

How to provide/upload additional information that is required



If it is determined that some additional information is required from the applicant, the applicant will receive an Email from the City as follows

1

Email received from the City for Additional Information required, stating comments from the department about what kind of information is required

Hello Applicant,

It has been determined that additional information is required regarding your submission

Please provide site plan documents - City Planner

Please login to Citizen Portal to upload the required information.

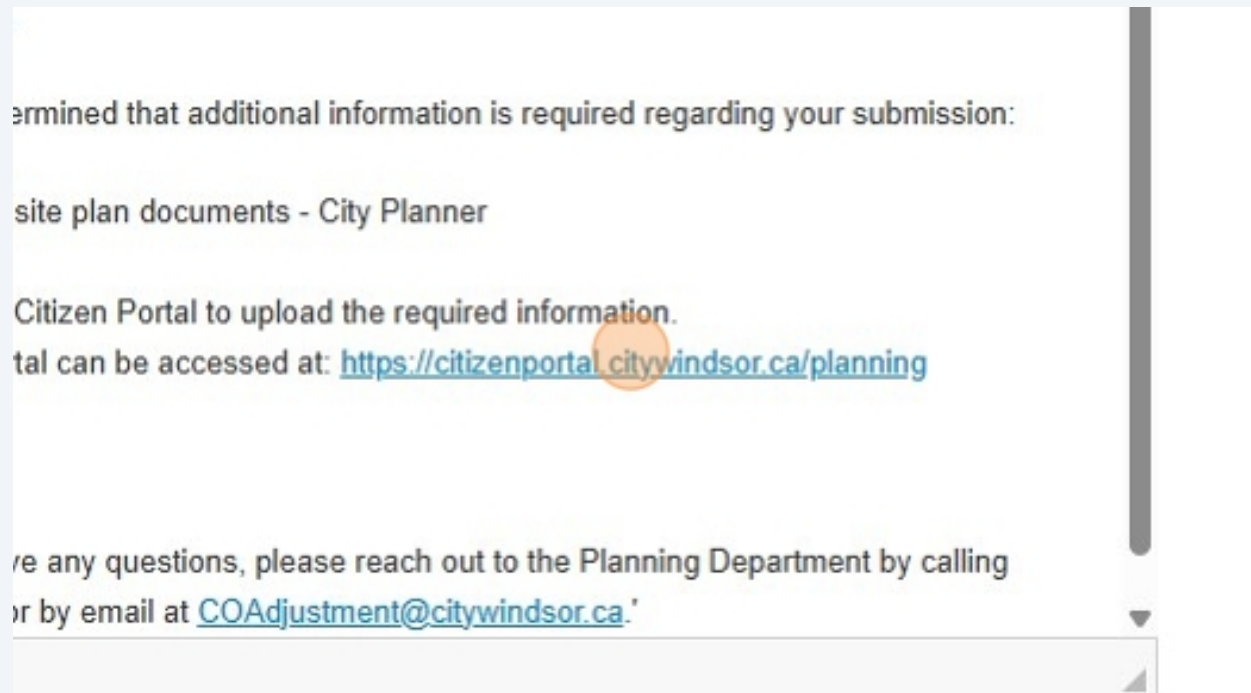
The Citizen Portal can be accessed at: <https://citizenportal.citywindsor.ca/planning>

Thank you.

'Should you have any questions, please reach out to the Planning Department by calling 519-255-6543 or by email at COAdjustment@citywindsor.ca.'

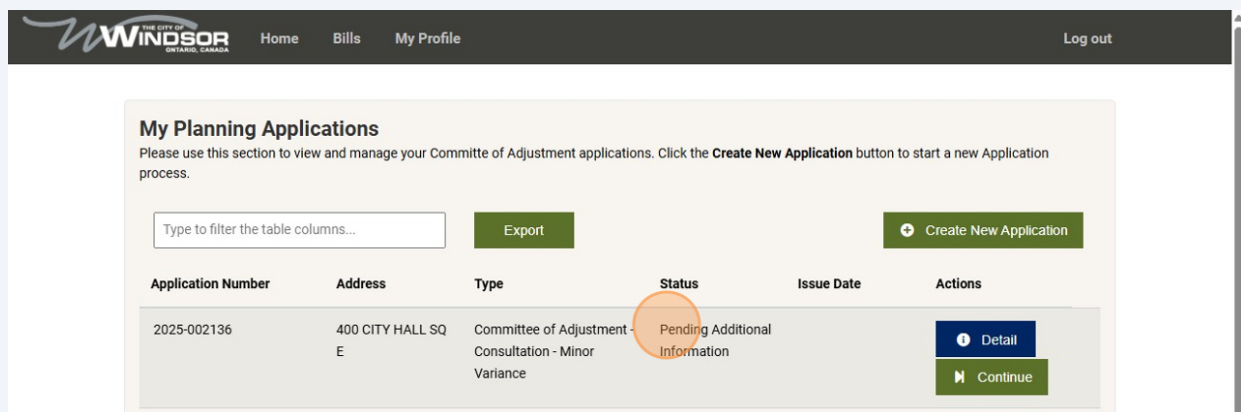
2

Click "<https://citizenportal.citywindsor.ca/planning>" - Application portal URL/link to access the online application



3

User can see the status of the application is now "Pending Additional Information"



4 Click "Continue"

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 E	Committee of Adjustment - Consultation - Minor Variance	Pending Additional Information		Detail Continue

5 Select the document type from the "Document Type" dropdown

Document ID **Description** **Document Type** **File Name** **Date Uploaded** **Actions**

4561415		Pre-Consultation Report	nervous.png	Dec 19 2025 1:52PM	Preview Delete
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1 Result

Upload New Document
Please upload document files for your application

Document Type
Site Plan

Document Description (80 characters left)

File
Drag or **Browse** to select file(s) to upload

6 [Optional] Enter the "Document Description" text box describing the document

Document ID	Description	Document Type	File Name	Date Uploaded	Actions
4561415		Pre-Consultation Report	nervous.png	Dec 19 2025 1:52PM	Preview Delete

1 Result

Upload New Document

Please upload document files for your application

Document Type

Site Plan

Document Description (80 characters left)

File

Drag or [Browse](#) to select file(s) to upload

[Back](#) [Save for Later](#) [Continue](#)

7 Click "Browse" and select the documents from your computer

Document ID	Description	Document Type	File Name	Date Uploaded	Actions
4561415		Pre-Consultation Report	nervous.png	Dec 19 2025 1:52PM	Preview Delete

1 Result

Upload New Document

Please upload document files for your application

Document Type

Site Plan

Document Description (80 characters left)

File

Drag or [Browse](#) to select file(s) to upload

[Back](#) [Save for Later](#) [Continue](#)

8

Click "Continue"

The screenshot displays a web interface for document management. At the top, a table lists existing documents with columns for ID, Name, Type, File Name, and Date. The first entry is '4561416', 'Site Plan', 'Site Plan', 'jealous.png', and 'Dec 19 2025 1:58PM'. To the right of the table are 'Delete', 'Preview', and 'Delete' buttons. Below the table is a section titled '2 Results'. The main area is titled 'Upload New Document' with the instruction 'Please upload document files for your application'. It contains a 'Document Type' dropdown menu, a 'Document Description (80 characters left)' text area, and three buttons at the bottom: 'Back', 'Save for Later', and 'Continue' (highlighted with an orange circle). The footer shows '© 2024 - City of Windsor'.

ID	Name	Type	File Name	Date
4561416	Site Plan	Site Plan	jealous.png	Dec 19 2025 1:58PM

2 Results

Upload New Document

Please upload document files for your application

Document Type

Document Description (80 characters left)

[Back](#) [Save for Later](#) [Continue](#)

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No further action is requested after this point, the uploaded documents will be uploaded to the server successfully.

User can preview/download and in some cases delete the uploaded the documents as well using the same steps.