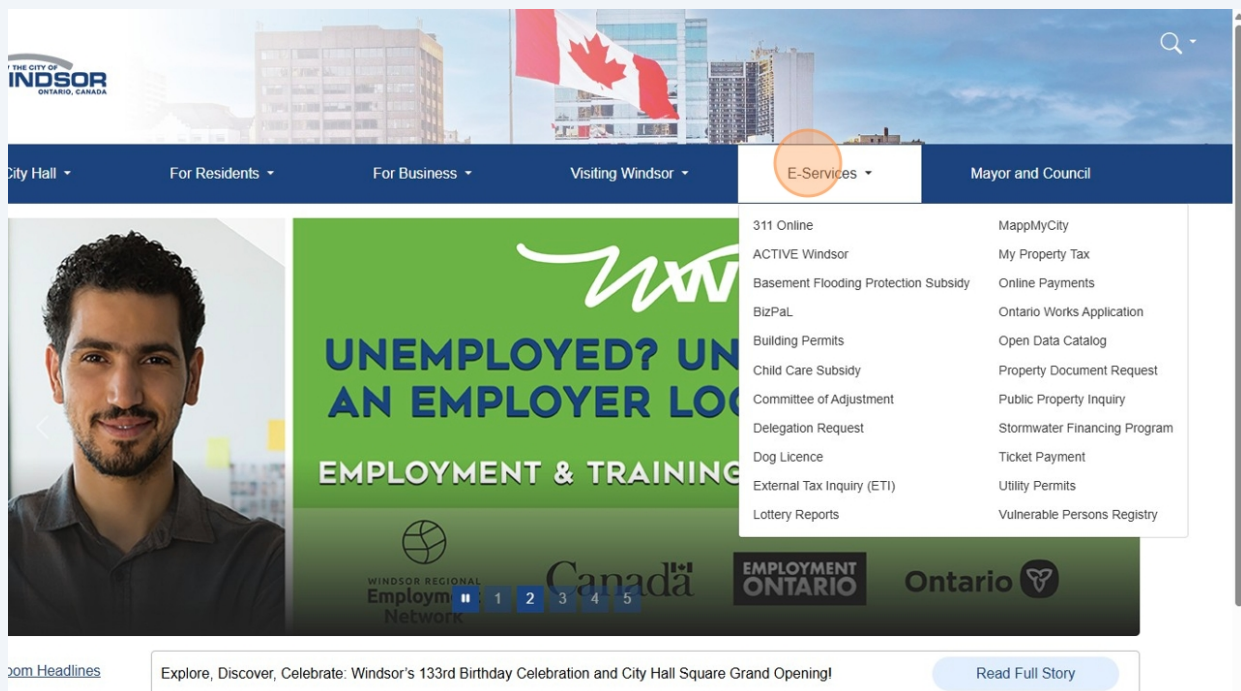


# How to upload documents in Citizen Portal

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.
<u><a href="#">Committee of Adjustment</a></u> Apply for a minor variance or municipal consent.	<u><a href="#">Council / Meeting Delegation</a></u> Submit delegation request for City Council and Standing Committee Meetings.	<u><a href="#">Dog Licence</a></u> Obtain or renew your annual dog licence.
<u><a href="#">External Tax Inquiry (ETI)</a></u> Law Firms and Financial Institutions Only.	<u><a href="#">Lottery Reports</a></u> Submit bingo, raffle, break open ticket and year-end reports.	<u><a href="#">MappMyCity</a></u> Collection of mapping applications that allow you to explore the City.
<u><a href="#">My Property Tax</a></u>	<u><a href="#">Online Payments</a></u>	<u><a href="#">Ontario Works</a></u>

### 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

Is Municipal Consent and Minor Variance?

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

Apply Here

### What is Municipal Consent and Minor Variance?

Municipal Consent is required when/to: severing land for the purpose of creating a new lot, discharge a mortgage, lease land/structure in excess of 21 years, register easements and easement-of-way 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 sign-in page. The header includes the City of Windsor logo and 'myWindsor Citizen Portal'. The main heading is 'Sign In'. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field is highlighted with an orange circle. Below the fields is a 'Remember My Login' checkbox (checked) and a 'Sign in' button. A link for 'Forgot your password?' is at the bottom. To the right, there is a section for 'Don't have an account?' with a link to 'Create a local account'. Below that is a section for 'Other ways to Sign In' with a 'Sign in with Google' button.

## 6 Enter the "Password"

This screenshot is identical to the one above, showing the 'myWindsor' Citizen Portal sign-in page. However, the 'Password' field is now highlighted with an orange circle, indicating the next step in the process.

## 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

**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

**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.

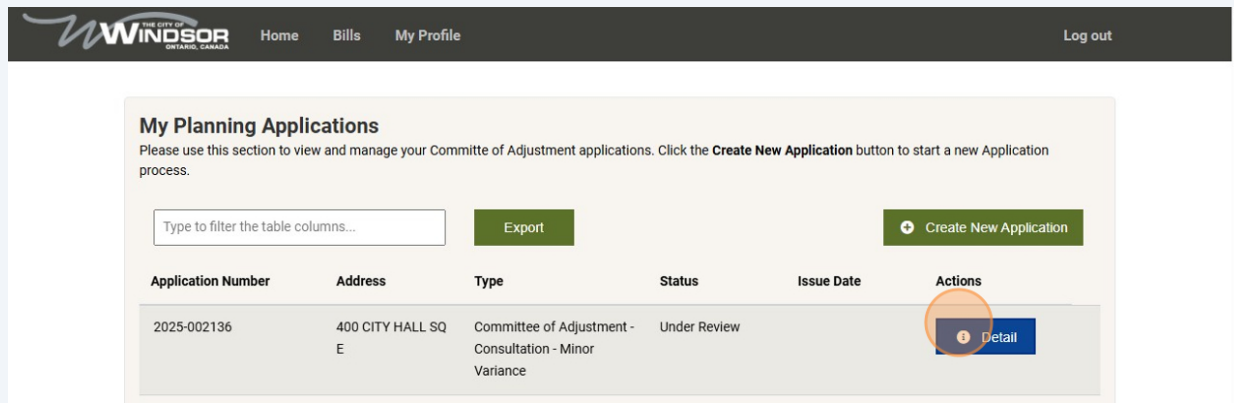
Type to filter the table columns...

**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	Under Review		<b>Detail</b>

## 9 Click "Detail"



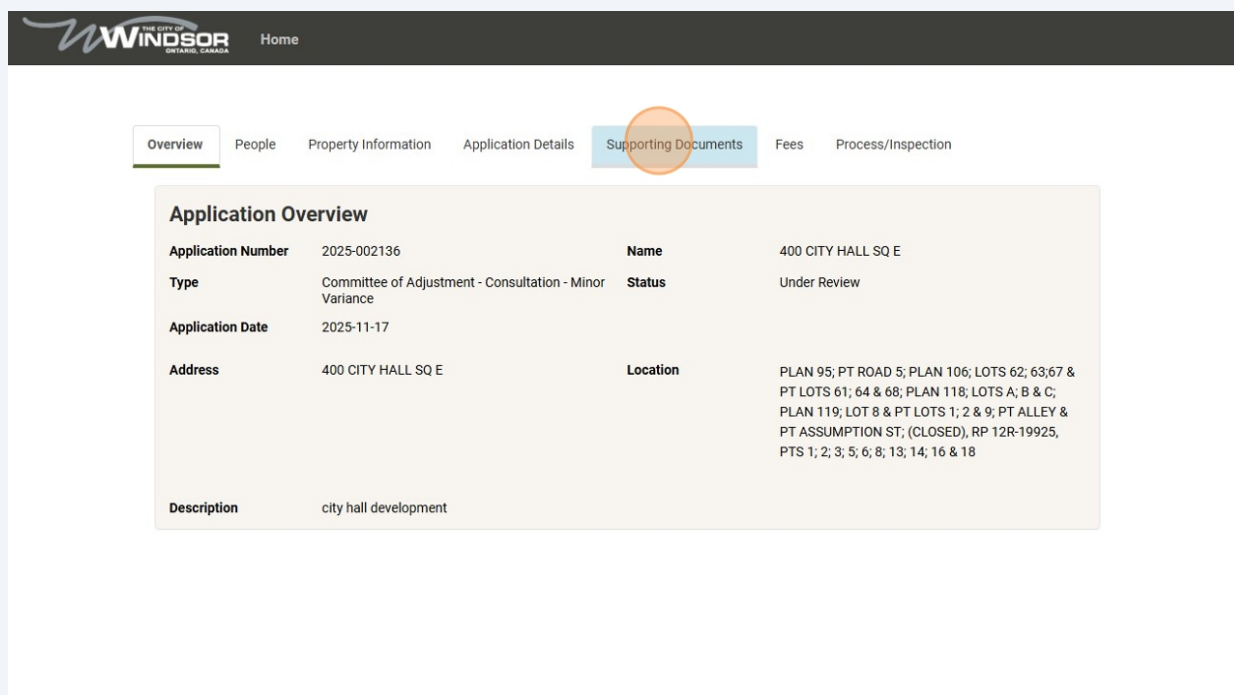
**My Planning Applications**

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	Under Review		<a href="#">Detail</a>

## 10 Click "Supporting Documents" tab



**Supporting Documents**

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

**Application Overview**

<b>Application Number</b>	2025-002136	<b>Name</b>	400 CITY HALL SQ E
<b>Type</b>	Committee of Adjustment - Consultation - Minor Variance	<b>Status</b>	Under Review
<b>Application Date</b>	2025-11-17		
<b>Address</b>	400 CITY HALL SQ E	<b>Location</b>	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
<b>Description</b>	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

[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

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

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 (60 characters left)

Document Description

File

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

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## 15 Documents uploaded successfully

[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

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>

1 Result

Add



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.