

## PART-LOT CONTROL EXEMPTION APPLICATION

### INSTRUCTIONS

*Revised 2026 March 1*

We recommend pre-submission consultation with a staff Planner. The staff Planner will determine supporting information, verify the fee payable, and review the Part-Lot Control Exemption process. The staff Planner will sign and date Section 1 or provide confirmation of pre-submission consultation through an email or a letter. You must submit the information in Section 2 with this application.

Provide the full name, address, phone number, fax number, and email address of the applicant, registered owner, and agent. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. All communication regarding the application will be with the authorized agent. If there is no agent, all communication will be with the applicant

Read, complete, and sign the application in full. Be as detailed as possible. The City of Windsor ("City") will return an incomplete application. Direct questions to a Planner in the Development section.

Do not make payment until given instructions to do so. The City will refund or return any payment made before the City is ready to deem the application complete. Do not email any documents to a staff Planner. After 60 days of inactivity, the City will terminate the application without notice.

Submit all materials to the Senior Steno Clerk, Planning & Development Services by email at [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca), by mail to the address at the bottom of this page, or in person at City Hall, Second Floor, 350 City Hall Square West.

### FEES

Fees subject to change. The City will provide payment options when the application complete is ready to be deemed complete.

Base Fee		\$	1,440.00
GIS Fee		+ \$	50.00
E-Permitting Fee		+ \$	40.00
Legal Base Fee		+ \$	1,270.00
Legal Per Lot Fee	_____ lots at \$50.00 per lot	+ \$	_____
<b>Total City of Windsor Fee = \$</b>			<b>_____</b>

### CONTACT INFORMATION

Planning & Development Services  
City of Windsor  
350 City Hall Square West, Suite 320  
Windsor ON N9A 6S1

Telephone: [519-255-6543](tel:519-255-6543)  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [citywindsor.ca](http://citywindsor.ca)

# PART-LOT CONTROL EXEMPTION APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

We recommend pre-submission consultation with a staff Planner to determine what supporting information in Section 2 you must submit, confirm the fee, and to review the process.

Applicable Planning File #:

No Applicable Planning File

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Signature of Staff Planner

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Date of Consultation: YYYY-MM-DD

Brian Nagata

Justina Nwaesei

## 2. REQUIRED INFORMATION (As indicated by Staff Planner)

Include the information checked below with this application.

- Deed or Offer to Purchase
- 12R or 12M or Registered Plan. Metes and Bounds is not acceptable.
- Draft Reference Plan (proposed lotting plan with lot dimensions and area in metric)
- Other: \_\_\_\_\_

**Processing:** Staff from Planning and Development Services and the Legal Department will process and prepare the by-law exempting the subject land described in Section 4 from Part-Lot Control. It is the responsibility of the property owner to provide accurate information about the subject land. Incorrect information will delay approval of the by-law.

**Zoning Compliance:** Approval of a by-law exempting the subject land from Part-Lot Control does not imply or confirm compliance with zoning provisions. It is the responsibility of the property owner to ensure that the proposed lots comply with the requirements of the applicable zoning by-law.

**Expiry:** The by-law exempting the subject land from Part-Lot Control will specify how long the by-law is in effect. The by-law will expire after the specified period. The City does not provide reminders regarding the expiry date. It is the responsibility of the property owner to ensure that you complete any land transfer before the by-law expires.

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## 3. APPLICANT, REGISTERED OWNER, AND AUTHORIZED AGENT

If the applicant is a numbered company, provide the name of the principals of the company in a separate document. If there is more than one Applicant or Registered Owner copy this page, complete in full and submit with this application. All communication is with the Agent authorized by the Registered Owner. If there is no Agent, all communication is with the Applicant.

### Applicant

Name	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

### Registered Owner Same as Applicant

Name	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

### Authorized Agent Same as Applicant

Name	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

# PART-LOT CONTROL EXEMPTION APPLICATION

## 4. SUBJECT LAND INFORMATION

Street address, roll number, legal description, ward, and zoning district information may be available at the following links: [Public Property Inquiry](#) and [Property and Parcels Data Viewer](#). Copy and paste the information into the appropriate boxes below.

**Street Address**

Include Postal Code

**Roll Numbers**

**Legal Description**

See Attached Sheet

**Ward**

**Zoning**

**Current Uses**

Indicate how long uses have continued

**Proposed Uses**

**Available Services & Utilities**

Municipal Water	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sanitary Sewer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Storm Water Sewer	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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## 5. AUTHORIZATION

### Authorization to Enter Upon the Subject Land and Premises and for Applicant and any Agent to Submit the Application and Required Information

I, \_\_\_\_\_,

am the Registered Owner of the subject land described in Section 4 and hereby authorize members of City Council and staff of The Corporation of the City of Windsor to enter upon the subject land for the purpose of evaluating this application and the Applicant and Agent listed in Section 3 to submit this application and required information.

This is their authority for doing so.

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Signature of Registered Owner

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Date: YYYY-MM-DD

If Corporation – I have authority to bind the Corporation

## 6. ACKNOWLEDGEMENT

**Processing of Application:** Submission of this application does not constitute a complete application. The City will review all materials to determine completeness. Inaccurate or missing information will delay processing. Once the application is deemed complete, fees are non-refundable. If there is no activity on the file for 60 days, the City may terminate the application without notice.

**Sharing of Information:** Subject to the [Planning Act](#) and the [Municipal Freedom of Information and Protection of Privacy Act](#), the City may share the application and submitted material with external agencies and the public for the purpose of evaluating the application.

**Zoning Compliance:** Approval of a by-law exempting the subject land from Part-Lot Control does not confirm compliance with zoning provisions. It is my responsibility to ensure that the proposed lots comply with the provisions of the applicable zoning by-law.

**Expiry of By-law:** The by-law exempting the subject land from Part-Lot Control will specify how long the by-law is in effect. The by-law will expire after the specified period. The City does not send reminders of the expiry date. It is my responsibility to ensure that I complete any land transfer prior to the expiry of the by-law.

**Archaeological Resources:** If archaeological resources are found during grading, construction, or soil removal activities all work in that area must cease immediately. I will [notify](#) the City's Planning & Development Services and Manager of Culture and Events and the Ontario Archaeology Program Unit ("APU") to confirm satisfaction of any archaeological requirements before any work can resume.

**CONTINUED ON NEXT PAGE**

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## 6. ACKNOWLEDGEMENT (Continued)

**Human Remains:** If human remains are encountered during grading, construction or soil removal activities all work in that area must cease. I will secure the site and contact the Windsor Police Service at 911 or the coroner so that they may determine whether the skeletal remains are human and whether the remains constitute a part of a crime scene. The police or coroner will notify the APU and the Registrar at the Ministry of Government and Consumer Services if needed, and the APU will provide notification and satisfactory confirmation.

**Potentially Contaminated Site:** I am responsible for complying with provincial legislation, guidelines, and the City's Official Plan policies regarding potentially contaminated lands. Reasonable effort must be made to identify contamination on the subject property. As a condition of approval, the City may require a Record of Site Condition (RSC), signed by a qualified person and filed in the Environmental Site Registry, along with acknowledgment from the Ministry of the Environment, Conservation and Parks (MECP). The City may also require a Declaration from the qualified person confirming that the City may rely on the RSC. The City is not responsible for identifying or remediating contaminated sites, and I agree not to hold the City, its officers, employees, or agents liable for any loss, damage, or costs related to environmental cleanup or claims.

**Species at Risk:** Under Ontario's [Endangered Species Act, 2007](#), it is my responsibility to ensure compliance with all provisions protecting endangered and threatened species and their habitats. This may include registering an activity or obtaining permits or authorizations from MECP prior to undertaking any work that could impact protected species. Approval under the Planning Act does not constitute approval under the Endangered Species Act, nor does it exempt the applicant from obtaining necessary authorizations. For guidance, contact MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca) or visit <https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

**My signature below is acknowledgement that I read, understand, and agree with, the above statements.**

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Applicant

Agent

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Date: YYYY-MM-DD

**Complete Section 7 on the next page**

# PART-LOT CONTROL EXEMPTION APPLICATION

## 7. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If you administer this declaration remotely, you must be able to see, hear and communicate with the Commissioner throughout the entire transaction and show documentation that confirms your identity.

I, \_\_\_\_\_, solemnly declare that the information required by the *Planning Act* and the City of Windsor and provided by the Applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with *Ontario Regulation 431/20*, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
Signature of Applicant

*Sign in the presence of a  
Commissioner for Taking Affidavits*

\_\_\_\_\_  
Location of Applicant at  
Time of Declaration

The administration of this declaration is in accordance with *Ontario Regulation 431/20*.  
Every person who administers a declaration remotely shall keep a record of the transaction.

Declared  
before me

\_\_\_\_\_ at the \_\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner  
for Taking Affidavits

\_\_\_\_\_  
Location of Commissioner

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
day month year

*Place an imprint of, or if administered remotely enter the information on, your stamp below*

**LAST PAGE OF THE APPLICATION FORM**