Office of the Commissioner of Economic Development
Planning & Development Services

OFFICIAL PLAN AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.

Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.

Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are submitting companion applications with this application. Please note that an application to amend the Zoning By-law or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with an Official Plan Amendment.

Section 5: Provide information about the subject land. This information is used to determine or confirm supporting information requirements and to assist in the review of the application.

Section 6: Describe the amendment and answer all questions. If some of this information is in a Planning Rationale Report, check the box beside “See Planning Rationale Report”.

Section 7: Provide details about any other Planning Act applications by the applicant for the subject land or any land within 120 metres.

Section 8: Provide information about water service and sanitary sewage disposal.

Section 9: Complete this section using the information provided in the Planning Consultation Stage 2 letter.

Section 10: Explain your proposed strategy for consulting with the public with respect to the application.

Section 11: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Schedules: Read and complete Schedule A in full and sign.

Submit application form and supporting information, to the Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca.

Do not email the application and documents to a staff planner. Any timelines noted in this application form are subject to change. The application is reviewed to ensure all prescribed information has been submitted. Within 30 days of the receipt of the application, the applicant will be notified in writing that the application is ready to be deemed complete and will be provided with payment options. If deemed incomplete, the application will be returned. When payment is processed, the the application fee is not refundable.

The applicant, agent and all other interested parties will be notified by Council Services of the date, time, and location of the Development & Heritage Standing Committee (DHSC) meeting and the Council meeting.

An application will be terminated without notice after 60 days of inactivity.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

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

OFFICIAL PLAN AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

Stage 2 of the Planning Consultation process must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed?

NO ☐ YES ☒ File Number: PC-038/25

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

☐ Jim Abbs	☐ Kevin Alexander	☐ Tracy Tang	☐ Frank Garardo
☐ Brian Nagata	☐ Justina Nwaesei	☐ Simona Simion	☐ Laura Strahl
☐ Adam Szymczak	☐ _____		

2. REQUIRED SUPPORTING INFORMATION as identified in the Planning Consultation Stage 2 Letter:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. Please ensure that all PDF documents are 'flattened' and contain no layers.

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

If you are submitting a companion application submit only one set of documents.

☒ Deed or Offer to Purchase	☐ Corporation Profile Report	☒ Site Plan Conceptual	☒ Sketch of Subject Land
☐ Archaeological Assessment – Stage 1	☐ Built Heritage Impact Study	☐ Environmental Evaluation Report	☐ Environmental Site Assessment
☐ Floor Plan and Elevations	☐ Geotechnical Study	☐ Guideline Plan	☐ Lighting Study
☐ Market Impact Assessment	☐ Micro-Climate Study	☐ Noise Study	☐ Planning Rationale Report
☐ Record of Site Condition *(see Schedule E)*	☐ Sanitary Sewer Study	☐ Species at Risk Screening	☐ Storm Sewer Study
☐ Storm Water Retention Scheme	☐ Topographic Plan of Survey	☐ Transportation Impact Statement	☐ Transportation Impact Study
☐ Tree Preservation	☐ Tree Survey Study	☐ Urban Design Study	☐ Vibration Study
☐ Wetland Evaluation Study	Other Required Information: _____		

OFFICIAL PLAN AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. 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 Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: Astoria Inc. Contact: Josh Burns
Name of Contact Person

Address: 416 Advance Boulevard, Tecumseh, Ontario

Address: _____ Postal Code: N8N 5G8

Phone: 519-919-4782 Fax: _____

Email: josh.burns@fortisgroup.ca

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 of Schedule A)

Name: Dillon Consulting Limited Contact: Karl Tanner
Name of Contact Person

Address: 1 Riverside Drive West, 12th Floor, Windsor, Ontario

Address: _____ Postal Code: N9A 5K3

Phone: 519-791-2168 Fax: _____

Email: ktanner@dillon.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Zoning Amendment application? NO ☐ YES ☒

Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐

If a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by Council and the appeal period has concluded.

OFFICIAL PLAN AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 3771, 3783, 3793 Howard Avenue

Legal Description: Plan 1431, Lots 24-26

Assessment Roll Number: 080-033-01800, 080-033-01900, 080-033-02000

Frontage (m): 76.2 Depth (m): 206.55 Area (sq m): 15,739.11

Current Official Plan Designation: Mixed Use Corridor, Residential

What land uses are permitted by the Official Plan Designation?

Residential Designation - Low & Medium Profile Development

Mixed Use Corridor Designation - Medium & High Profile Development

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Name of Official Plan proposed to be amended: *The City of Windsor Official Plan*

Amendment to Official Plan from Mixed Use Corridor to Mixed Use Corridor

Purpose of the proposed OPA: To permit Low Profile Development in a Mixed Use Corridor

What land uses will the proposed official plan amendment (OPA) authorize?

Residential

Does the proposed OPA change, replace or delete a policy in the Official Plan? No ☒ Yes ☐

If yes, the policy to be changed, replaced or deleted:

Does the proposed OPA add a policy to the Official Plan? No ☐ Yes ☒

OFFICIAL PLAN AMENDMENT APPLICATION

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA) - Continued

Does the proposed OPA change or replace a designation in the Official Plan? No ☒ Yes ☐

If yes, the designation to be changed or replaced:_____

_____

If a policy is being changed, replaced or deleted or if a policy is being added, the text of the proposed OPA:

☒ Not Applicable ☐ See Planning Rationale Report ☐ See Attached

_____

_____

If the proposed OPA changes or replaces a schedule in the Official Plan, the requested schedule and the text that accompanies it:

☒ Not Applicable ☐ See Planning Rationale Report ☐ See Attached

_____

_____

If the proposed OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, the current official policies, if any, dealing with the alteration or establishment of an area of settlement:

☒ Not Applicable ☐ See Planning Rationale Report ☐ See Attached

_____

_____

If the proposed OPA removes the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

☒ Not Applicable ☐ See Planning Rationale Report ☐ See Attached

_____

_____

Explain how the proposed OPA is consistent with the Provincial Policy Statement:

☒ See Planning Rationale Report ☐ See Attached

_____

_____

_____

OFFICIAL PLAN AMENDMENT APPLICATION

7. OTHER APPLICATION INFORMATION

Is the subject land or land within 120 metres the subject of an application by the applicant under the Planning Act for:

A Minor Variance or Consent? No ☒ Yes ☐

File number: _____ Status: _____

Approval authority: _____

Affected lands: _____

Purpose of Minor Variance or Consent: _____

_____

Effect on the proposed OPA: _____

_____

An amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order? No ☒ Yes ☐

File number: _____ Status: _____

Approval authority: _____

Affected lands: _____

Purpose of OP or ZBL amendment or Zoning Order: _____

_____

Effect on the proposed OPA: _____

_____

Approval of a plan of subdivision or a site plan? No ☒ Yes ☐

File number: _____ Status: _____

Approval authority: _____

Affected lands: _____

Purpose of plan of subdivision or site plan: _____

_____

_____

Effect on the proposed OPA: _____

_____

_____

OFFICIAL PLAN AMENDMENT APPLICATION

8. WATER & SANITARY SEWAGE DISPOSAL

WATER – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system
- ☐ Privately owned & operated individual well
- ☐ Privately owned & operated communal well
- ☐ A lake or other water body
- ☐ Other means: _____

SANITARY - Indicate whether sanitary sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system
- ☐ Privately owned & operated individual septic system
- ☐ Privately owned & operated communal septic system
- ☐ A privy
- ☐ Other means: _____

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed submit a Servicing Options Report and a Hydrogeological Report.

9. TYPE OF AMENDMENT, APPLICATION FEE & OTHER FEES

TYPE OF OFFICIAL PLAN AMENDMENT (OPA)

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees are subject to change and are not refundable once the application is deemed complete. Payment options will be provided when the application is ready to be deemed complete. If the Applicant has chosen to not complete both stages of the Planning Consultation process, the Base Fee below is doubled.

APPLICATION FEE	*Code*	☒ Minor OPA	☐ Major OPA
Base Fee	*63003*	$1,207.10	$4,336.05
GIS Fee	*63024*	+ $50.00	+ $50.00
E-Permitting Fee	*25164*	+ $40.00	+ $40.00
Total City of Windsor Fees		**= $1,297.10**	**= $4,426.05**

Essex Region Conservation Authority (ERCA) Fee *Code 53023*

If the subject land is in the Limit of Regulated Area, an ERCA fee based on type of application will be added to the Total City of Windsor Fees above. The ERCA fee is separate from any fees for a permit or clearance required by ERCA. The ERCA Fee Schedule is available here.

OTHER FEES - The following fees are not due at this time but may be charged in the future:

Renotification Fee *Code 53016* $2,644.60

Required when an applicant requests a deferral after notice of a public meeting has been given.

OFFICIAL PLAN AMENDMENT APPLICATION

10. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

☐ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

☒ Open House ☐ Website ☐ Other _____

An Open House was held on February 26th, 2025 at Soho South Windsor (3817 Howard Avenue) from 5:30-7:00 pm. A detailed summary of the event can be found as part of the application package.

11. SWORN DECLARATION OF APPLICANT

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

I, Astoria Inc. (Josh Burns), solemnly declare that the information required under Schedule 1 to Ontario Regulation 543/06 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

Windsor, Ontario

Location of Applicant at time of declaration

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me _____ at the Dillon Consulting Limited in the City of Windsor

Signature of Commissioner *Location of Commissioner*

this 19 day of November, 20 25

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

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

READ & COMPLETE SCHEDULE A IN FULL & SIGN

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, Astoria Inc. (Josh Burns), am the registered owner of the land that is
name of registered owner

subject of this application for an amendment to the City of Windsor Official Plan and I authorize

Dillon Consulting Limited, Windsor, Ontario to make this application on my behalf.
name of agent

Signature of Registered Owner — Date: Nov 19 2025

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Astoria Inc. (Josh Burns), hereby authorize the Development and Heritage Standing Committee, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

Signature of Registered Owner — Date: Nov 19 2025

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that once the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6.* This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:

Astoria Inc. (Josh Burns)

Signature of Applicant or Agent

Nov 19 2025

Date

END OF SCHEDULE A

THIS IS THE LAST PAGE OF THE APPLICATION FORM