the property owner must complete the Authorization form, granting permission for the applicant to act on their behalf concerning the proposed application. By indicating that the applicant is not the owner, the system will trigger the issuance of an Authorization request to the property owner. The owner must digitally sign the authorization form for the application to proceed.

Section 1: Application Information

This section identifies the current owner of the property. In most cases, the information provided here will align with what was submitted during the Pre-Consultation process. If the application is being submitted by someone other than the property owner (e.g., a planning consultant, agent, or lawyer), written authorization from the registered owner will be required as part of the complete application submission. Instructions and a sample authorization form are provided later in this guide.

If applicable, provide the names of any other individuals or organizations involved in the application (e.g., co-owners, purchasers, beneficiaries of an easement). If there are no additional parties, simply indicate "Not Applicable" or enter "N/A." Including accurate information at this stage helps ensure clarity in ownership and legal interests related to the consent application.

Section 2: Type and Purpose

Indicate the type(s) of consent being requested by checking all applicable boxes. This may include severance (lot creation), lot addition, easement/right-of-way, correction of title, or other consent types under Section 53 of the Planning Act. Refer to your Consultation Summary Report for direction, as the appropriate consent type(s) will have been identified by your assigned Planner during the pre-consultation meeting. Clearly stating the purpose helps ensure that the application is processed accurately and efficiently.

The subject land refers to the property affected by this application. The legal description typically includes the lot, concession, registered plan, and reference plan numbers, and should match the municipal records. This section may auto-populate based on the address or roll number provided, using information from your Consultation Summary or City databases. Please review the details carefully to ensure accuracy, as this information forms the legal basis of the application.

Section 3: Official Plan designation

The Official Plan designation outlines the intended land use for the subject property and should auto-populate based on your Consultation Summary Report findings. Your assigned Planner can confirm the applicable designation and advise on any relevant development policies or special policy areas that may influence the Committee's decision. If the designation is not known at the time of submission, you may indicate "Unknown" in the comment field. However, confirming this information early in the process helps ensure your proposal aligns with the City's long-term planning objectives.

Section 4: Present Zoning

The current zoning of the subject property should auto-populate based on the municipal address. If this field is blank and you are unsure of the zoning designation, you may select "Unknown". Zoning information is reviewed during the Pre-Consultation stage and will also be included in your Consultation Summary Report. A zoning designation identifies the permitted use and helps with assessing whether a minor variance is appropriate or if a different planning process may be required.

Section 5: Property Features/Constraints

Identify any registered easements or restrictive covenants that apply to the subject property. Easements typically grant rights of access or use to another party, such as utility providers, for infrastructure located on or crossing the property. Restrictive covenants are legally binding conditions registered on the title that limit how the property can be used or developed.

If known, describe the nature and location of any applicable easements or covenants. If you are unsure, select "Unknown." This information can usually be found in a title search, property survey, or reference plan. Accurate disclosure is important as these legal instruments may impact the feasibility or design of the proposed consent.

If the property has a heritage designation please indicate.

Section 6: Retained Lands (abutting)

If the parcel will be divided into multiple lots this section describes the land that is to be retained. Normally there will only be 1 retained lot if the application involves more than one parcel of land to be separated there could be a retained lot associated with each individual parcel of land being divided. In that case you will need to provide the following for each retained lot.

Describe the existing use of the retained portion of land. (example: residential – single family dwelling). Also provide land measurements in metres. These measurements should be consistent with any drawings that you supply as an attachment.

Describe any change of use for the retained portion (if any).

Describe any existing buildings, including approximate year of construction, on the retained land including how the land is accessed as well as supplied with water and sewage services.

Section 7: Severed Lands

If the parcel will be divided into multiple lots this section describes the land that is to be separated. You will need to provide the following for each new lot. The way you do that is you enter lot specific information and then hit save to active the template for the next lot until you've reached the number the individual new lots intended.

Describe the existing use of the severed portion of land. (example: residential – single family dwelling). Also provide land measurements in metres for each new lot being proposed. These measurements should be consistent with any drawings that you supply as an attachment.

Describe any change of use for the lots once separated (if any).

Describe any existing buildings, including approximate year of construction, on the severed land including how the land is accessed as well as supplied with water and sewage services.

To add additional severed lot details click save.

Section 8: History of Land

If a previous application for municipal consent has been submitted for the subject land, please provide details of the application, including any available file numbers and descriptions. This information is crucial for tracking past decisions and understanding the context of the current application. In cases where a prior decision resulted in conditional approval, and you are now

seeking an extension or modification of conditions, please include this information. Acknowledging past decisions ensures that the application process proceeds smoothly and that any outstanding conditions are properly addressed.

If any land has been severed from the original parcel acquired by the owner, it's important to provide details about that severance. This includes the date of the transfer, the name of the person or entity it was transferred to (the transferee), and how the severed land is currently being used. This information is necessary to confirm that past severances were properly registered and that there are no issues with land ownership, legal title, or planning compliance that could affect the current application.

Section 9. Additional Questions/Info

In some cases, the subject land may be involved in multiple applications simultaneously. Different application types, such as rezoning, minor variances, or site plan approvals, can influence the decision on a consent application. To avoid errors, miscommunication, or confusion, it is important to disclose all active applications currently under consideration.

The relationship between multiple applications may not always be immediately apparent, given the complexity of planning regulations and local policies. Therefore, it is essential to provide complete and accurate information of any other ongoing applications to ensure informed decision-making.

Applicants should confirm whether the subject land is located within an area designated under a provincial plan. Provincial land use plans that apply to specific geographic areas of Ontario include the Greenbelt Plan, Oak Ridges Moraine Conservation Plan, Niagara Escarpment Plan, and A Place to Grow: Growth Plan for the Greater Golden Horseshoe. These plans generally do not apply to lands within the City of Windsor. However, all consent applications must demonstrate consistency with the Provincial Planning Statement. In addition, applicants should consider whether any other provincial tools, such as Minister's Zoning Orders (MZOs) or decisions under the Environmental Registry of Ontario (ERO), may have implications for the subject land.

Supporting Documents

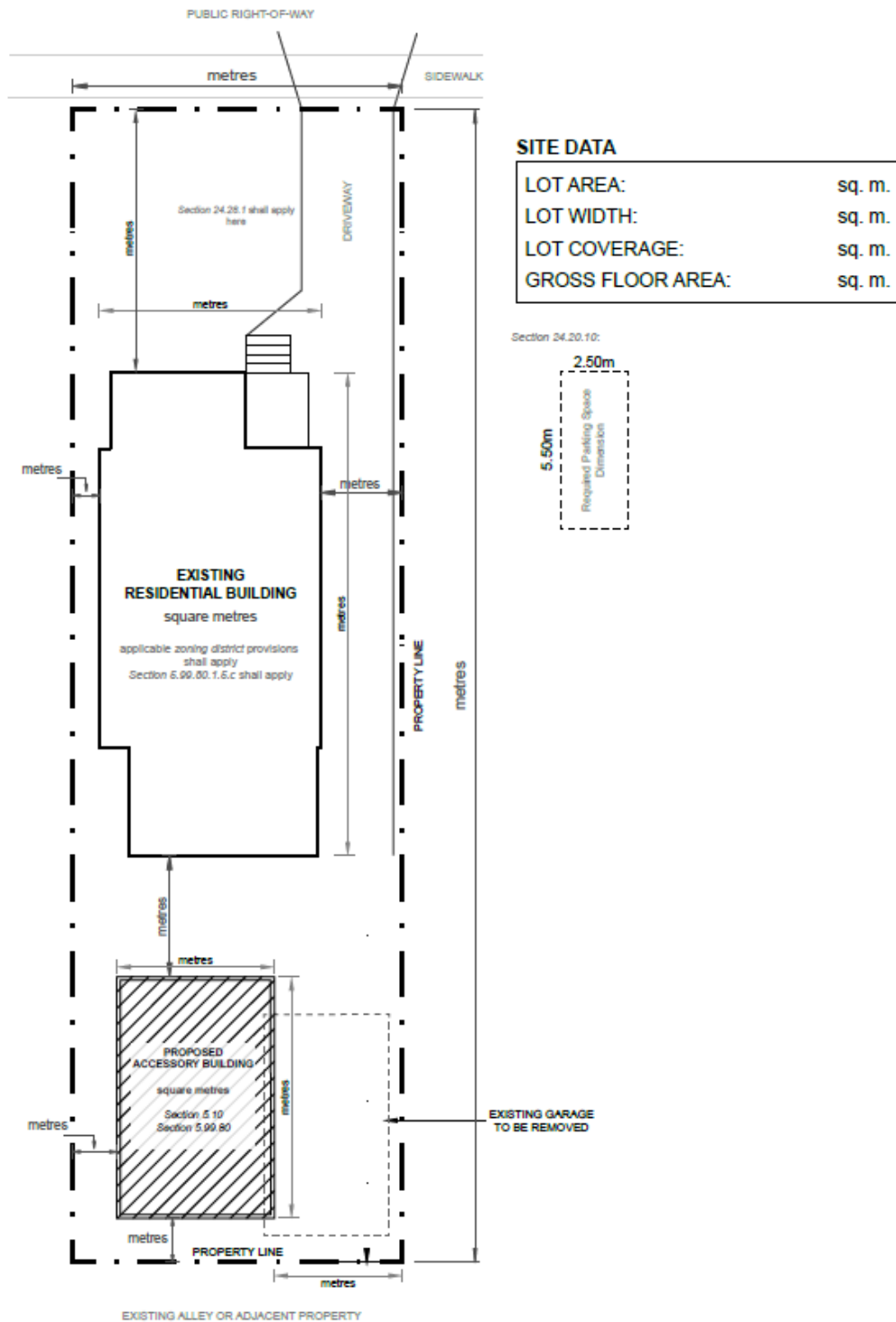
Indicate whether a sketch map is Included or Not Included with the application. Attach a clear, accurate drawing that illustrates the proposed changes to the subject land. This sketch should typically be professionally prepared to ensure that dimensions and scale are correct. The drawing should include key features such as the layout of proposed lots, existing and proposed buildings, access points, and any other relevant details to clearly represent the intended development.

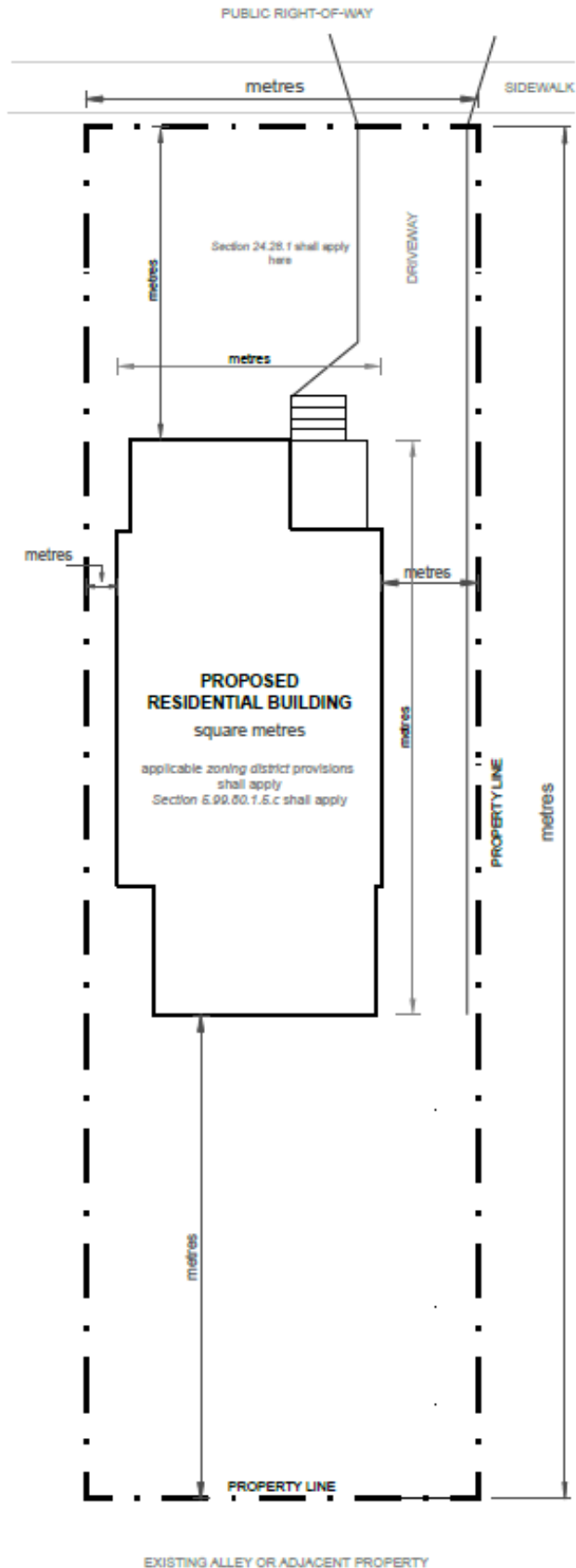
If your Consultation Summary Report indicated any other required attachments to your application you should find a listing of those expected documents. When attaching documents please identify them with a title that matches the expected documents. This will help us to assess the completeness of your submission. Please see [Appendix A](#) for Sample drawing.

Declaration

The applicant is required to complete a sworn declaration confirming the accuracy of the information submitted, ensuring accountability for the application. In some cases, property owners or agents may have access to services that allow them to swear the declaration themselves. If the applicant is using their own resources, the sworn declaration must be attached to the application package. If the applicant prefers to have the City provide the service, an appointment will be scheduled for a live sworn declaration, which can be done remotely. Further details on how to request this service will be provided at the time of the request.

APPENDIX A



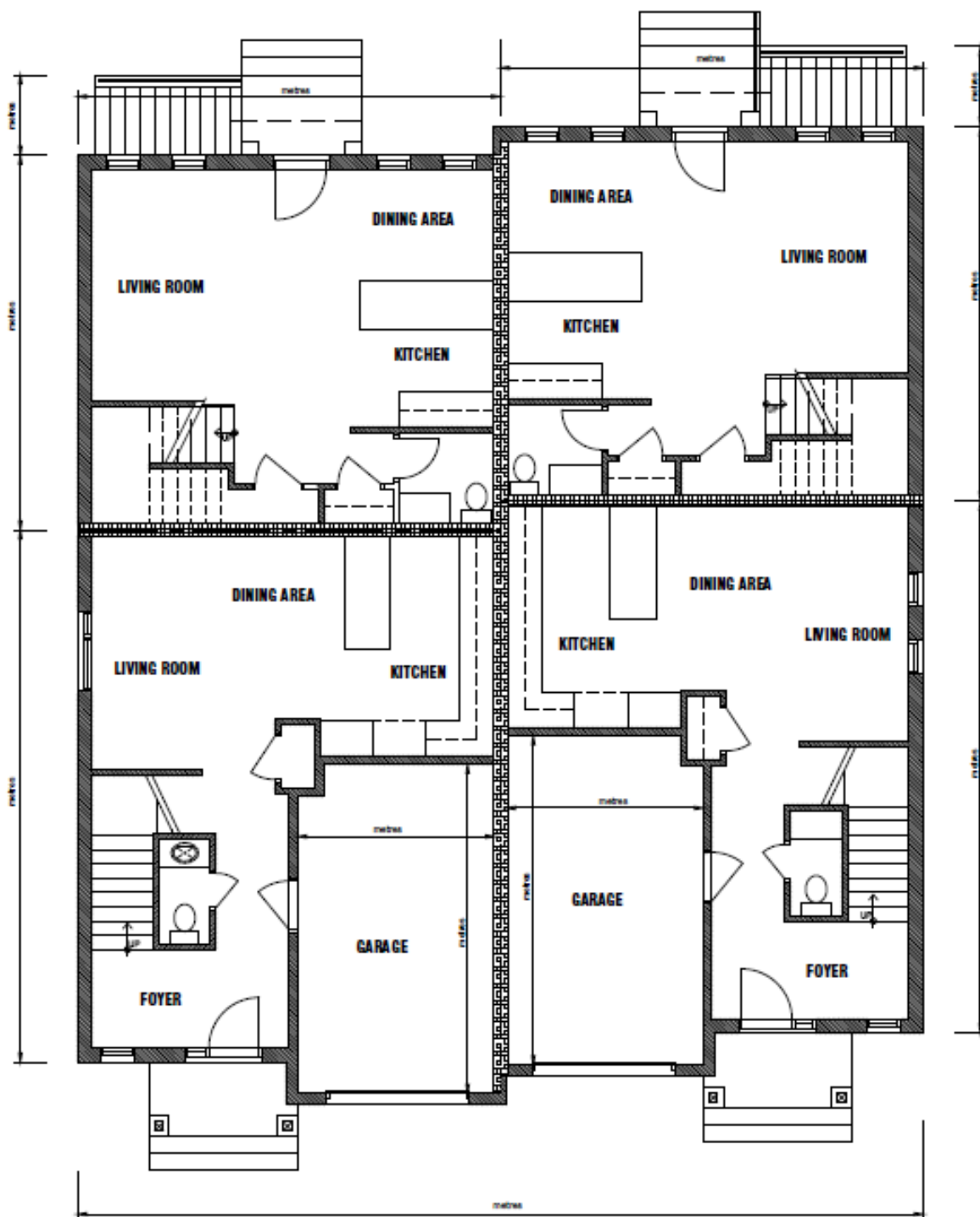


SITE DATA

LOT AREA:	sq. m.
LOT WIDTH:	sq. m.
LOT COVERAGE:	sq. m.
GROSS FLOOR AREA:	sq. m.

Section 24.20.10:

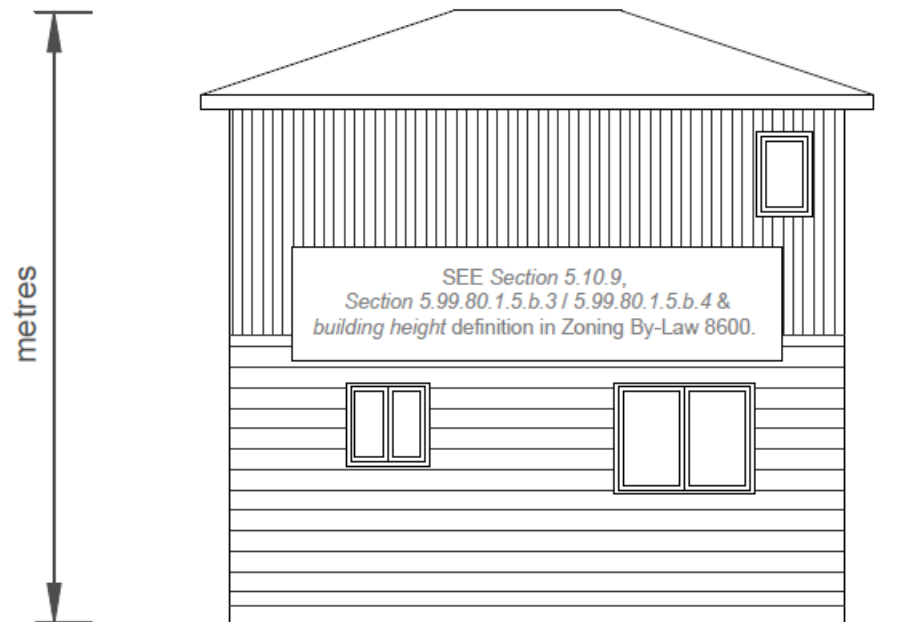




GROSS FLOOR AREA: sq. m.



MAIN BUILDING - SIDE ELEVATION



ACCESSORY BUILDING - SIDE ELEVATION