



THE CITY OF WINDSOR

PLANNING & BUILDING SERVICES DEPARTMENT
COMMITTEE OF ADJUSTMENT

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Pre-Application Consultation Request Form

Thank you for your request to initiate the general pre-application process with the Committee of Adjustment. This request form has been provided to you as a first step in the compulsory pre-consultation process, and provides you with the space to outline all the information relating to your development proposal. We ask that you complete this form if you are pursuing development that will require any of the following types of Planning Act applications:

- Consent
- Minor Variance

Based on the information provided in this form, Planning Staff will provide you with a Pre-Consultation Checklist that will outline those items (plans and studies) that are required to initiate a formal application. Any comments produced by the Planning Department as a result of the information provided in this form are preliminary and are not to be taken as an opinion of Planning Staff or a decision of any kind. Participating in the Pre-Application Consultation process does not authorize the initiation of any construction or preparatory work on site, including the clearing of trees or vegetation or any site alteration.

Along with this completed form, all submissions must include [a] one (1) hard copy drawings (at least 8.5"x11") – if providing a hardcopy Pre-Application Consultation form in person and/or [b] a digital (PDF) copy of plans and any/all concept plans if submitting electronically. Other supporting drawings such as elevations and floor plans are beneficial. Plans must show in metric (if applicable) the following:

- Dimension of property (frontage/area) and delineation of lot lines
- Location of existing and proposed buildings/structures
- Setbacks from existing and proposed buildings/structures to adjacent lot lines, wells, septic systems, and other buildings/structures on the property
- Location and setbacks from any features on the property including utility lines, railways, easements, and roads
- Size and height of existing and proposed buildings/structures

Drawing/Sketch Checklist

The application shall be accompanied by a *clean, legible sketch* showing the following information. Failure to supply this information will result in a delay in processing the application.

*Please do not use pencils for completing sketch as they do not copy well.

*Please make sure your sketch provides all of the following information:

- Boundaries and dimensions of the land that is to be severed and the part that is to be retained;
- Boundaries and dimensions of any land owned by the owner of the subject land that abuts the severed and retained land;
- Existing uses on adjacent land such as residential, agricultural and commercial uses.
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