THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development
Planning & Development Services

SUBDIVISION / CONDOMINIUM APPLICATION

INSTRUCTIONS

Revised 2026 March 18

Refer to your Planning Consultation Stage 2 Letter for application type, fees, and required supporting information. Complete this 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, by mail to the address on page 3, or in person at City Hall, Second Floor, 350 City Hall Square West.

APPLICATION TYPE

Select the application type from the drop down menu below.

Choose an item.

FEES

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

Plan of Subdivision: Draft Approval

Base Fee:	7 lots/blocks at $845.00 per lot/block		$ 5915
GIS Fee		+ $	50.00
E-Permitting Fee		+ $	40.00
Legal Fee for Agreement Preparation		+ $	2,675.00
Legal Variable Fee:	7 lots/blocks at $50.00 per lot/block	+ $	350
	Total City of Windsor Fee	= $	9030

Plan of Condominium: Draft Approval: New Building

Base Fee:	_____ lots/units at $230.00 per lot/unit		$ _____
GIS Fee		+ $	50.00
E-Permitting Fee		+ $	40.00
Legal Fee for Agreement Preparation		+ $	2,100.00
Legal Variable Fee:	_____ lots/units at $50.00 per lot/unit	+ $	_____
	Total City of Windsor Fee	= $	_____

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Condominium Conversion: Draft Approval: Existing Building

Base Fee		$	9,375.00
Additional Fee per Unit:_____ units at $90.00 per unit	+	$	_____
GIS Fee	+	$	50.00
E-Permitting Fee	+	$	40.00
Legal Fee for Agreement Preparation	+	$	2,100.00
Legal Variable Fee: _____ units at $50.00 per unit	+	$	_____
Total City of Windsor Fee	=	$	_____

The Building Department will invoice separately a Building Services Inspection Fee for inspection and report preparation. Contact the Building Department at 519-255-6267 or buildingdept@citywindsor.ca.

Plan of Subdivision/Condominium: Extension of Draft Approval

Base Fee		$	4,120.00
E-Permitting Fee	+	$	40.00
Total City of Windsor Fee	=	$	4,160.00

Plan of Subdivision/Condominium: Amendment to Draft Approval

Base Fee		$	4,515.00
GIS Fee	+	$	50.00
E-Permitting Fee	+	$	40.00
Total City of Windsor Fee	=	$	4,605.00

Plan of Subdivision/Condominium: Final Approval & Registration

Base Fee - Per Registration	=	$	645.00
E-Permitting Fee	+	$	40.00
Total City of Windsor Fee	=	$	685.00

Payment of this fee is per registration, and you must pay prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

Plan of Subdivision/Condominium: Amendment to Agreement

Base Fee		$	3,775.00
E-Permitting Fee	+	$	40.00
Legal Fee for Agreement Preparation	+	$	1,050.00
Total City of Windsor Fee	=	$	4,865.00

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Plan of Condominium: Amalgamation of Condominium Corporation

Base Fee		$	2,305.00
E-Permitting Fee	+	$	40.00
Total City of Windsor Fee	=	$	2,345.00

Essex Region Conservation Authority (ERCA) Fee

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

Other Fees: The City may charge the following fees in the future:

Renotification Fee $2,795.00

Required when an applicant requests a deferral after the City gives notice of a public meeting.

Engineering Review Fee

The City of Windsor Engineering Department will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable before you submit construction drawings to the City Engineer or their designate for signature. Engineering will confirm the total value of construction based on then estimate provided by the developer's Consulting Engineer. Contact: Engineering: Development Division, developmenteng@citywindsor.ca or 519-255-6257

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

SUBDIVISION / CONDOMINIUM APPLICATION

PLAN REQUIREMENTS

Number of Copies Required: Submit six (6) full size paper copies of the draft plan, and a digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats. File names should be logical and indicate the nature of the file and include the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the applicant's name and site location.

For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

Draft Plan Requirements: All plans must be in metric. Draw all draft plans to scale and indicate all items required by Section 51(17) of the *Planning Act* and the City of Windsor as follows:

1. Boundaries of the land you are subdividing, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.
2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision.
3. On a key plan, with a scale of not less than one cm to 100 m, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
4. Purpose for which you will use the proposed lots for.
5. Existing uses of all adjoining lands.
6. Approximate dimensions and layout of the proposed lots and/or blocks.
7. If you are proposing any affordable housing units, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units.
8. Natural and artificial features such as buildings, structures or installations, railways and rail yards, highways, roads, streets and trails, hydro lines and public utilities, watercourses, drainage ditches, wetlands & wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land being subdivided.
9. Availability and nature of domestic water supplies.
10. Nature and porosity of the soil.
11. Existing contours or elevations to determine the grade of the streets, roads and highways and the drainage of the land that you are proposing to subdivide.
12. Municipal services available or are to be available to the land you are proposing to subdivide.
13. Nature and extent of any restrictions affecting the land you are proposing to subdivide including restrictive covenants, easements, or the Airport Operating Area.
14. Floodplains, flood ways, flood prone areas, and flood elevations.

Condominium Draft Plan Requirements

In addition to the above requirements, draft plans proposing condominium ownership must include:

1. Proposed exclusive use areas of the common element such as backyards and parking.
2. Roadways and pedestrian access to proposed private units.

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SUBDIVISION / CONDOMINIUM PROCESS

Review the *Planning Act* and relevant regulations, and the City of Windsor *Official Plan* for statutory requirements. Direct all questions to the assigned Planner. The process is as follows:

1. Within 30 days of the receipt of the application, you will receive written notification that the City is deeming the application incomplete or ready to be complete. If you completed the Planning Consultation process, this review period will be shorter.
2. If incomplete, the assigned Planner will indicate the revisions required prior to resubmitting the application - no further processing will occur. If the City is ready to deem the application complete, it will provide you with payment options. After the City processes payment, fees are not refundable, and the City will deem the application complete, will circulate it to departments and external agencies for comment, and will make submitted documents available to the public.
3. Following circulation, the assigned Planner prepares, and the City Planner and other staff review, the draft staff report. When the draft report receives internal approval, the City will schedule the application for a future meeting of the Development and Heritage Standing Committee (DHSC).
4. The DHSC meeting is the public meeting required by the *Planning Act*. The City will advertise public notice of the DHSC meeting in the Windsor Star newspaper 20 days prior to the meeting. The City may mail a courtesy notice to property owners within 200 metres of the subject land.
5. Ten days prior to the DHSC meeting, the staff report is made available to DHSC members, the Applicant / Agent, and to the public at https://opendata.citywindsor.ca/Tools/CouncilAgendas.
6. At the DHSC meeting, the assigned Planner may make a presentation. Any party may make an oral submission or submit a written submission. The DHSC may ask questions of any party that made a submission. DHSC may recommend draft approval or denial or defer the application.
7. If deferred, the DHSC will consider the application along with any additional information at a future DHSC meeting. If recommended for approval or denial, we will forward the staff report and the minutes of the DHSC meeting to City Council for decision at a future date. Council Services will notify the Applicant, Agent and all interested parties of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
8. The application may be on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with one motion. If the application is not on the Consent Agenda, a staff planner may make a presentation. Any party may make an oral submission or submit a written submission. Council may draft approve, deny, or defer the application.
9. Only prescribed persons as defined in the *Planning Act,* or the Applicant, may appeal the decision of Council. To file an appeal with the Ontario Land Tribunal (OLT), submit your request online through the OLT E-File Portal or completing the appeal form and submitting it to City of Windsor Council Services (519-255-6211 or clerks@citywindsor.ca). If the City receives no appeal, an agreement is prepared for signature and registration on title.
10. You must fulfill the conditions of draft approval prior to the expiry of draft approval. It is the responsibility of the registered owner or applicant to obtain confirmation from departments and agencies that you have fulfilled the conditions of draft approval. Some agencies may require that you forward a copy of the completed subdivision agreement to them prior to notifying the City that you have fulfilled the conditions.

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FINAL APPROVAL & REGISTRATION REQUIREMENTS

When you are ready to obtain final approval and register the plan, you must submit the following:

1. Fee for Final Approval & Registration.
2. One mylar copy of the plan that the City will register.
3. Five paper copies of the plan that the City will register, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan the City will register.

EXPIRY DATES & CONDITIONS

It is the responsibility of the property owner to be aware of all conditions and expiry dates and to complete all conditions or obtain approval from City Council or the delegated approval authority to extend draft approval, prior to the expiry date. The City of Windsor does not send reminders regarding conditions and expiry dates.

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents.

When submitting an extension to draft approval, allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date.

Other municipal departments and external agencies may have their own requirements, fees, and approvals in addition to the requirements, fees and approvals listed in this application.

SUBDIVISION / CONDOMINIUM APPLICATION

1. PLANNING CONSULTATION & SUPPORTING INFORMATION

Valid Planning Consultation Stage 1 and Stage 2 letters will list what supporting information you must submit with this application.

Planning Consultation Stage 1 File Number: PC-007-24

Planning Consultation Stage 2 File Number: PC-064-24

☐ No Valid Planning Consultation Letter

If the Planning Consultation Letter expired or you did not proceed with the Planning Consultation process, the review to determine if the application is complete will take longer and the City may deem the application incomplete, which will delay processing.

All drawings and plans shall be in JPG and PDF format. All other documents shall be in Word and PDF format. Flatten all PDF files with no layers and 'Printing' and 'Content Copying' allowed. If you are submitting companion applications, provide only one set of documents.

In addition to the requirements in the Planning Consultation letter, you must submit the following documents with this application:

a) Property Deed, Transfer, Offer to Purchase, or Agreement of Purchase and Sale
b) Corporation Profile Report if the Applicant or Registered Owner is a corporation.
c) Plan, Sketch, or Survey of Subject Land showing existing conditions, buildings, & structures.
d) Conceptual Site Plan: See Section 7 for drawing requirements.

You are responsible for evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, for filling in the application, and for supplying all documents necessary to constitute a complete application. You must conduct supporting studies prior to submitting this application.

The City makes all supporting information submitted with the application available for public review.

2. COMPANION & FUTURE APPLICATIONS

Indicate companion applications you are submitting with this application:

☐ Official Plan Amendment ☒ Zoning By-law Amendment

Indicate which applications you may submit in the future for the subject land:

☐ Part Lot Control ☐ Plan of Condominium ☐ Plan of Subdivision

☐ Consent to Sever ☐ Site Plan Control – see Note 1 below

Note 1: If a development proposal requires Site Plan Control, you may submit the Planning Consultation application for Site Plan Control after the Subdivision or Condominium have received Draft Approval. Final Approval of the Site Plan Agreement may be conditional on the Subdivision or Condominium receiving Final Approval.

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3. CONTACT INFORMATION

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 and submit with this application. All communication is with the authorized Agent or Applicant.

Applicant

Name	LOWIE HABIB, ZAIN HABIB	Contact	HESSAN HABIB
Address	[redacted]		
Phone			
Email			

Registered Owner ☒ Same as Applicant

Name		Contact	
Address			
Phone		Fax	
Email			

Authorized Agent ☐ Same as Applicant

Name	STOREY SAMWAYS PLANNING LTD.	Contact	DAVID FRENCH
Address	[redacted]		
Phone			
Email			

Ontario Land Surveyor

Name	Verhaegen Land Surveyors	Contact	ROY SIMONE
Address	[redacted]		
Phone			
Email			

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4. SUBJECT LAND INFORMATION

Street address, roll number, and legal description 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	670 & 690 NORTH TALBOT ROAD
Roll Number	070-140-(02100), (02200)
Legal Description	PART OF BLOCK Z, RP 1330
Mortgages, Charges or Other Encumbrances Name/Address	☒ None
Easement or Restrictive Covenant	☒ None

Dimensions

Metric Units

Frontage / Width (m)	Depth (m)	Area (m^2)
60.96	IRREGULAR	1.763 HA

Official Plan Designation	NORTH ROSELAND PLANNING DISTRICT (RESIDENTIAL)	**Zoning**	RD1.4 & HRD1.2

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Current Uses
Indicate how long uses have continued

RESIDENTIAL (2 SINGLE DETACHED DWELLINGS) AGE UNKNOWN

Former Uses
Check all that apply

AGRICULTURAL		COMMERCIAL		INDUSTRIAL	
INSTITUTIONAL		PARKLAND		RESIDENTIAL	✓
VACANT LAND		OTHER			

Contamination Is there reason to believe that current of former uses on the subject land may have contaminated the subject or adjacent land?

NO [X] YES [ ] UNKNOWN [ ]

If available, submit any Phase 1 or Phase 2 Environmental Site Assessment or any Record of Site Condition with this application.

Archaeological Potential Is the Subject Land located in an Archaeological Potential Zone (APZ) or an Archaeological Sensitive Area (ASA)?

NO [X] YES [ ] UNKNOWN [ ]

If yes, contact the Heritage Planner at planningdept@citywindsor.ca.

5. PREVIOUS APPLICATIONS

Is this a resubmission of a previous plan?

NO [X] YES [ ] Previous Plan / File #: _____

Indicate the file numbers of previous applications. If unknown, leave blank.

Plan of Subdivision or Consent	NO [X] YES [ ]	File:	
Plan of Condominium	NO [X] YES [ ]	File:	
Official Plan Amendment	NO [X] YES [ ]	File:	
Zoning By-law Amendment	NO [X] YES [ ]	File:	
Site Plan Control	NO [X] YES [ ]	File:	
Minister's Zoning Order	NO [X] YES [ ]	OR#:	

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6. PLANNING CONFORMITY

If the proposed development requires an Official Plan Amendment or a Zoning By-law Amendment, Planning & Development Services must have received it or you must submit it with this application, otherwise the City will return this application as incomplete.

Is the plan consistent with Provincial Planning Statement? NO ☐ YES ☒ X

Does the plan conform to the City of Windsor Official Plan? NO ☐ YES ☒ X

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan comply with the Zoning By-law? NO ☒ X YES ☐

If No, you must submit a companion application for an Amendment to the Zoning By-law.

7. PLAN OF CONDOMINIUM INFORMATION

New Construction

Has the City approved a Site Plan? NO ■ YES ☐ → Attach Approved Site Plan

Site Plan Agreement registered? NO ■ YES ☐ → Attach Site Plan Agreement

Has a Building Permit been issued? NO ■ YES ☐ → Attach Building Permit

Building Status: Not Under Construction ■ Under Construction ☐

Completed ☐ → Date Completed: _____

Are any units occupied? NO ■ YES ☐ → Number of units: _____

Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

NO ■ YES ☐ → Submit a Structural Integrity Report

Does the building contain any residential rental units?

NO ☐ YES ☐ → Attach a Rent Roll with the names of all tenants, the rent paid by each tenant, and their unit number.

How many rental units will you be converting? _____

Are tenants willing to purchase units if converted to condominium?

NO ☐ YES ☐ → Attach documentation signed by tenants Do Not Know ☐

Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

NO ☐ YES ☐ → Attach your request for an exemption signed by the registered owner.

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8. PROPOSED LAND USES

Complete this section in full. Missing or incorrect information will delay processing.

ALL APPLICATIONS						CONDOMINIUM ONLY	
Proposed Use	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential	3	3	.19	15.8	*Condo Only*		
Semi-detached Residential					*Condo Only*		
Multiple Attached Residential	2	63	1.64	38.4			
Apartment Residential							
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial							
Industrial							
Institutional (specify)							
Park or Open Space							
Roads	1						
Other (specify)	1						
TOTAL	7	66					

9. PROPOSED PUBLIC CONSULTATION STRATEGY

What is your strategy for consulting with the public? Check all that apply.

X	Public Notice & Public Meeting as required by the *Planning Act*	
X	Open House. If known, date, time & location:	PLEASE REFER TO PLANNING JUSTIFICATION REPORT
	Website. Enter URL:	
	Other. Describe:	

10. SITE APPRAISAL AND EVALUATION

Give a brief description of the existing land use, buildings, infrastructure, vegetation, topography, and drainage of the subject land:

PLEASE REFER TO PLANNING JUSTIFICATION REPORT

11. MITIGATION OF ENVIRONMENTAL EFFECTS

What measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, consult with the Ministry of Agriculture, Food and Agribusiness. If you foresee potential adverse environmental effects, the City recommends that you consult with the Ministry of Environment, Conservation and Parks (MECP) and the Essex Region Conservation Authority (ERCA).

PLEASE REFER TO PLANNING JUSTIFICATION REPORT AND ENVIRONMENTAL REVIEW REPORT

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12. INFRASTRUCTURE

WATER: How will you be providing water to the subject land?

[X] Public piped water system
[ ] Private individual well
[ ] Private communal well

SANITARY SEWAGE: How will you be disposing of sanitary sewage from subject land?

[X] Public sanitary sewage system
[ ] Private individual septic system: see Notes 2 & 3
[ ] Private communal septic system: see Notes 2 & 3

Note 2: Submit a Servicing Options Report and a Hydrogeological Report if any of the following apply:

a. More than five lots or units on private individual or communal wells,
b. Five or more lots or units on private individual or communal septic systems.
c. Less than five lots or units on private individual or communal septic systems, which will produce more than 4,500 litres of effluent per day because of the completion of the development.

Note 3: Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on private individual or communal septic systems, which will produce 4,500 litres of effluent or less per day because of the completion of the development.

STORM DRAINAGE: How will you be providing storm drainage? Check all that apply.

[X] Sewers
[ ] Ditches
[ ] Swales
[ ] Other

ACCESS: How will you access to the subject land? Check all that apply.

[X] Municipal Road
[ ] Provincial Highway
[ ] Other Right-of-way
[ ] Water: see below

If access to the subject land is by water only, describe the parking and docking facilities used or that you will use and provide the distance (metres or kilometres) of these facilities from the subject land and the nearest public road:

[ ] See attached drawing or Conceptual Site Plan

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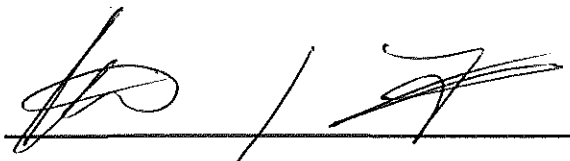
13. AUTHORIZATION

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

I, LOWIE HABIB, ZAIN HABIB,

am the Registered Owner of the subject land described in Section 4 and hereby 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 land and premises 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.



Signature of Registered Owner

2026-09-23

Date: YYYY-MM-DD

If Corporation – I have authority to bind the Corporation

14. ACKNOWLEDGEMENT

Application Processing: 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.

Municipal Department and External Agency Requirements: Other municipal departments and external agencies may have their own requirements, fees, and approvals in addition to the requirements, fees and approvals described in this application, in any staff reports, and in any agreements. I am responsible for reading, and noting any expiry dates in, the staff report, draft approval, final approval, and agreements.

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 that all archaeological requirements are satisfied before resuming work.

CONTINUED ON NEXT PAGE

14. 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 Ontario Ministry of Public and Business Service Delivery and Procurement, 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 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.



2026-09-23

Applicant ☒ Agent ☐

Date: YYYY-MM-DD

Complete Section 15 on next page

SUBDIVISION / CONDOMINIUM APPLICATION

15. 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, LOWIE HABIB, ZAIN HABIB, solemnly declare that the information required by the *Planning Act*, *Schedule 1* to *Ontario Regulation 544/06*, 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

City of Windsor

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 NMcMullin at the City of Windsor

Signature of Commissioner for Taking Affidavits

Location of Commissioner

this 23 day of September, 2026

day *month* *year*

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

Natasha Olia McMullin, a Commissioner, etc.,
Province of Ontario, for the Corporation of the City of Windsor.
Expires September 6, 2028.

LAST PAGE OF THIS APPLICATION