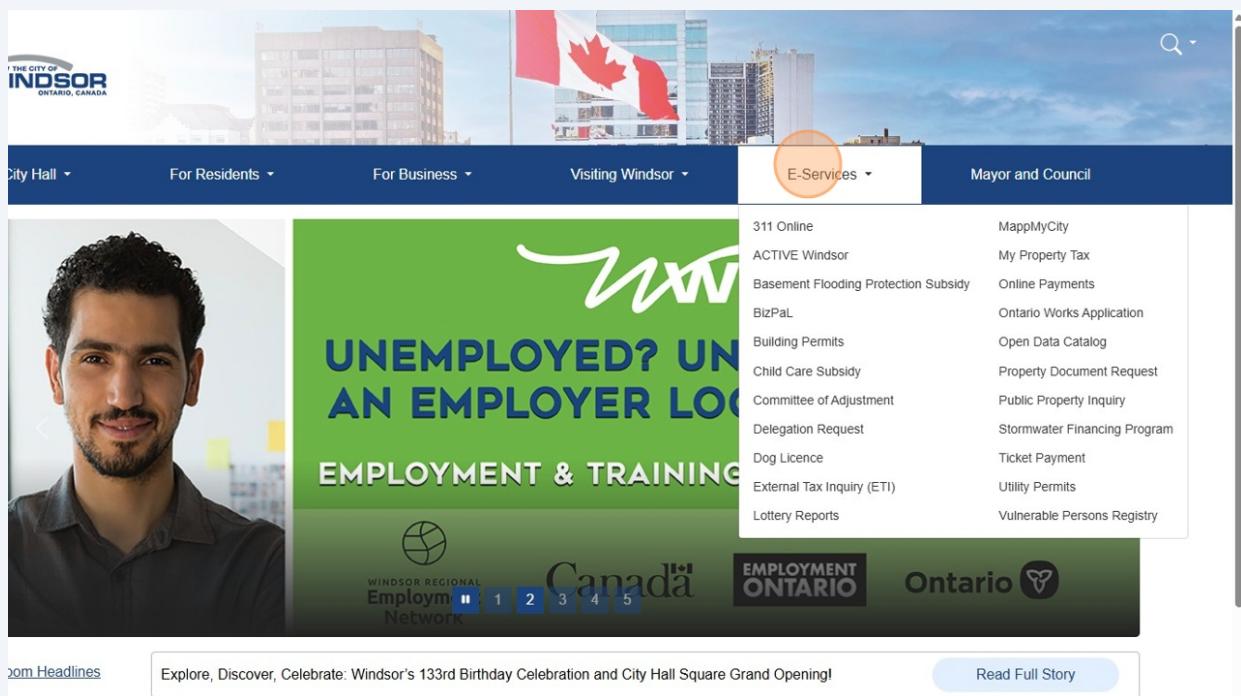


# How to upload documents in Citizen Portal

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.

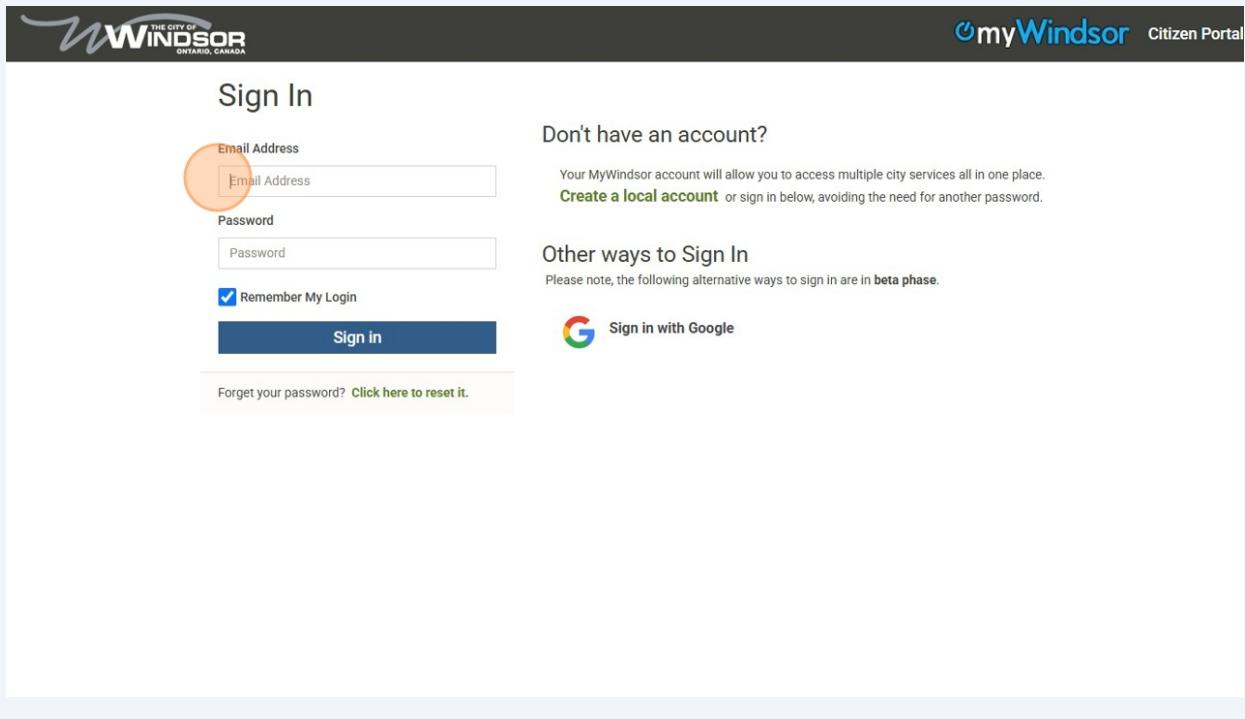
There are four (4) tests for a Minor Variance under the Planning Act: Is the application minor? Is the application desirable for the appropriate development of the lands in question? Does the application conform to the general intent of the Zoning Bylaw? Does the application conform to the general intent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

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

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

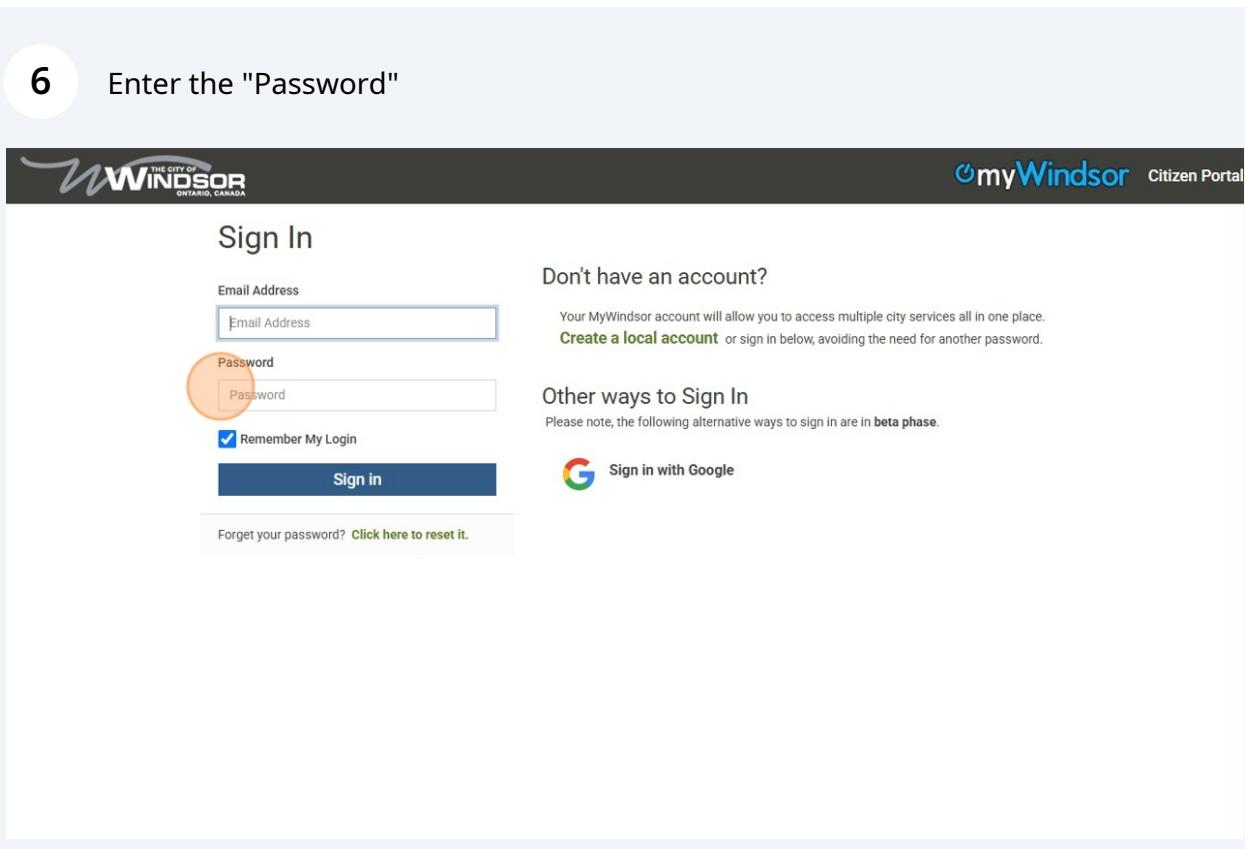
Navigate Quick Links More Links

5 Enter the registered "Email Address"



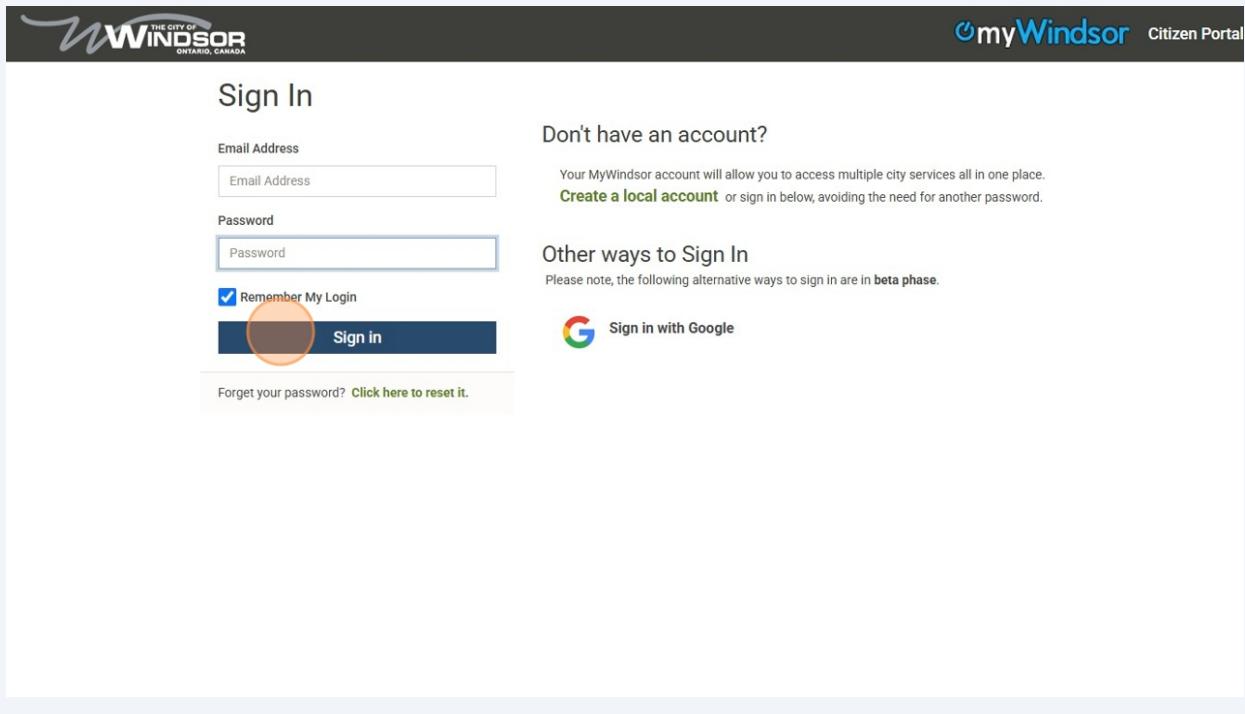
The screenshot shows the 'Sign In' page of the MyWindsor Citizen Portal. At the top, the City of Windsor logo and the text 'myWindsor Citizen Portal' are visible. The main form has 'Email Address' and 'Password' fields, both of which are circled in orange. Below the fields are 'Remember My Login' and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

6 Enter the "Password"



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, and an 'Other ways to Sign In' section featuring a 'Sign in with Google' button.

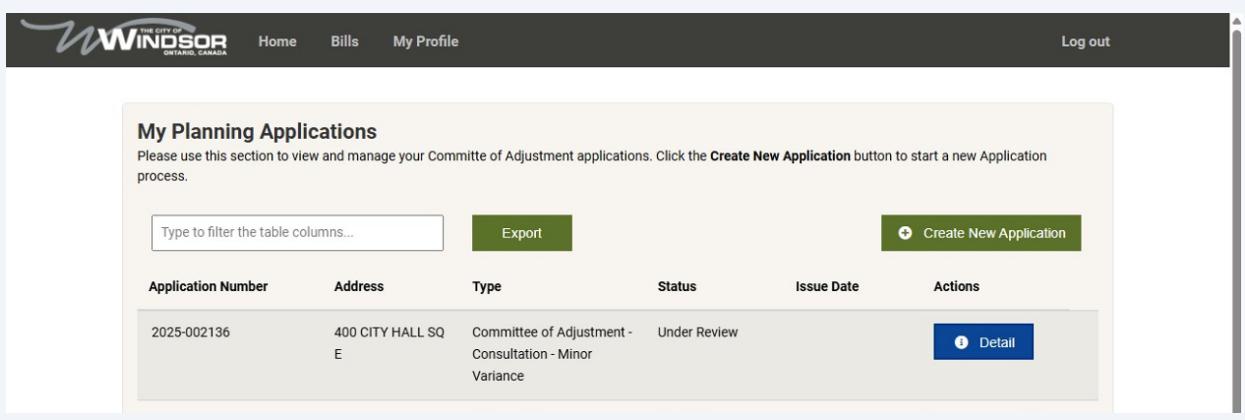
7 Click "Sign in"



The screenshot shows the 'Sign In' page of the MyWindsor Citizen Portal. At the top, the City of Windsor logo is on the left, and 'myWindsor Citizen Portal' is on the right. Below the logo, the page title 'Sign In' is centered. There are two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox for 'Remember My Login'. To the right of the checkbox is a 'Sign in' button, which is highlighted with a red circle. To the right of the sign-in area, there is a 'Don't have an account?' section with a 'Create a local account' link. Below that is an 'Other ways to Sign In' section with a 'Sign in with Google' button. At the bottom left, there is a link for 'Forgot your password? Click here to reset it.'

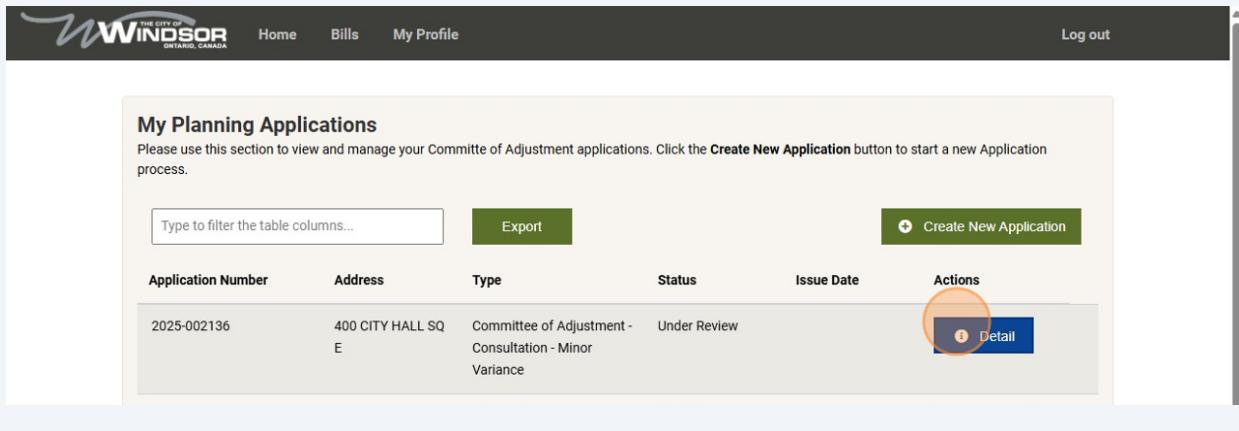
**i** The Applicant will land on the "My Planning Applications" Dashboard. This is the home page of all the planning applications created and/or submitted by the applicant

8 User will see the application on the dashboard



The screenshot shows the 'My Planning Applications' dashboard. At the top, the City of Windsor logo is on the left, and 'Home', 'Bills', 'My Profile', and 'Log out' are on the right. Below the header, the title 'My Planning Applications' is centered. A sub-instruction says: '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.' There is a search bar with the placeholder 'Type to filter the table columns...', an 'Export' button, and a 'Create New Application' button with a plus sign. Below these are two buttons: 'Detail' and 'Delete'. A table lists planning applications with columns: Application Number, Address, Type, Status, Issue Date, and Actions. One application is listed: '2025-002136' at '400 CITY HALL SQ E', Type 'Committee of Adjustment - Consultation - Minor Variance', Status 'Under Review', and Actions 'Detail' (highlighted with a red circle) and 'Delete'.

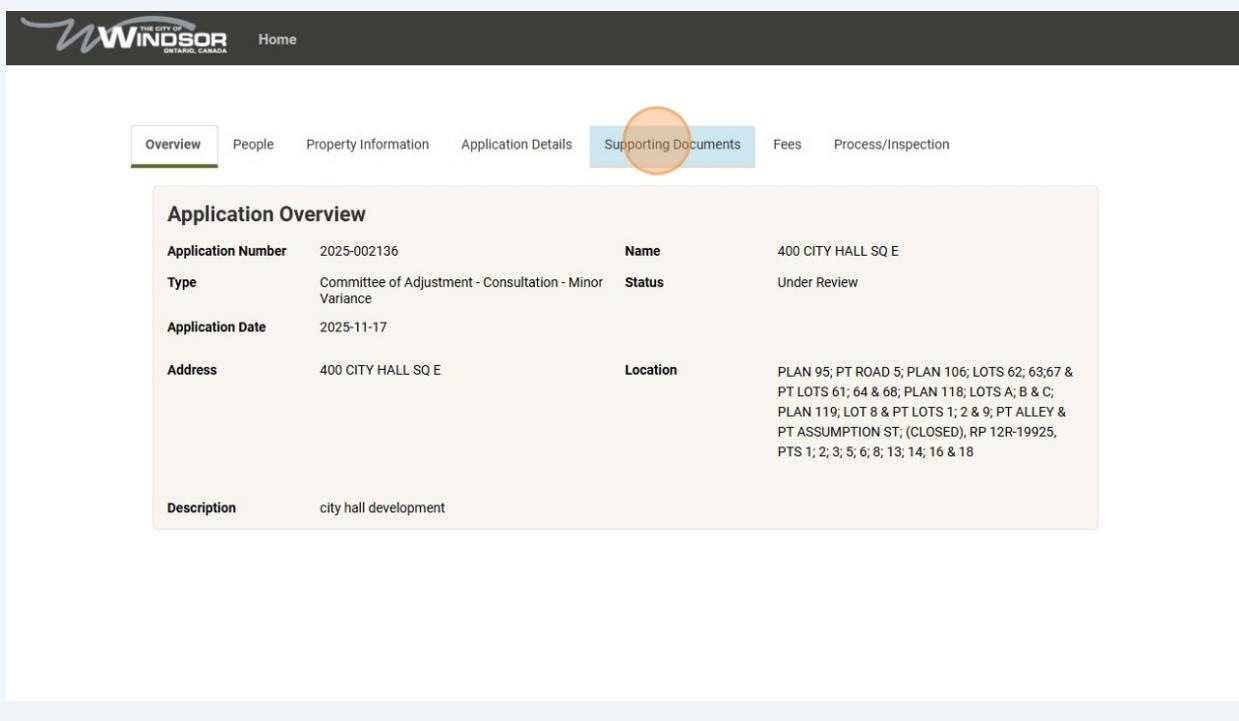
## 9 Click "Detail"



The screenshot shows the 'My Planning Applications' section of the City of Windsor website. At the top, there is a navigation bar with the City of Windsor logo, 'Home', 'Bills', 'My Profile', and 'Log out'. Below the navigation bar, the section title 'My Planning Applications' is displayed. A sub-instruction says: '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.' A search bar with the placeholder 'Type to filter the table columns...' is present. To the right of the search bar are 'Export' and 'Create New Application' buttons. The main content is a table with the following columns: Application Number, Address, Type, Status, Issue Date, and Actions. One row is shown in the table:

Application Number	Address	Type	Status	Issue Date	Actions
2025-002136	400 CITY HALL SQ E	Committee of Adjustment - Consultation - Minor Variance	Under Review		<a href="#">Detail</a>

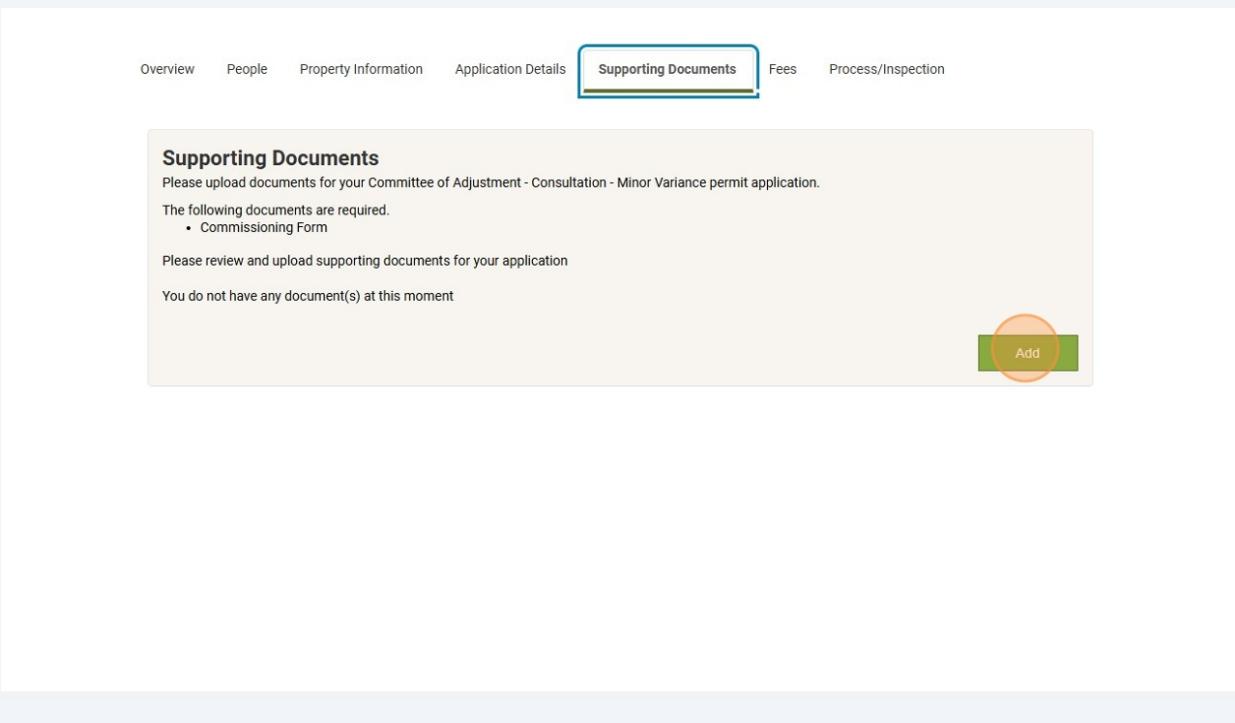
## 10 Click "Supporting Documents" tab



The screenshot shows the 'Application Overview' page for the application with Application Number 2025-002136. The page has a navigation bar with tabs: 'Overview' (highlighted), 'People', 'Property Information', 'Application Details', 'Supporting Documents' (highlighted with an orange circle), 'Fees', and 'Process/Inspection'. The 'Application Overview' section contains the following 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		

## 11 Click "Add"



Overview People Property Information Application Details **Supporting Documents** Fees Process/Inspection

**Supporting Documents**  
Please upload documents for your Committee of Adjustment - Consultation - Minor Variance permit application.

The following documents are required.

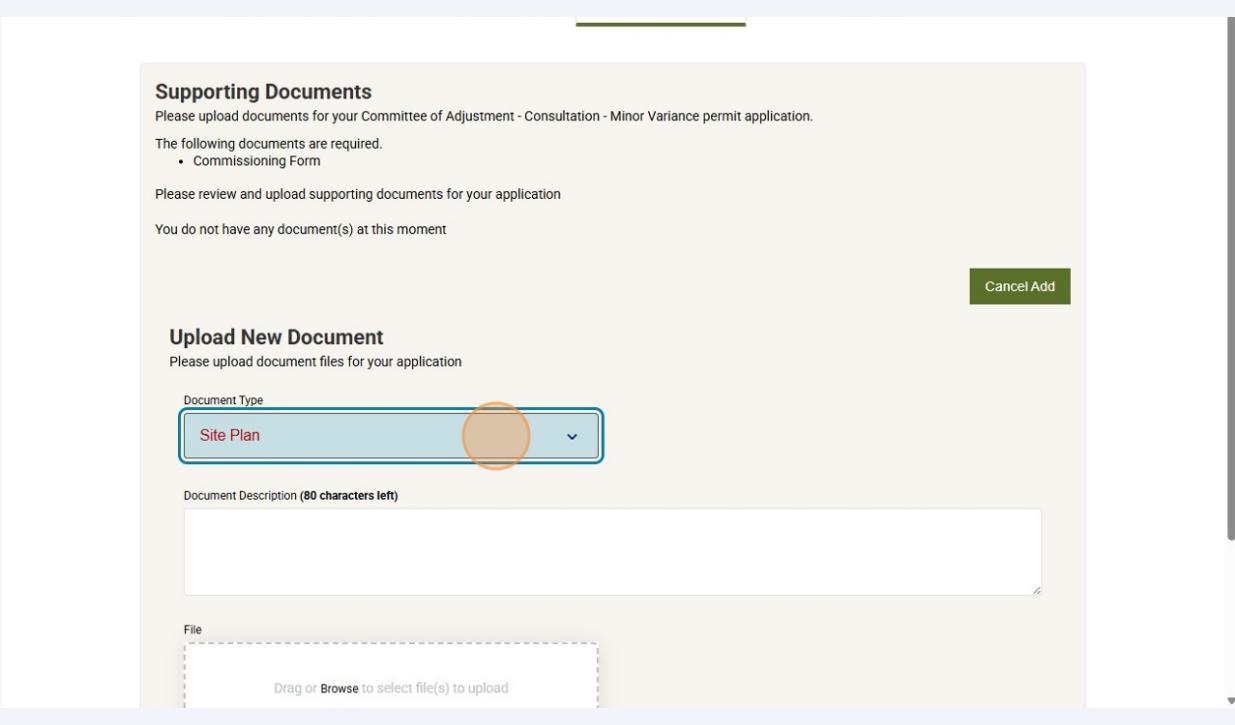
- Commissioning Form

Please review and upload supporting documents for your application

You do not have any document(s) at this moment

**Add**

## 12 Select the document type from the "Document Type" dropdown



**Supporting Documents**  
Please upload documents for your Committee of Adjustment - Consultation - Minor Variance permit application.

The following documents are required.

- Commissioning Form

Please review and upload supporting documents for your application

You do not have any document(s) at this moment

**Cancel Add**

**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

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

Please review and upload supporting documents for your application

You do not have any document(s) at this moment

**Upload New Document**  
Please upload document files for your application

Document Type

Site Plan

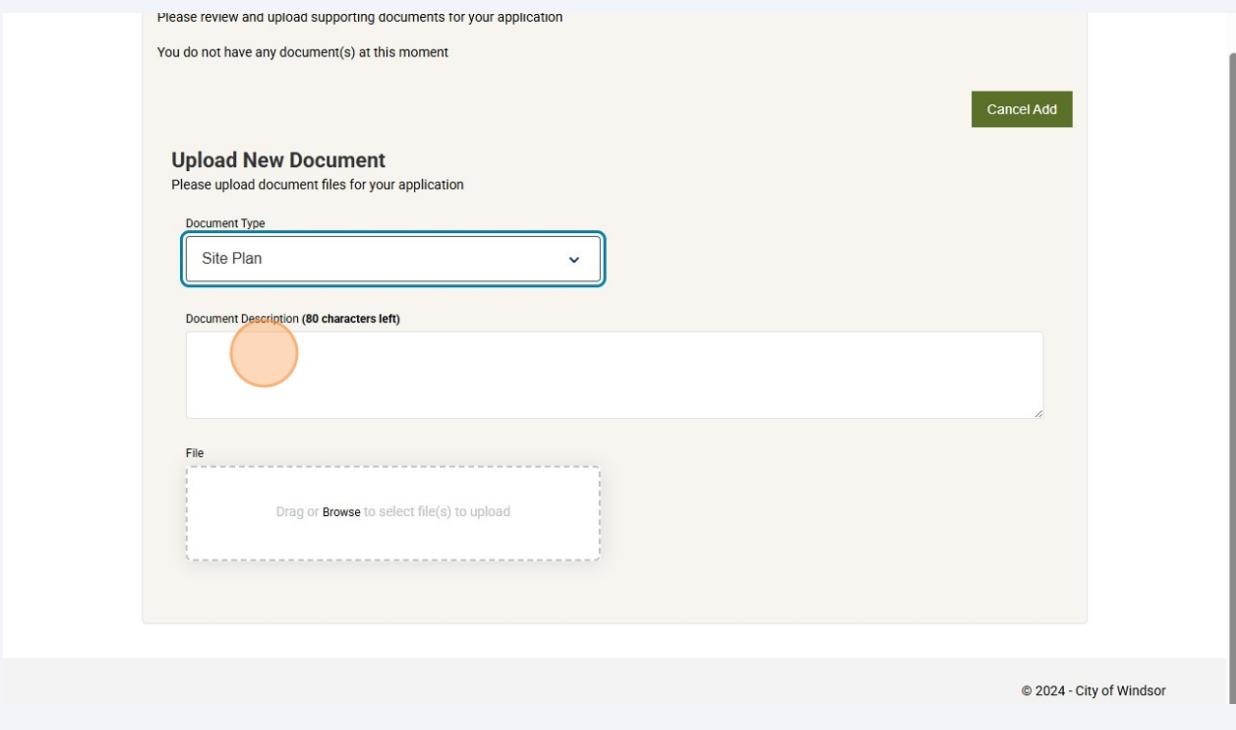
Document Description (80 characters left)

File

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

Cancel Add

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**14** Click "Browse" and select the documents from your computer

You do not have any document(s) at this moment

**Upload New Document**  
Please upload document files for your application

Document Type

Site Plan

Document Description (60 characters left)

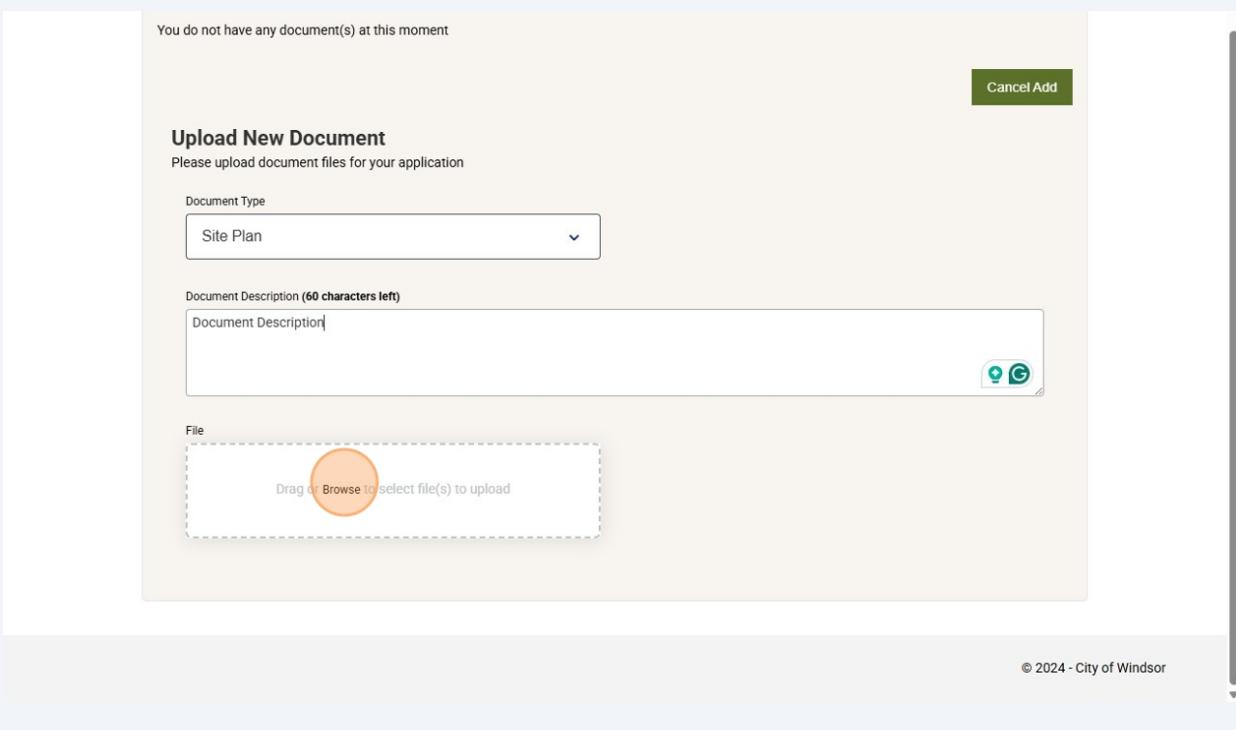
Document Description

File

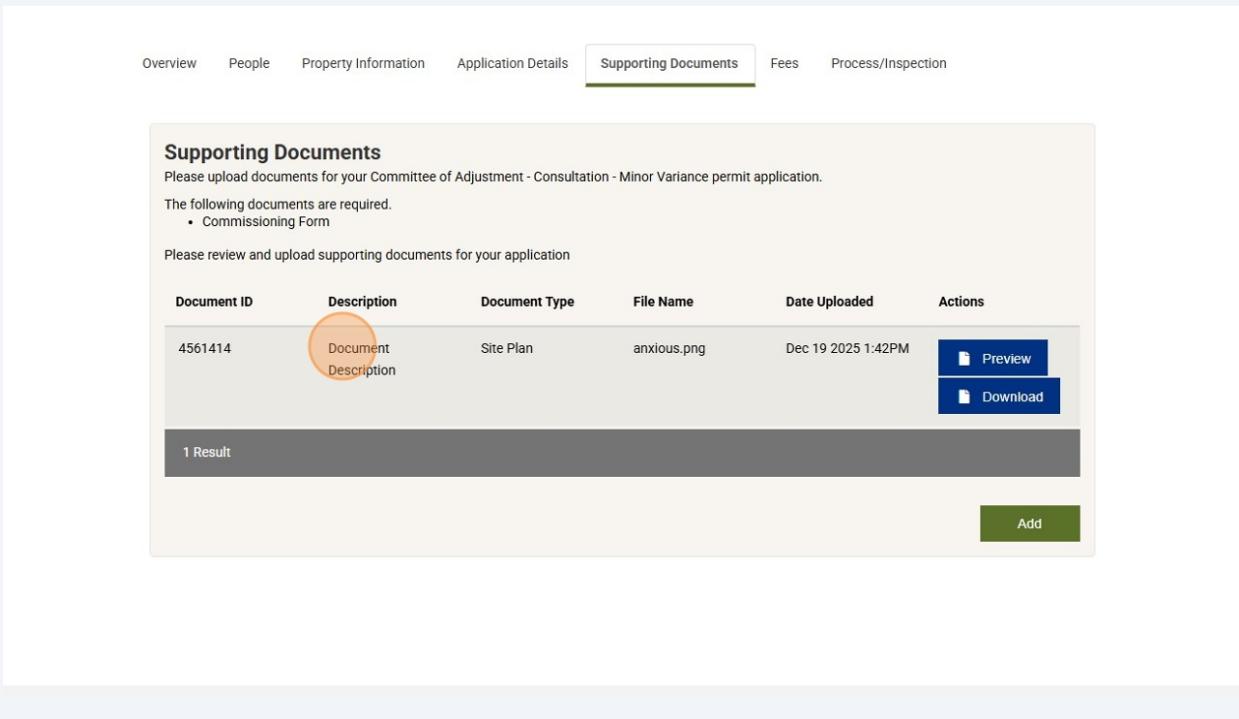
Drag or **Browse** to select file(s) to upload

Cancel Add

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## 15 Documents uploaded successfully



The screenshot shows a user interface for managing supporting documents. At the top, there are tabs: Overview, People, Property Information, Application Details, Supporting Documents (which is the active tab, indicated by a green underline), Fees, and Process/Inspection. Below the tabs, a section titled "Supporting Documents" contains instructions: "Please upload documents for your Committee of Adjustment - Consultation - Minor Variance permit application." It also lists required documents: "The following documents are required." with a bullet point "Commissioning Form". Below this, a message says "Please review and upload supporting documents for your application". A table lists the uploaded document: 

Document ID	Description	Document Type	File Name	Date Uploaded	Actions
4561414	Document Description	Site Plan	anxious.png	Dec 19 2025 1:42PM	<a href="#">Preview</a> <a href="#">Download</a>

 A dark grey bar at the bottom of the table area displays "1 Result". At the bottom right of the table area is a green "Add" button. The "Description" column of the table is highlighted with an orange circle.



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.