THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development
Planning & Development Services

AUTHORIZATION & SWORN DECLARATION

INSTRUCTIONS

Revised 2026 July 27

Read and complete this document in full. Submit it as a separate document with your application. If you are submitting multiple applications, only one Authorization & Sworn Declaration document is required. The City of Windsor will return an incomplete document.

Direct questions to a Planner in the Development section.

Submit this document and any associated materials to the Senior Steno Clerk, Planning & Development Services by email at 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.

CONTACT INFORMATION

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

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: citywindsor.ca

AUTHORIZATION

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

I, Ray Pi Hao,

am the registered owner of the subject lands described in the applicable application. By signing this authorization, I authorize members of City Council, the Development & Heritage Standing Committee, and staff of The Corporation of the City of Windsor to enter upon the subject lands and any premises for the purpose of evaluating the application. I also authorize the Applicant and Agent identified in the application to submit the application and all required information on my behalf.

Ray Pi Hao — Signature of Registered Owner

2026-08-26 — Date YYYY-MM-DD

If Corporation, I have authority to bind the Corporation

AUTHORIZATION & SWORN DECLARATION

ACKNOWLEDGEMENT

Application Processing: Submission of the 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 sixty (60) days, the City may deem the application inactive and may close the file without further notice.

Sharing of Information: Subject to the *Planning Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, information and materials submitted in support of this application may be circulated to public agencies, technical review agencies, Indigenous communities, and members of the public for the purposes of review, evaluation, and processing of the application.

Archaeological Resources: If archaeological resources are found during grading, construction, or soil removal activities, all work in the area of discovery must cease immediately. I will notify the City's Planning & Development Services, the City's Manager of Culture and Events, and the Ontario Archaeology Program Unit (APU), and will not resume work until all archaeological requirements have been satisfied.

Human Remains: If human remains are encountered during grading, construction, or soil removal activities, all work in the area of discovery must cease immediately. 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 are associated with a crime scene. The police or coroner will notify the APU and the Registrar at the Ontario Ministry of Public and Business Service Delivery and Procurement, if needed, and the APU will provide notification and satisfactory confirmation.

Potentially Contaminated Lands (Brownfields): I am responsible for complying with provincial legislation, guidelines, and the City's Official Plan policies regarding potentially contaminated lands. I acknowledge that reasonable efforts must be made to identify contamination on the subject lands. 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 notice that the RSC has been filed 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, investigating, or remediating contaminated lands, 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: I am responsible for compliance with the *Species Conservation Act, 2025*. 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 *Species Conservation Act*, nor does it exempt me from obtaining necessary authorizations. For guidance, contact MECP at SAROntario@ontario.ca or visit https://www.ontario.ca/page/species-risk.

AUTHORIZATION & SWORN DECLARATION

SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If this declaration is administered 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, Ray Pittao, solemnly declare that the information contained in the applicable application, including all information required by *Schedule 1* to the applicable regulation (*Ontario Regulation 543/06*, *544/06*, or *545/06*) under the *Planning Act* and by the City of Windsor, is accurate; that the information contained in the documents accompanying the application is accurate; that I have read, understand, and agree with the statements in the Acknowledgement section; that, if this declaration was administered remotely, it was administered 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.

Ray Pittao — Signature of Applicant

Sign in the presence of a Commissioner for Taking Affidavits

Windsor, Ontario — 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 Dillon Consulting Limited in the City of Windsor

Signature of Commissioner for Taking Affidavits — Location of Commissioner

this 26th *day* of August *month*, 2026 *year*

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

MELANIE ANNE MUIR,
a Commissioner, etc., Province of Ontario,
for Dillon Consulting Limited.
Expires May 16, 2028.