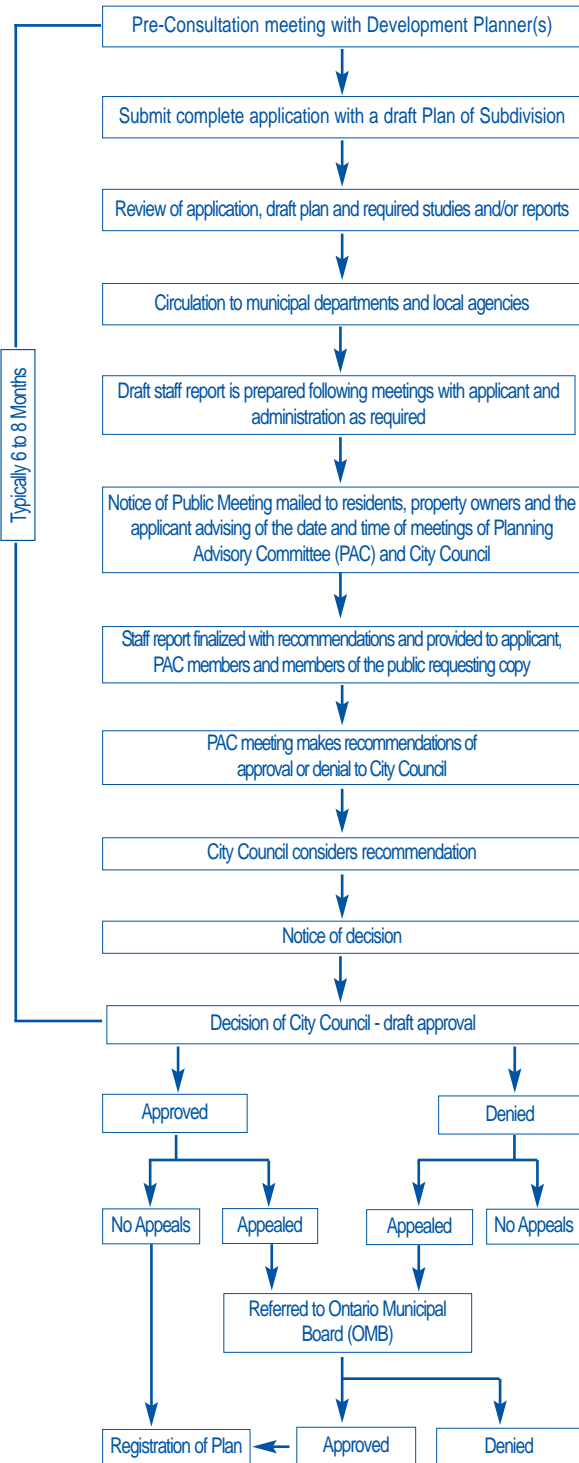


## Subdivision Process Chart



For general City of Windsor information,  
telephone 311

For specific inquiries:  
*The Corporation of  
The City of Windsor*  
Building & Development Department  
350 City Hall Square West  
City Hall, 4th floor  
Windsor, ON N9A 6S1

Tel: (519) 255-6267  
Fax: (519) 255-6680

E-mail:  
buildingdept@city.windsor.on.ca

Web site:  
www.citywindsor.ca

This pamphlet is intended to provide preliminary information only  
February 2006

# Plan of Subdivision

Building & Development  
Department

3



## **What is a Plan of Subdivision?**

A Plan of Subdivision is a method of dividing land into two or more parcels or lots so that they can be held in separate ownership. The approval process is governed by Section 51 of the Planning Act and includes consideration of where streets, schools, parks, homes and businesses will be located.

The plan must also address servicing issues related to storm and sanitary sewers, and protection of natural features such as woodlots or watercourses.

## **Pre-Consultation**

Prior to submission of an application, a meeting with a City of Windsor Development Planner is required to determine what supporting documents and studies will be needed to evaluate the proposal, to verify information on the application, and to clarify the procedures to follow.

To arrange a meeting, please contact:

Building & Development Department  
350 City Hall Square West,  
City Hall, 4th floor  
Windsor ON N9A 6S1  
Tel: (519) 255-6267  
Fax: (519) 255-6680

## **Application**

Applications are available from the Building & Development Department, 350 City Hall Square West, fourth floor or through the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "plan of subdivision/condominium application."

The Manager of Development will review the application and all supporting documentation, and may return the application if it is incomplete or inaccurate, or if fees are unpaid. Also, the administration reserves the right to request additional information in the future.

## **Fees**

Please refer to the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "applications/fees subdivision." Fees are also specified in each application package.

## **Application Processing**

Once the application is completed and all supporting documents are presented, file one copy of the application, including the Authorization and Permission to Enter Form, supporting documentation and plans, and the total application fee, to the Manager of Development, 4th floor, City Hall.

The manager will review the application and assign a Development Planner to be responsible for the file. The file will be circulated to all relevant departments and external agencies for further review. Prior to Planning Advisory Committee and City Council meetings, the applicant will be advised of the position of the Building & Development Department on the application, as well as the dates, times and locations of public meetings.

All enquiries as to the status of the application should be directed to the Development Planner assigned to the file.

Please allow a minimum of six months for processing, review and approval of the application.

## **Application Approval or Denial**

The subdivision approval process is designed to ensure that the property is suitable for its proposed new use, that the proposal conforms to the Official Plan of the City of Windsor and provincial legislation and policies, and that property owners, neighbours and the community are protected from developments that are inappropriate or might put undue strain on community facilities, services or finances.

If the application is approved by City Council, the applicant is advised of the decision.

If the application is denied, the applicant will be advised of the decision and informed that it may be appealed to the Ontario Municipal Board (OMB). Appeals are filed through the City Clerk at (519) 255-6211.

An appeal to the OMB requires the payment of a \$125 fee (2005 rate).

For more information about the appeal process, visit the OMB website at [www.omb.gov.on.ca](http://www.omb.gov.on.ca).

## **Registration of the Plan**

Upon receipt of all approvals, the final Plan of Subdivision can be registered, making it possible for individual lots to be sold.