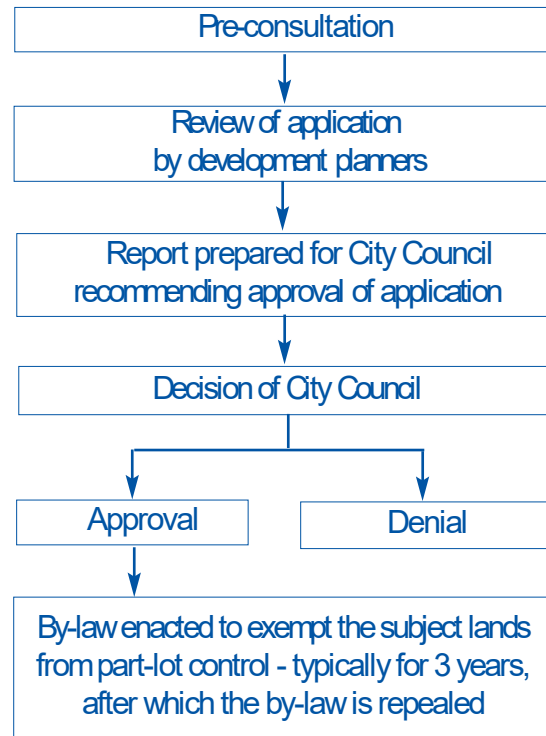


## Part Lot Control Process Chart



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

Email:  
[buildingdept@city.windsor.on.ca](mailto:buildingdept@city.windsor.on.ca)

Web site:  
[www.citywindsor.ca](http://www.citywindsor.ca)

# Part Lot Control

Building & Development  
Department

5



The Corporation of  
The City of Windsor



## **What is Part Lot Control Exemption?**

The Planning Act permits municipalities to pass by-laws to exempt any or all lots or blocks within registered plans of subdivision from part lot control so that further subdivision of individual lots or blocks can take place.

The City of Windsor may pass a by-law exempting land situated in a registered plan of subdivision from part lot control to allow a reference plan that divides the land into parcels or changes existing lot lines.

Exemptions from part lot control are often used to facilitate semi-detached and townhome developments. This approach is used because of the difficulty the builder would have in ensuring that the common centre wall between two dwelling units is constructed exactly on the property line.

## **Pre-Consultation**

Prior to submitting an application, an applicant is advised to consult a Development Planner in the Building & Development Department. The pre-consultation meeting can determine the supporting documents required 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, City Hall, 4th floor or through the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "part lot control exemption application."

The Manager of Development will review the application and may return it if it is incomplete or if fees are unpaid.

## **Fees**

Please refer to the City of Windsor Web site [www.citywindsor.ca](http://www.citywindsor.ca) - search "part lot control fees"

Fees are also specified in each application package.

## **Application Processing**

Please file the application form, all supporting documentation and the application fee to the attention of the Manager of Development with Building & Development Department, 4th Floor, City Hall.

The manager will assign the application to a Development Planner. To expedite the process, the planner will contact the Legal Department and request that a Part Lot Control Exemption By-law be prepared. The Development Planner will prepare a short report to City Council recommending or not recommending approval of the application for three years and recommending adoption of the by-law.

All inquiries about the application should be directed to the Development Planner assigned to the file. Please allow a minimum of three weeks for processing and review of the application.

## **Decision Approval/Denial**

The applicant will be advised for whether the application is approved or denied.

In case of denial, no appeal of City Council's decision is available.