

SITE PLAN MINOR CHANGE APPLICATION

INSTRUCTIONS

Prior to submission, pre-consultation meeting is mandatory in accordance with By-law 199-2007A:

A meeting with the Site Plan Approval Officer is necessary to confirm if the proposed changes are to be considered a minor change to the approved site plan and to verify information on the application. Please contact the Site Plan Approval Officer at (519) 255-6543 ext. 6447 to arrange a meeting.

Subsequent to confirmation of Minor Change status, the applicant will be directed to individual administrative departments as deemed necessary by the SPAO for signature sign-off.

NOTE: Pre-consultation does NOT represent approval or denial of application.

Please contact the Planning Department to set up a meeting with the Zoning Coordinator and the Site Plan Approval Officer or designate.

Complete Sections 1 to 4 in full including the Authorization and Permission to Enter form. Include the full name of all contact people and the name of the company. **If the applicant is a registered numbered company, principles names must be provided and/or a corporate profile report. Without providing this information, the application will be deemed incomplete and delays in processing may occur.**

Include the signature of the applicant, agent and registered owner as applicable in Section 5.

To confirm that the proposed changes comply with Zoning regulations, Building Code regulations and applicable policies. The Site Plan Approval Officer will indicate in Section 6 the service units and agencies to be contacted to review the proposed minor change. A representative from the particular service unit and agency will review the proposed changes and, if the changes comply, that person will sign and date Section 6 as well as the drawing. It is the responsibility of the Applicant or Agent to contact the required department representatives and ensure subsequent follow up. Applications will not be circulated by Planning Department.

Upon receiving the required signatures, submit four (4) full scale site plan drawings in **folded** format 8 ½" x 14" otherwise submission will not be accepted, and one 11" x 17" black line copy with the application to Planning Department. File the completed and signed application, all supporting documentation and the application fee with Planning Department, 400 City Hall Square, East, Room 404.

The Site Plan Approval Officer will review the application and will return the application if it is incomplete or the fee is not paid in full. All inquiries as to the status of the application should be directed to the Site Plan Approval Officer.

Please allow a minimum of one week for processing the application.

APPLICATION FEE

Minor Change

Minor Change/Other Land Use Type

Total Application Fee **\$202.00**, Cash or cheque payable to the Corporation of the City of Windsor.

Minor change requiring review of three or more departments or service units.

Total Application Fee **\$714.00** Cash or cheque payable to the Corporation of the City of Windsor.

Fee is subject to change. Confirm application fee prior to submission of the application.

SITE PLAN MINOR CHANGE APPLICATION

Please check the representative you consulted with:

Planning Pre-Consultation: 519-255-6543

- Site Plan Approval Officer
- Planner - Research
- Other

Signature of SPAO / Planner

Date of Consultation

NOTE: Pre-consultation with other departments will be required by the Site Plan Approval Officer (SPAO) or Planner. See Section 6.

1. Approved File No. SPC- _____ **Approval Date:** _____

2. APPLICANT/OWNER: _____

Address: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

3. AGENT: _____

Address: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

4. a) Location (Municipal Address):

b) Description of the proposed minor change including reasons for the request:

5. AUTHORIZATION SIGNATURES

All contact will be with the **agent** unless otherwise noted.

Applicant: _____ Date: _____

Agent: _____ Date: _____

Registered Owner: _____ Date: _____

SITE PLAN MINOR CHANGE APPLICATION

6. SPECIES AT RISK ACKNOWLEDGEMENT

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledged that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of Natural Resources and Forestry (MNRF) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MNRF prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Signed: _____ Dated: _____

SITE PLAN MINOR CHANGE APPLICATION

7. DEPARTMENT/AGENCY CONFIRMATION (boxes checked by Planning Dept.)

Note to Applicant/Agent: Please review the proposed minor change with the appropriate Service Unit/agency representative. If the changes comply, the representative will sign and date the applicable line in this section and the drawings.

Note to Service Unit/Agency: A signature in this section indicates that the proposed minor change to an approved site plan complies with applicable by-laws, regulations and policies. If you have any concerns contact the Planning Department (519) 255-6543.

Department/Agency	Signature	Date
<input type="checkbox"/> Planning Dept./Development – Zoning	_____	_____
<input type="checkbox"/> Planning Dept./Development - Code	_____	_____
<input type="checkbox"/> Windsor Fire & Rescue Services	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____

NOTE: Signature sign-offs do NOT represent approval or denial of application.

————— DO NOT COMPLETE BELOW – DEPARTMENT USE ONLY —————

8. REQUIRED INFORMATION SUBMITTED

Site Plan Drawings: 4 Full Scale Copies YES NO
 One 11x17 Black Line - folded format 8 1/2" x 14" YES NO

9. APPLICATION DETAILS

Fee Paid: \$ _____ Receipt No: _____ Date: _____

File No: SPC: _____ MC: _____

10. APPROVAL SIGNATURES

This application has been received and is accepted for processing.

_____ Date _____

Melissa Gasic, BARCH, MPL.
Site Plan Approval Officer

_____ Date _____

This application is approved.

Melissa Gasic, BARCH, MPL
Site Plan Approval Officer

or

Neil Robertson, MCIP, RPP
Manager of Urban Design

AUTHORIZATION and PERMISSION TO ENTER SCHEDULE:

AUTHORIZATION:

TO: Planning Department for the Corporation of the City of Windsor.

DATE: _____

I (We) _____
(owners of the subject lands)

of the _____, hereby authorize and instruct
(Municipality where you reside)

_____ to submit an application to the
(agent(s))

Planning Department in respect to _____
(Municipal address or legal description)

which I (we) am (are) the registered owner(s), and this shall be my (our) good and sufficient authority to act on my (our) behalf.

_____(Sign) Note: if the owner is a Corporation
affix seal (if any).

_____(Sign)

PERMISSION TO ENTER:

TO: Planning Department for the Corporation of the City of Windsor.

I hereby authorize the members of the Site Plan Review Committee/Planning Advisory Committee and/or members of the staff of the Corporation of the City of Windsor to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as condition of approval. This is their authority for doing so.

Subject Lands: _____

Signed: _____ Dated: _____

NOTICE WITH RESPECT TO COLLECTIONS OF PERSONAL INFORMATION:

I/We also acknowledge that the information requested on this form is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application. The name and business address of the applicant and/or authorized agent is public information. Any other personal information collected will only be used for internal purposes.

Questions about this collection can be made to the Planning Department at 519-255-6543.

Signed: _____ Dated: _____

FREEDOM OF INFORMATION

Under the City of Windsor Freedom of Information By-law, an application accepted by Planning Department is forwarded to the Clerk's Office where it is listed with Council as received and retained on file for public information.