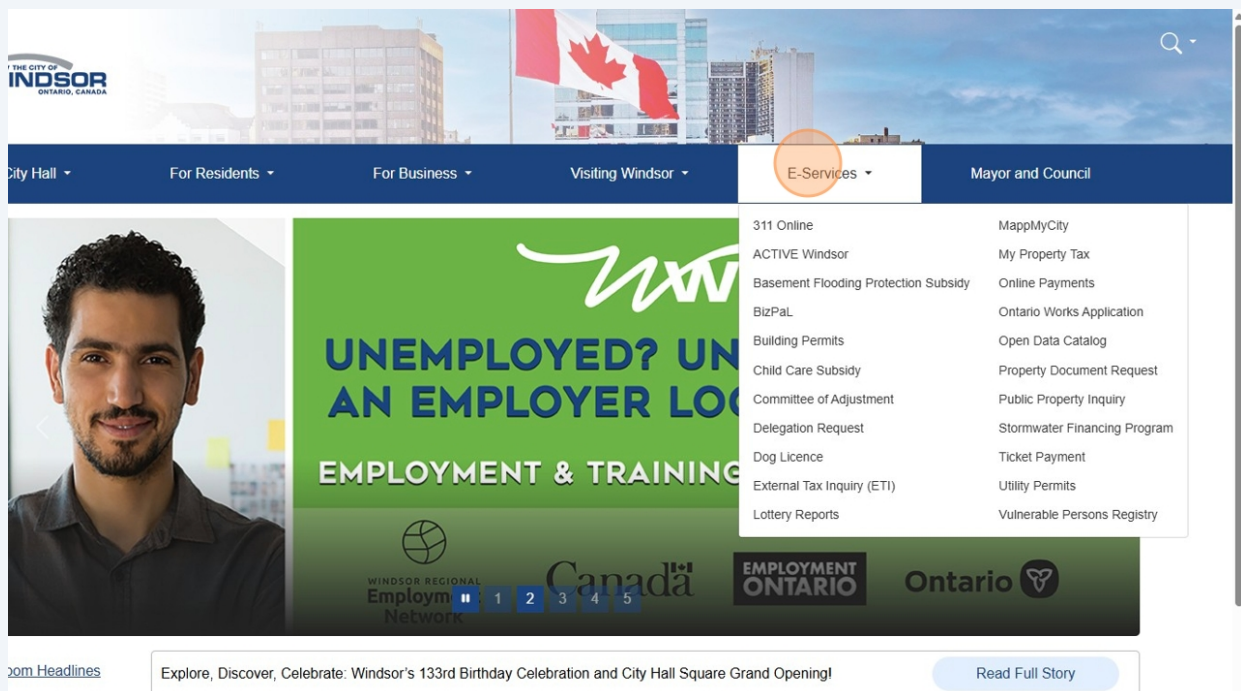


How to complete payment in Citizen Portal

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

2 Click "E-Services"



3



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0	0	0	0
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0	0	0	0

2

of Adju



0	0	0	0
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0	0	0	0

LOTTERY			
36	83	40	82
49	55	9	83
8	48	★	82
53	61	82	29

LOTTERY			
36	83	40	82
49	55	9	83
8	48	★	82
53	61	82	29

Ontario Works

4

City Hall ▾

For Residents ▾

For Business ▾

Visiting Windsor ▾

E-Services ▾

Mayor and Council

E-Services > Committee of Adjustment

Committee of Adjustment

Step 1
Pre-Application Consultation Request

Step 2
Formal Application and Payment of Fees

Step 3
Circulation of Application and Public Hearing

Step 4
Contact Us

What is Municipal Consent and Minor Variance?

Apply Here

What is Municipal Consent and Minor Variance?

Municipal Consent is required when/to: sever land for the purpose of creating a new lot, discharge a mortgage, lease land/structure in excess of 21 years, register easements and less-of-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 of 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?
An application must pass all four tests to be considered a minor variance.

[More Information](#)

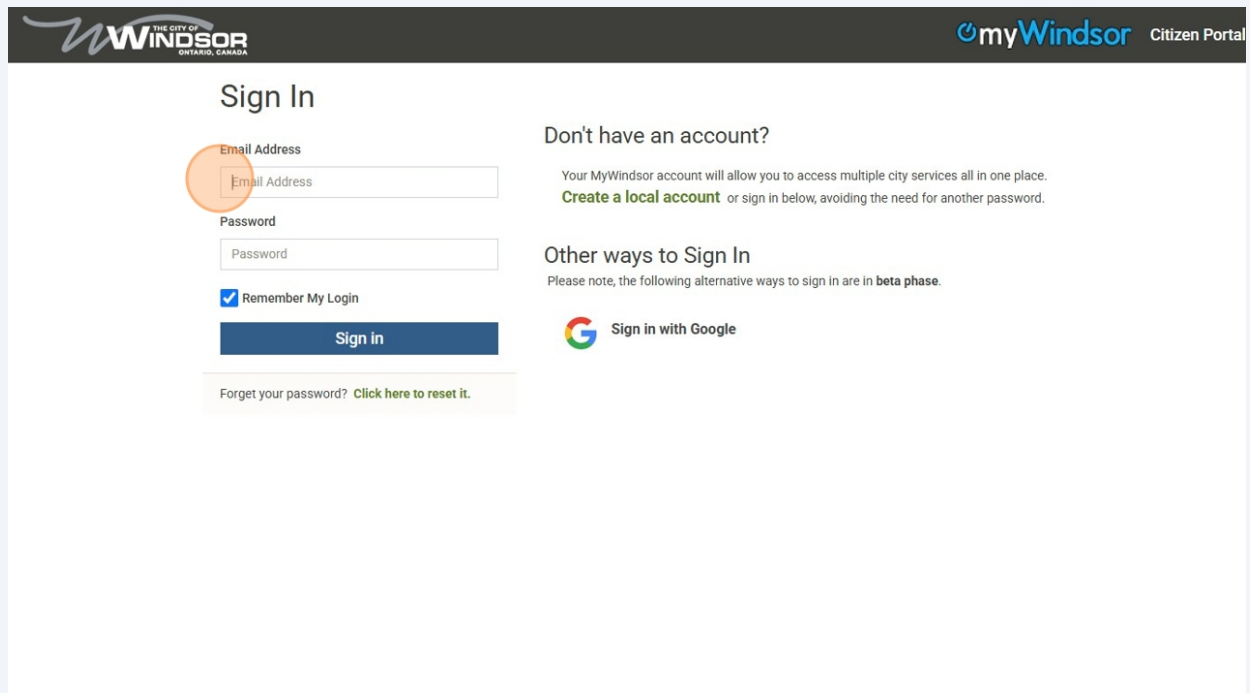
[Next Step](#)

Navigate

Quick Links

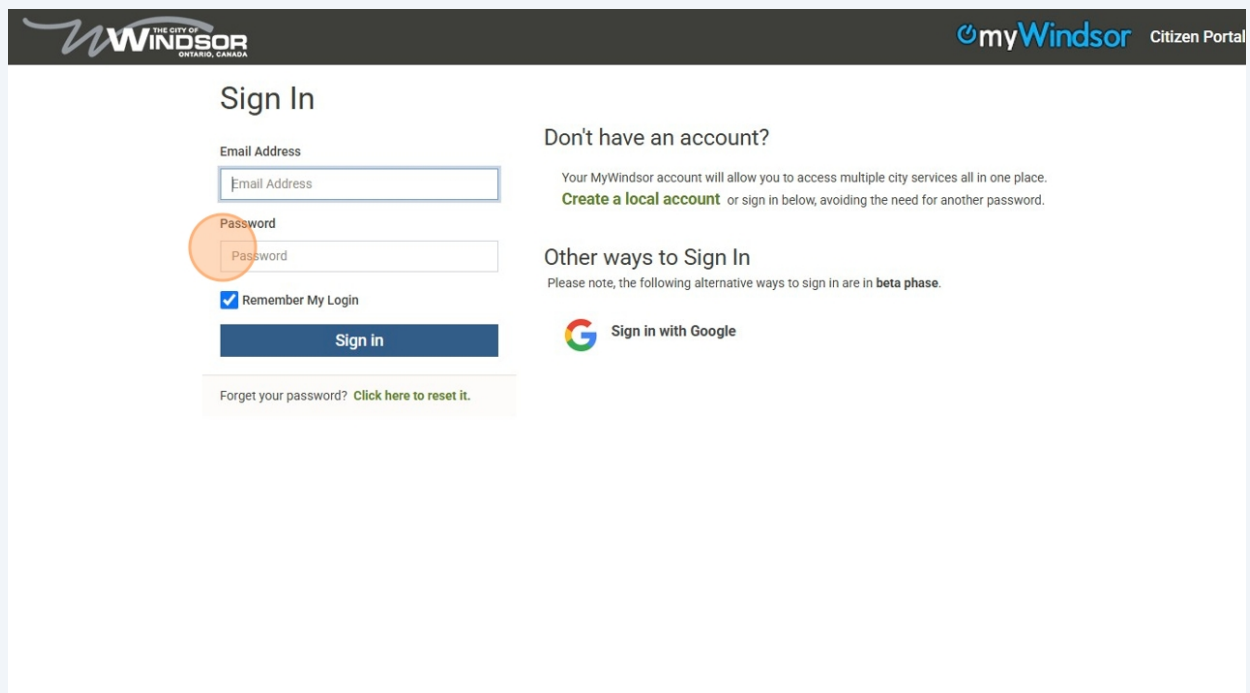
More Links

5 Enter the registered "Email Address"



The screenshot shows the 'myWindsor Citizen Portal' header. The main heading is 'Sign In'. Below it, there are two input fields: 'Email Address' and 'Password'. The 'Email Address' field is highlighted with an orange circle. Below the 'Email Address' field is a checkbox labeled 'Remember My Login' which is checked. Below the checkbox is a blue 'Sign in' button. Below the button is a link: 'Forget your password? [Click here to reset it.](#)'. To the right of the sign-in form, there is a section titled 'Don't have an account?' with the text: 'Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#) or sign in below, avoiding the need for another password.' Below this is a section titled 'Other ways to Sign In' with the text: 'Please note, the following alternative ways to sign in are in **beta phase**.' Below this text is a Google logo and the text 'Sign in with Google'.

6 Enter the "Password"



The screenshot shows the 'myWindsor Citizen Portal' header. The main heading is 'Sign In'. Below it, there are two input fields: 'Email Address' and 'Password'. The 'Password' field is highlighted with an orange circle. Below the 'Email Address' field is a checkbox labeled 'Remember My Login' which is checked. Below the checkbox is a blue 'Sign in' button. Below the button is a link: 'Forget your password? [Click here to reset it.](#)'. To the right of the sign-in form, there is a section titled 'Don't have an account?' with the text: 'Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#) or sign in below, avoiding the need for another password.' Below this is a section titled 'Other ways to Sign In' with the text: 'Please note, the following alternative ways to sign in are in **beta phase**.' Below this text is a Google logo and the text 'Sign in with Google'.

7

Click "Sign in"

Sign In

Email Address

Password

☒ Remember My Login

Sign in


Forgot your password? [Click here to reset it.](#)

Don't have an account?

Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#) or sign in below, avoiding the need for another password.

Other ways to Sign In

Please note, the following alternative ways to sign in are in **beta phase**.

 **Sign in with Google**



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

My Planning Applications
Please use this section to view and manage your Committee of Adjustment applications. Click the **Create New Application** button to start a new Application process.

Type to filter the table columns... **Export** **Create New Application**

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

63 Results 1 2 3 4 5 >

Permit Details
No permit selected

9 "Pending Payment" status will be displayed

My Planning Applications
Please use this section to view and manage your Committee of Adjustment applications. Click the **Create New Application** button to start a new Application process.

Type to filter the table columns... **Export** **Create New Application**

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

10 Click "Continue"

The screenshot shows the 'My Planning Applications' section of the City of Windsor website. At the top, there's a navigation bar with the City of Windsor logo, 'Home', 'Bills', 'My Profile', and 'Log out'. Below this, the 'My Planning Applications' header is followed by a sub-header: 'Please use this section to view and manage your Committee of Adjustment applications. Click the **Create New Application** button to start a new Application process.'

Below the sub-header, there's a search bar with the placeholder text 'Type to filter the table columns...', an 'Export' button, and a 'Create New Application' button. A table lists applications with columns: 'Application Number', 'Address', 'Type', 'Status', 'Issue Date', and 'Actions'. The first row shows application number '2025-002136', address '400 CITY HALL SQ E', type 'Committee of Adjustment - Consultation - Minor Variance', and status 'Pending Payment'. In the 'Actions' column for this row, there are two buttons: 'Detail' and 'Continue'. The 'Continue' button is circled in orange.

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

11 Click "Pay Selected Fees"

The screenshot shows the 'Fees & Payment' section of the City of Windsor website. At the top, there's a navigation bar with tabs: 'Select Type', 'Property Details', 'Additional Information', 'Supporting Documents', 'Fees & Payment', and 'Complete'. The 'Fees & Payment' tab is active.

Below the navigation bar, the 'Fees & Payment' header is followed by a sub-header: 'Please review the fees associated with your **Committee of Adjustment - Consultation** Application. Click and select any unpaid fees in the table below to make a payment.'

Below the sub-header, there's a table with columns: 'Invoice Number', 'Fee Details', 'Payment Status', and 'Total Outstanding Fees Due'. The first row shows invoice number '454485', fee details 'Pre-Consultation Stage 1 Fee \$535.00', payment status 'Unpaid', and total outstanding fees due '\$535.00'. Below the table, there's a '1 Result' summary.

Below the summary, there's a section titled 'Fees selected for payment:' with a list item: '\$535.00: Invoice Number: 454485 Pre-Consultation Stage 1 Fee \$535.00'. Below this, there's a 'Total Amount: \$535.00'.

At the bottom, there's a 'Back' button and a 'Pay Selected Fees' button. The 'Pay Selected Fees' button is circled in orange.

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

1 Result

Fees selected for payment:

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

Total Amount: \$535.00

[Back](#) [Pay Selected Fees](#)

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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

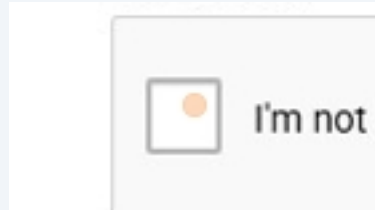


reCAPTCHA
Privacy - Terms

[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.

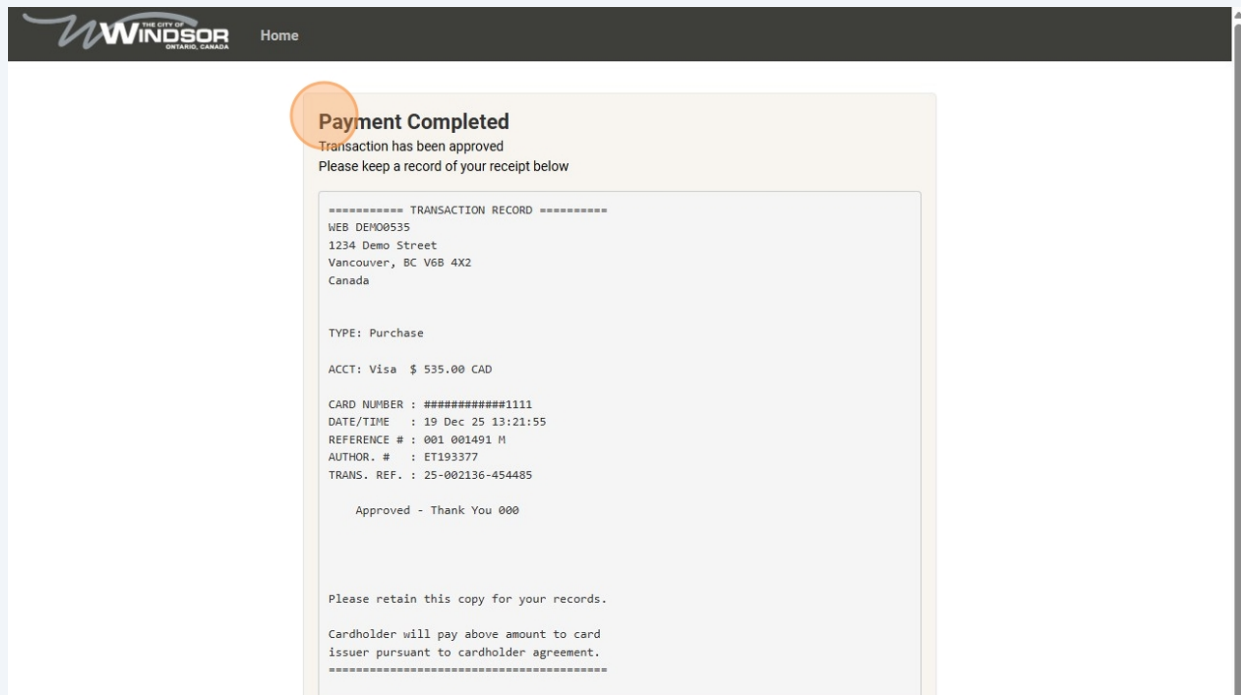
 

Verification

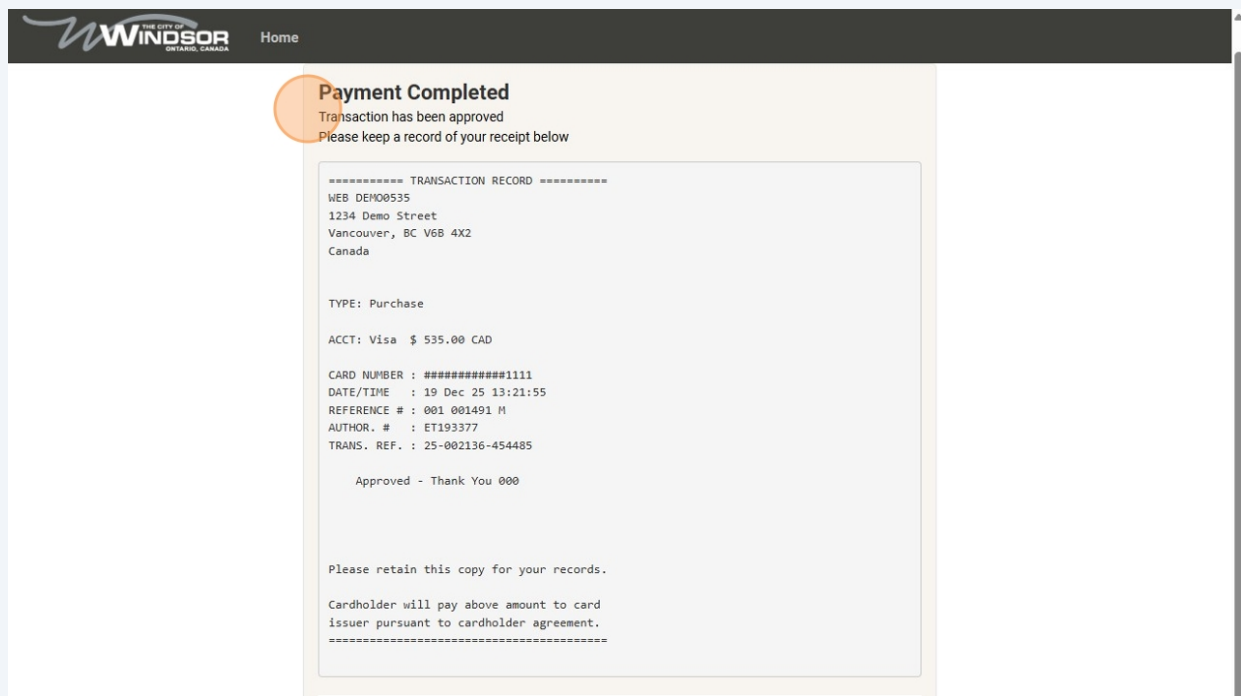
☒ I'm not a robot  reCAPTCHA
Privacy - Terms

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 DEMO0535
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 DEMO0535
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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