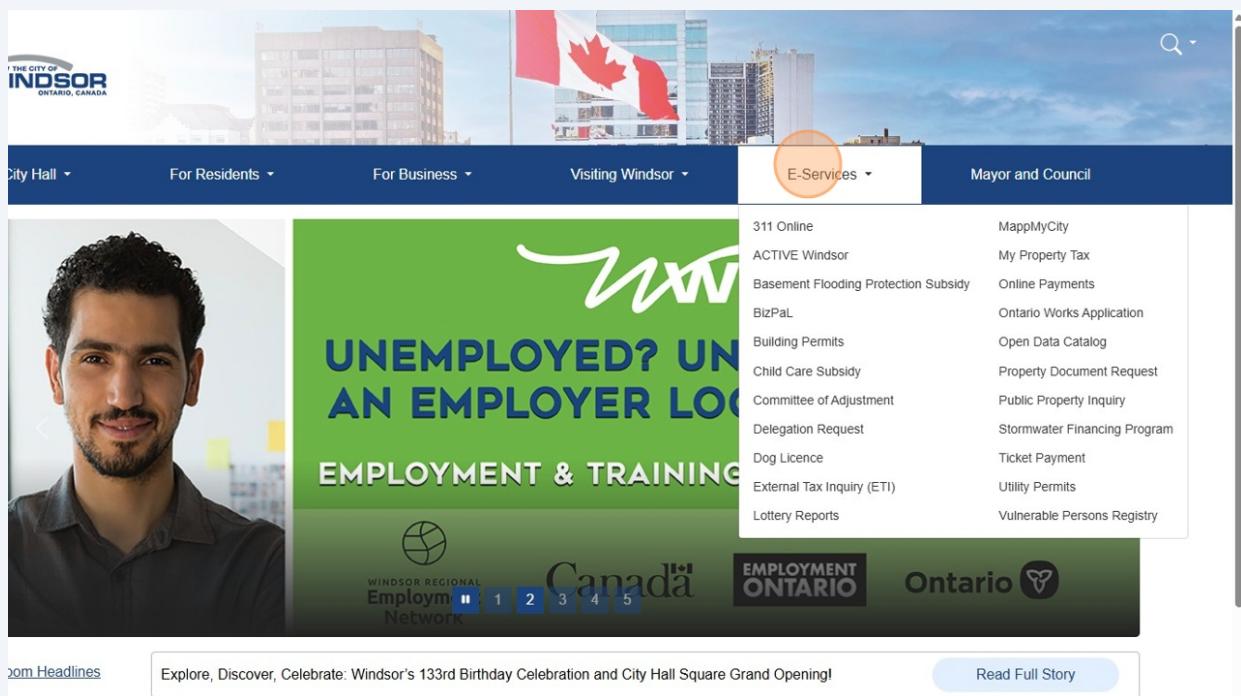


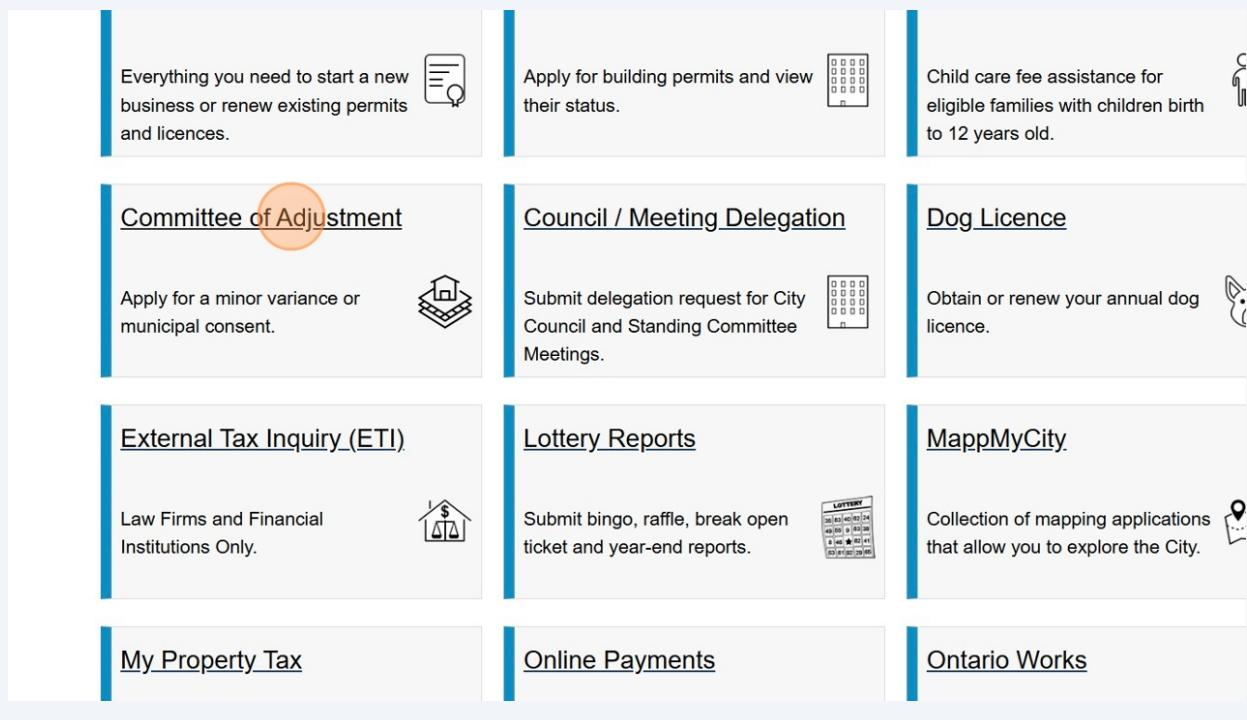
How to complete payment in Citizen Portal

1 Navigate to <https://www.citywindsor.ca/>

2 Click "E-Services"



3 Click "Committee of Adjustment"



Everything you need to start a new business or renew existing permits and licences.

Apply for building permits and view their status.

Child care fee assistance for eligible families with children birth to 12 years old.

Committee of Adjustment

Apply for a minor variance or municipal consent.

Council / Meeting Delegation

Submit delegation request for City Council and Standing Committee Meetings.

Dog Licence

Obtain or renew your annual dog licence.

External Tax Inquiry (ETI)

Law Firms and Financial Institutions Only.

Lottery Reports

Submit bingo, raffle, break open ticket and year-end reports.

MappMyCity

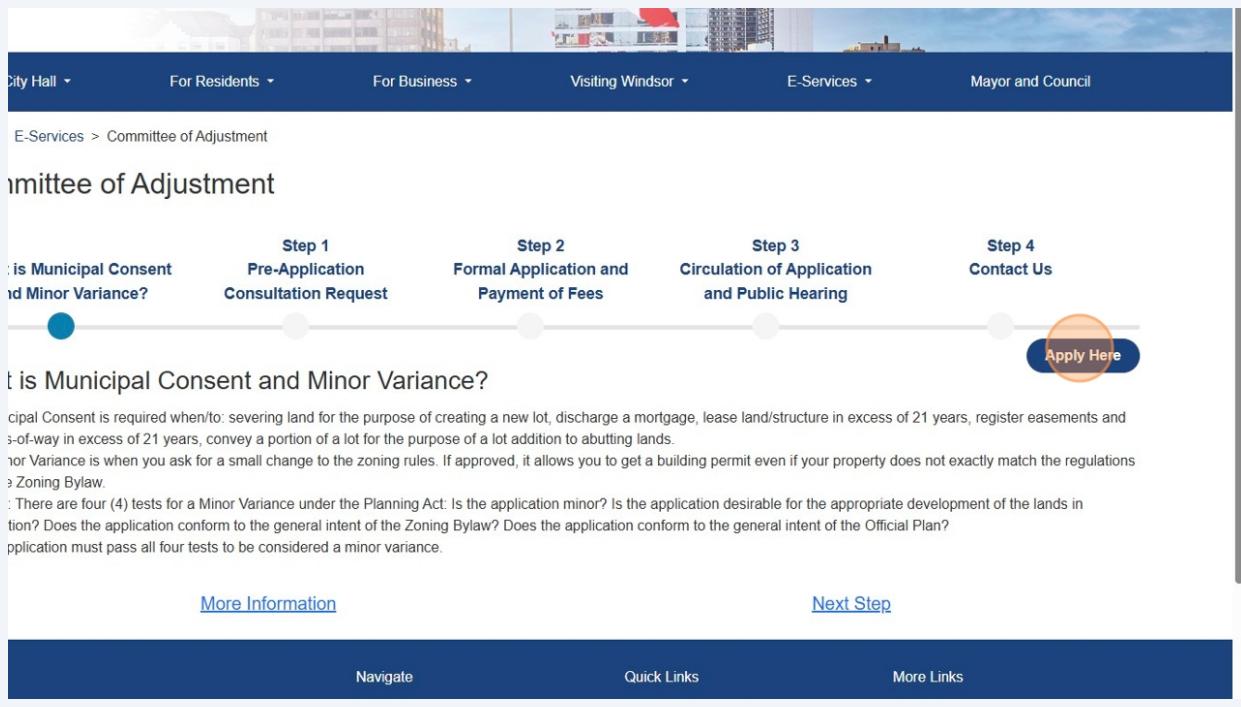
Collection of mapping applications that allow you to explore the City.

My Property Tax

Online Payments

Ontario Works

4 Click "Apply Here"



City Hall ▾ For Residents ▾ For Business ▾ Visiting Windsor ▾ E-Services ▾ Mayor and Council

E-Services > Committee of Adjustment

Committee of Adjustment

Step 1: Is Municipal Consent and Minor Variance? Step 2: Pre-Application Consultation Request Step 3: Formal Application and Payment of Fees Step 4: Circulation of Application and Public Hearing Step 5: Contact Us

Is Municipal Consent and Minor Variance?

Municipal Consent is required when/for: severing land for the purpose of creating a new lot, discharge a mortgage, lease land/structure in excess of 21 years, register easements and covenants in excess of 21 years, convey a portion of a lot for the purpose of a lot addition to abutting lands.

Minor Variance is when you ask for a small change to the zoning rules. If approved, it allows you to get a building permit even if your property does not exactly match the regulations in the Zoning Bylaw.

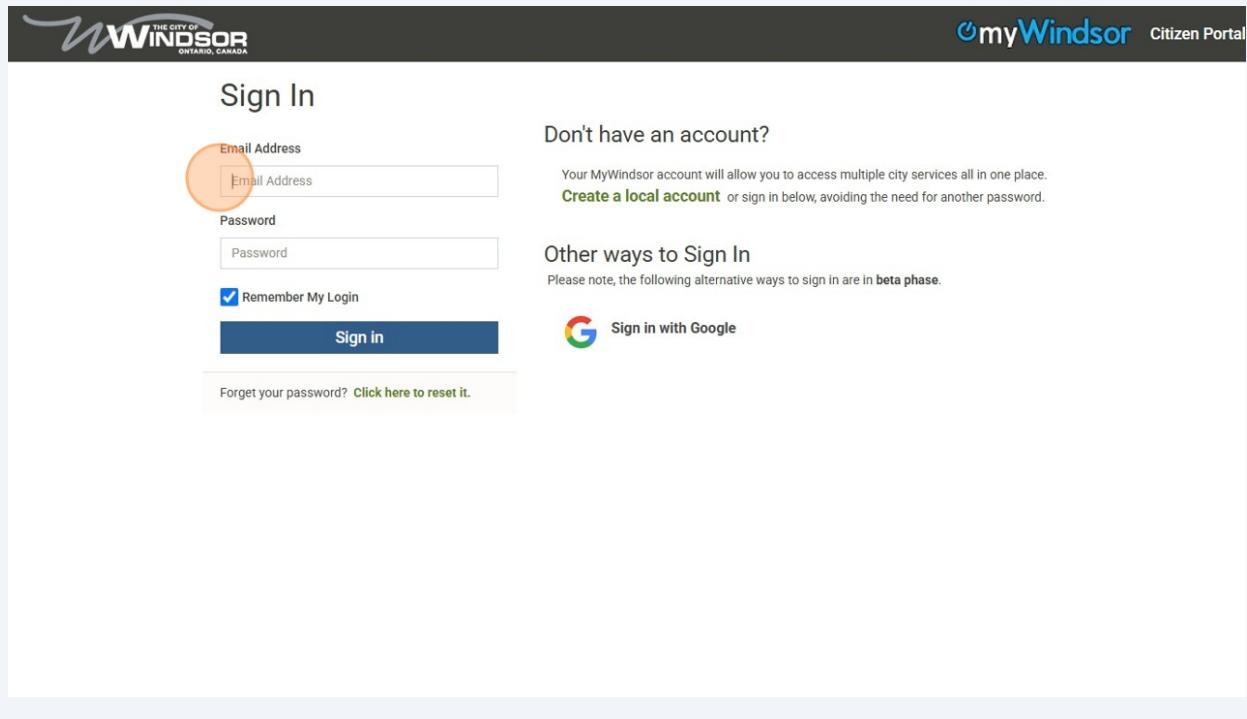
There are four (4) tests for a Minor Variance under the Planning Act: Is the application minor? Is the application desirable for the appropriate development of the lands in question? Does the application conform to the general intent of the Zoning Bylaw? Does the application conform to the general intent of the Official Plan?

The application must pass all four tests to be considered a minor variance.

[More Information](#) [Next Step](#)

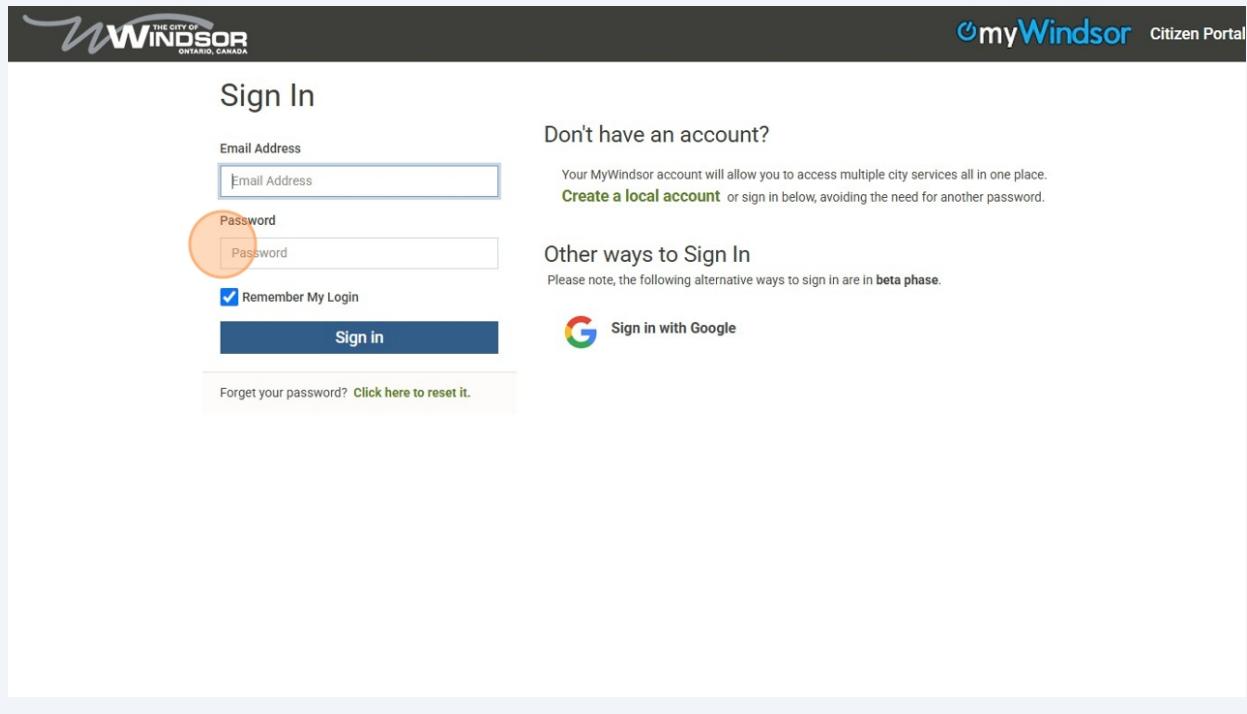
Navigate Quick Links More Links

5 Enter the registered "Email Address"



The screenshot shows the 'Sign In' page of the MyWindsor Citizen Portal. At the top, the City of Windsor logo and the text 'myWindsor Citizen Portal' are visible. The main form has 'Email Address' and 'Password' fields, both of which are circled in orange. Below the fields are 'Remember My Login' and 'Sign in' buttons. To the right, there's a 'Don't have an account?' section with a 'Create a local account' link, an 'Other ways to Sign In' section with a 'Sign in with Google' button, and a link to reset a password.

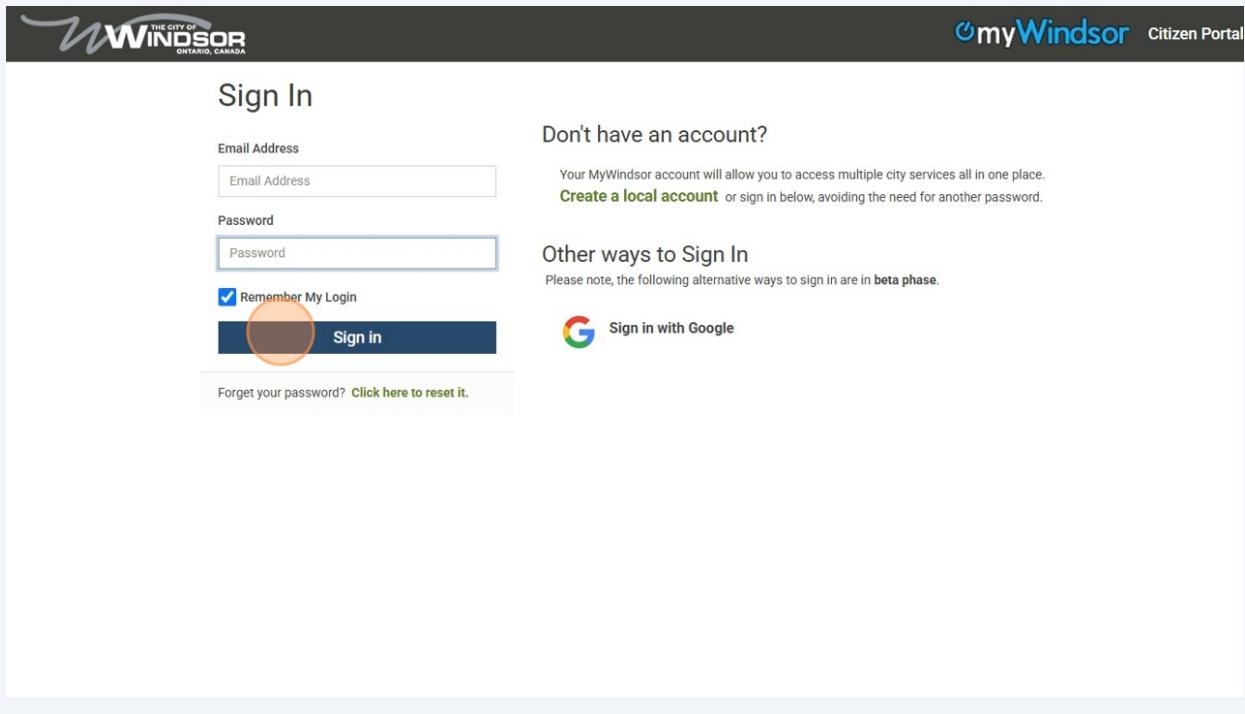
6 Enter the "Password"



The screenshot shows the 'Sign In' page of the MyWindsor Citizen Portal. The layout is identical to the previous page, with the City of Windsor logo and 'myWindsor Citizen Portal' text at the top. The 'Email Address' and 'Password' fields are circled in orange. Below the fields are 'Remember My Login' and 'Sign in' buttons. To the right, there's a 'Don't have an account?' section with a 'Create a local account' link, an 'Other ways to Sign In' section with a 'Sign in with Google' button, and a link to reset a password.

7

Click "Sign in"

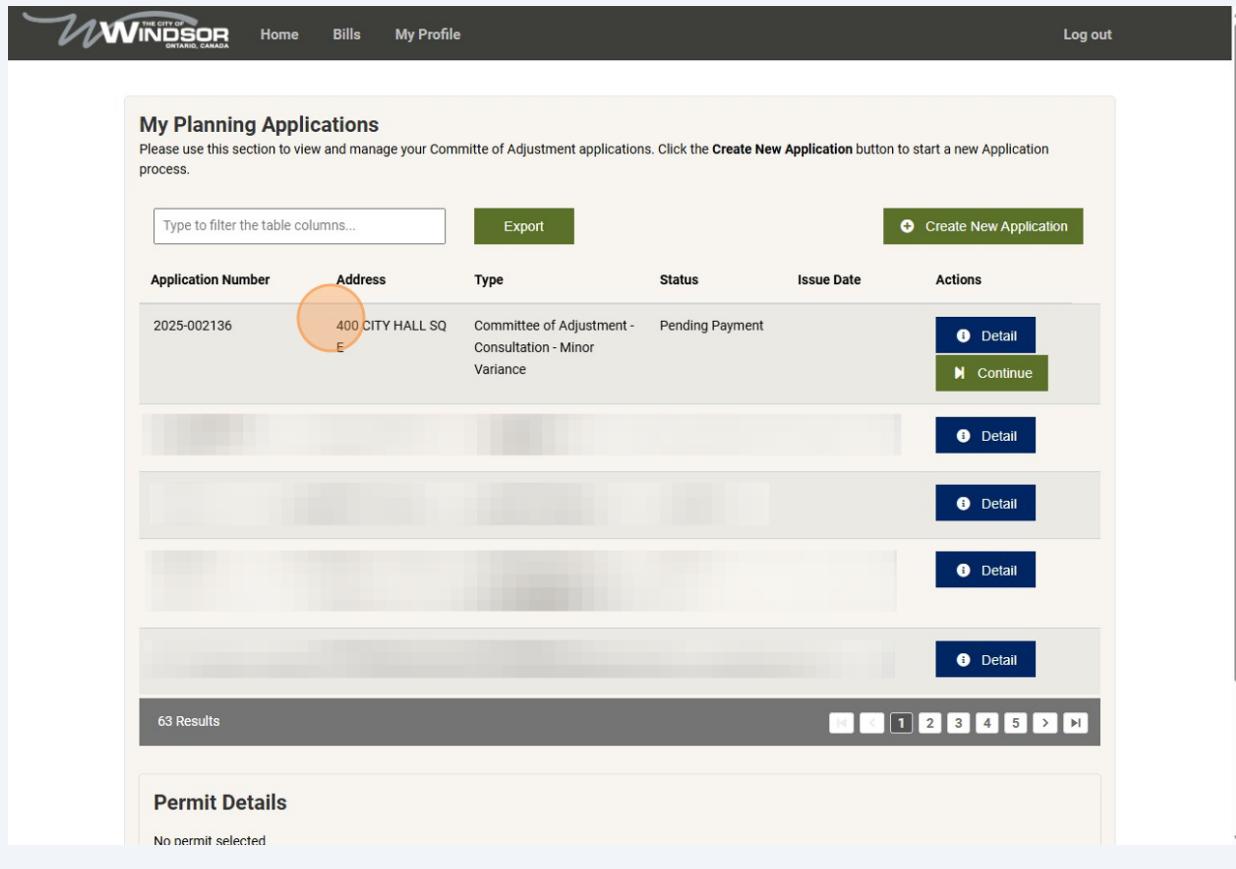


The screenshot shows the 'Sign In' page of the eMyWindsor Citizen Portal. At the top left is the City of Windsor logo. At the top right is the 'eMyWindsor Citizen Portal' logo. The main heading is 'Sign In'. Below it, there are fields for 'Email Address' and 'Password'. A 'Remember My Login' checkbox is checked and highlighted with a red circle. A 'Sign in' button is at the bottom of the form. To the right, there's a 'Don't have an account?' section with a note about MyWindsor accounts and a 'Create a local account' link. Below that is an 'Other ways to Sign In' section with a 'Sign in with Google' button.



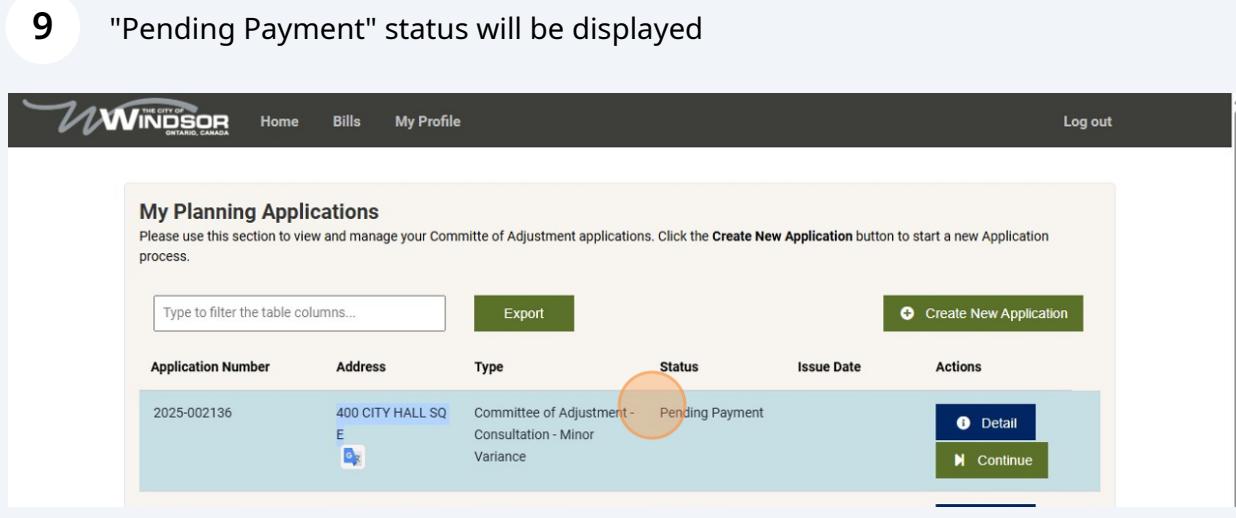
The Applicant will land on the "My Planning Applications" Dashboard. This is the home page of all the planning applications created and/or submitted by the applicant

8 Validate the address and Application



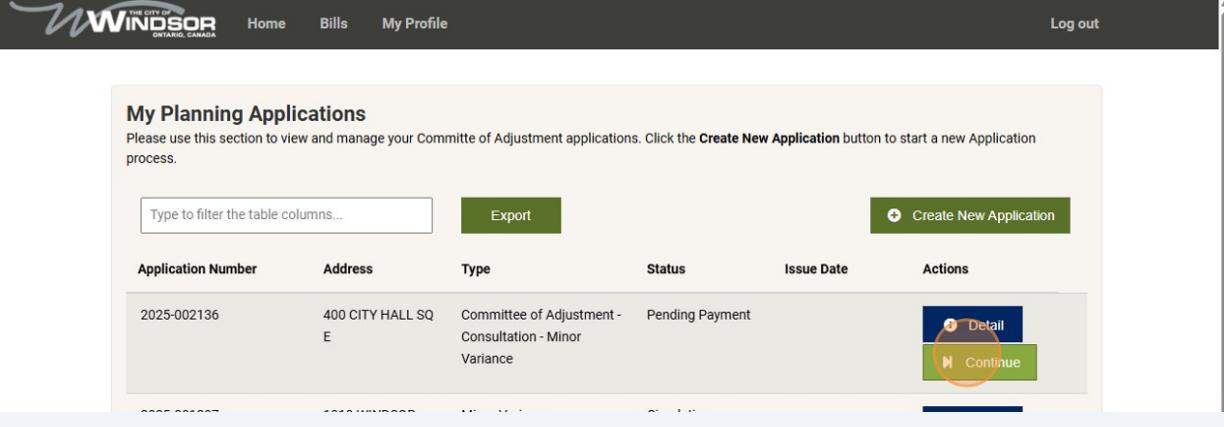
The screenshot shows the 'My Planning Applications' section of the City of Windsor website. At the top, there is a search bar with the placeholder 'Type to filter the table columns...', an 'Export' button, and a 'Create New Application' button. Below this is a table with columns: Application Number, Address, Type, Status, Issue Date, and Actions. The first row, which corresponds to the highlighted address, has the following details: Application Number 2025-002136, Address 400 CITY HALL SQ E, Type Committee of Adjustment - Consultation - Minor Variance, Status Pending Payment, Issue Date (partially visible), and Actions buttons for 'Detail' and 'Continue'. The table shows 63 results with a page navigation bar at the bottom. Below the table, there is a 'Permit Details' section with the message 'No permit selected'.

9 "Pending Payment" status will be displayed



The screenshot shows the 'My Planning Applications' section of the City of Windsor website. The layout is identical to the previous screenshot, but the status 'Pending Payment' for the first application is highlighted with an orange circle. The application details are: Application Number 2025-002136, Address 400 CITY HALL SQ E, Type Committee of Adjustment - Consultation - Minor Variance, Status Pending Payment, Issue Date (partially visible), and Actions buttons for 'Detail' and 'Continue'.

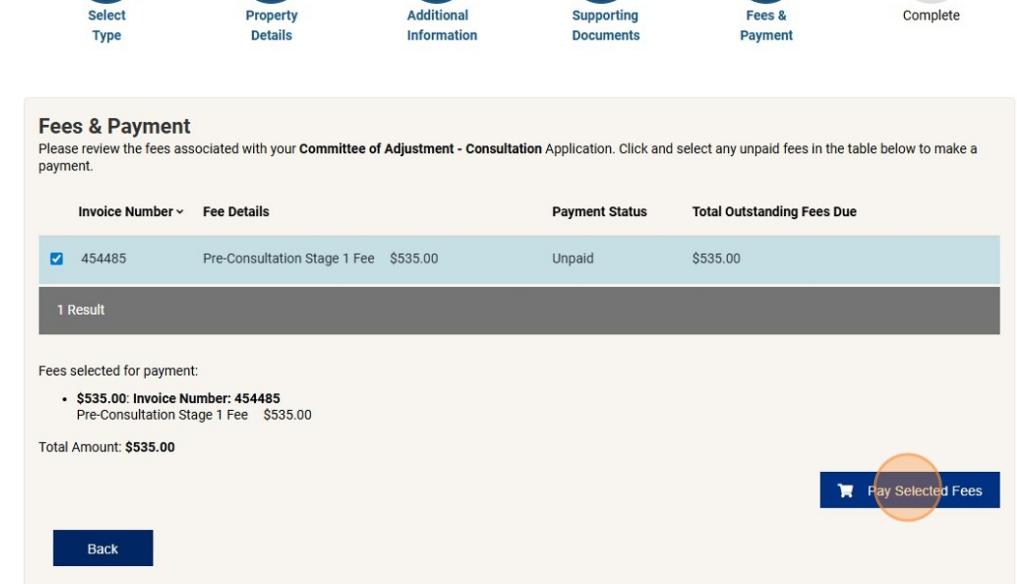
10 Click "Continue"



The screenshot shows the 'My Planning Applications' section of the City of Windsor website. The table lists one application:

Application Number	Address	Type	Status	Issue Date	Actions
2025-002136	400 CITY HALL SQ E	Committee of Adjustment - Consultation - Minor Variance	Pending Payment	2025-08-08	Detail Continue

11 Click "Pay Selected Fees"



The screenshot shows the 'Fees & Payment' section. The table displays one result:

Invoice Number	Fee Details	Payment Status	Total Outstanding Fees Due
454485	Pre-Consultation Stage 1 Fee \$535.00	Unpaid	\$535.00

Fees selected for payment:

- \$535.00: Invoice Number: 454485
Pre-Consultation Stage 1 Fee \$535.00

Total Amount: \$535.00

[Pay Selected Fees](#)

12 Enter the "Cardholder Name"

Citizen Portal - Planning

Review Your Order

Quantity	Item	Unit	Price
1	Invoice Number: 454485	CAD 535.00	CAD 535.00
		Total	CAD 535.00

[« Return to Citizen Portal - Planning](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Security Code

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.

Verification

I'm not a robot reCAPTCHA
Privacy - Terms

Pay With Your Credit Card

Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.

13 Enter all the Credit card details

Citizen Portal - Planning

Review Your Order

Quantity	Item	Unit	Price
1	Invoice Number: 454485	CAD 535.00	CAD 535.00
		Total	CAD 535.00

[« Return to Citizen Portal - Planning](#)

Pay With Your Credit Card

Cardholder Name shivam mishra

Credit Card Number

Expiry Date (MMYY)

Security Code

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.

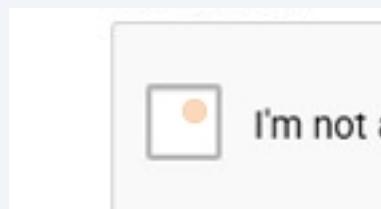
Verification

I'm not a robot reCAPTCHA
Privacy - Terms

Pay With Your Credit Card

14

Click on the "I'm not a robot" checkbox to validate you are a human making the transaction



15

Click "Pay with your Credit Card"

1	Invoice Number: 454485	CAD 535.00	CAD 535.00
		Total	CAD 535.00

[« Return to Citizen Portal - Planning](#)

Pay With Your Credit Card

Cardholder Name
shivam mishra

Credit Card Number
4111111111111111

Expiry Date (MMYY)
0228

Security Code
111

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.

Verification

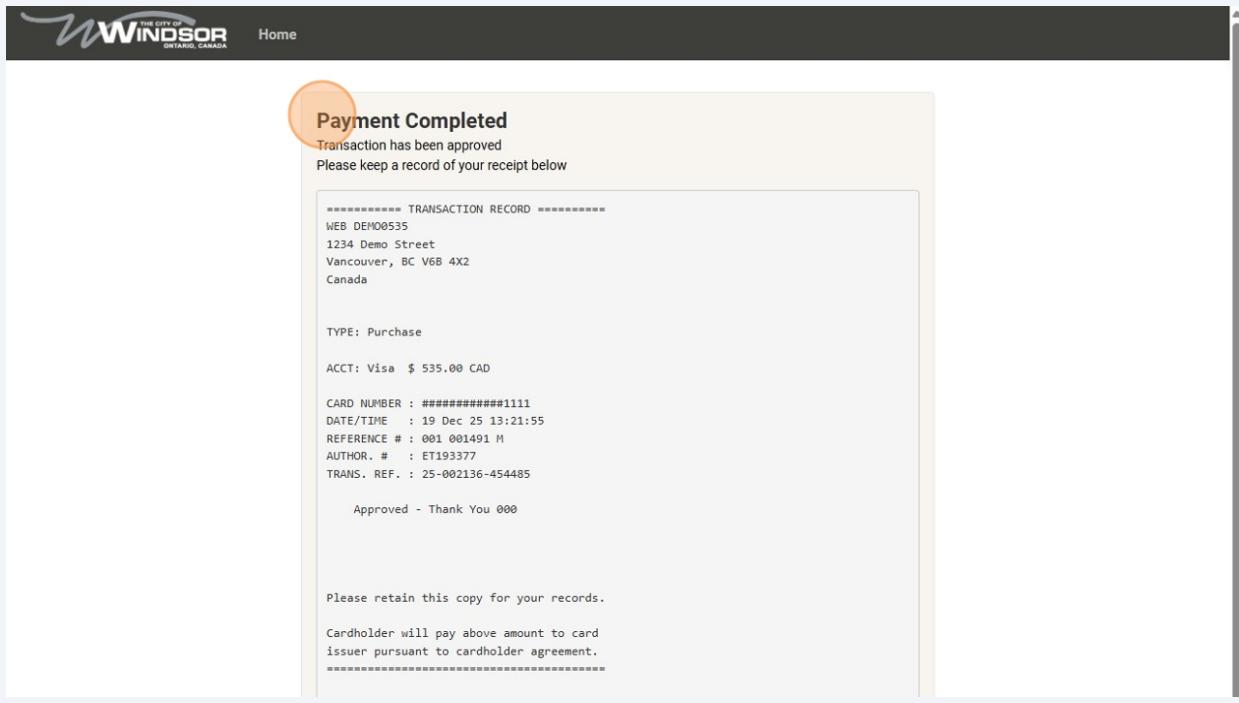
I'm not a robot

Pay With Your Credit Card

Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.

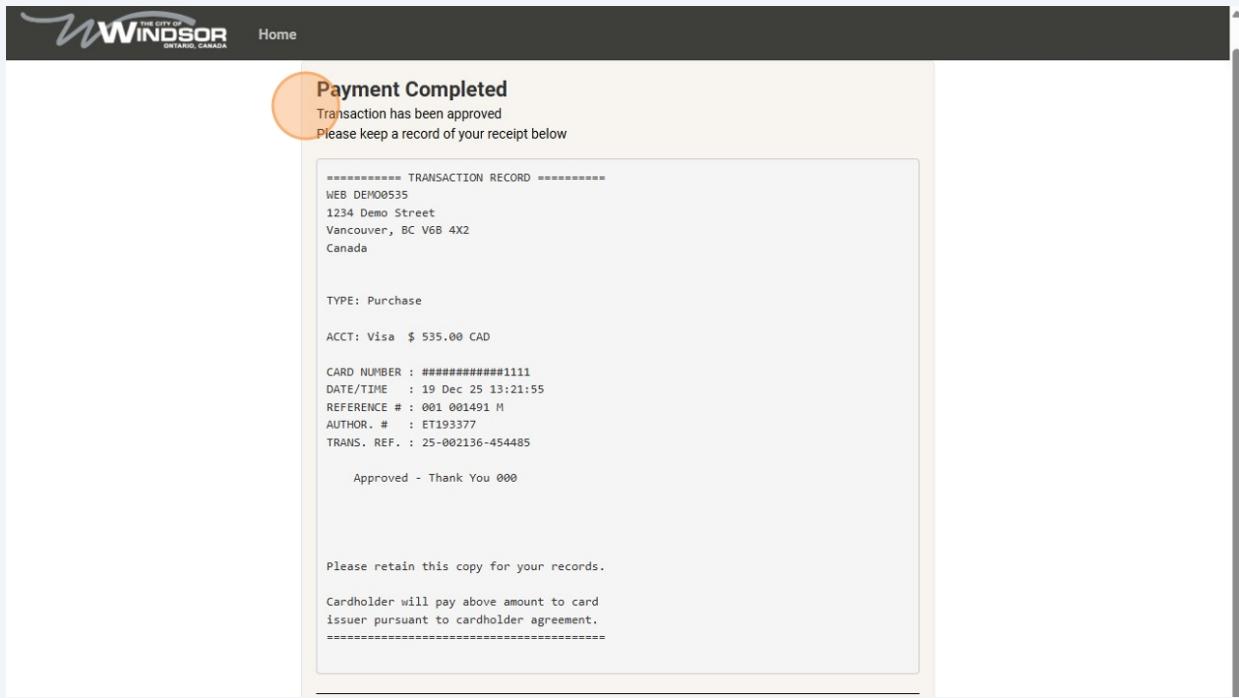
16

"Payment Completed" screen will validate the successful payment



17

On successful transaction, user will see "**Payment Completed. Transaction has been approved. Please keep a record of your receipt below**" message



18 User can print the receipt

===== TRANSACTION RECORD =====

WEB DEM00535
1234 Demo Street
Vancouver, BC V6B 4X2
Canada

TYPE: Purchase

ACCT: Visa \$ 535.00 CAD

CARD NUMBER : #####1111
DATE/TIME : 19 Dec 25 13:21:55
REFERENCE # : 001 001491 M
AUTHOR. # : ET193377
TRANS. REF. : 25-002136-454485

Approved - Thank You 000

Please retain this copy for your records.
Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.

Fee List:

- \$535.00 : Invoice Number: 454485
Pre-Consultation Stage 1 Fee \$535.00

[Print Receipt](#) [Continue](#)

19 Click "Continue"

===== TRANSACTION RECORD =====

WEB DEM00535
1234 Demo Street
Vancouver, BC V6B 4X2
Canada

TYPE: Purchase

ACCT: Visa \$ 535.00 CAD

CARD NUMBER : #####1111
DATE/TIME : 19 Dec 25 13:21:55
REFERENCE # : 001 001491 M
AUTHOR. # : ET193377
TRANS. REF. : 25-002136-454485

Approved - Thank You 000

Please retain this copy for your records.
Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.

Fee List:

- \$535.00 : Invoice Number: 454485
Pre-Consultation Stage 1 Fee \$535.00

[Print Receipt](#) [Continue](#)

20

Click "Go to Home"

THANK YOU

Your application has been submitted. Please see a summary of your application below. (apply/default)

Application Details

Application Number	2025-002136	Name	400 CITY HALL SQ E
Type	Committee of Adjustment - Consultation - Minor Variance	Status	Under Review
Application Date	2025-11-17		
Address	400 CITY HALL SQ E	Location	PLAN 95; PT ROAD 5; PLAN 106; LOTS 62; 63; 67 & PT LOTS 61; 64 & 68; PLAN 118; LOTS A; B & C; PLAN 119; LOT 8 & PT LOTS 1; 2 & 9; PT ALLEY & PT ASSUMPTION ST; (CLOSED), RP 12R-19925, PTS 1; 2; 3; 5; 6; 8; 13; 14; 16 & 18
Description	city hall development		

Owners of Multiple Businesses/Licences: During Annual Renewal, you must renew all your businesses whether Return to the Home page to ensure all your businesses have been renewed.

 [Go to Home](#)

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