ZONING BY-LAW AMENDMENT 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 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 is ready to be deemed complete. If the Applicant does not complete Stage 1 and Stage 2 of the Planning Consultation process, the City will double the Base Fee. ZBA = Zoning By-law Amendment

City of Windsor Fees	**Minor ZBA**	**Major ZBA**
Base Fee	$2,455.00	$3,300.00
GIS Fee	+ $50.00	+ $50.00
E-Permitting Fee	+ $40.00	+ $40.00
Total City of Windsor Fee	**= $2,545.00**	**= $3,390.00**

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 has given notice of a public meeting.

Legal Fee for Servicing Agreement $730.00 plus $50 per unit, lot, or block

Required when the preparation of a servicing agreement is a condition of approval.

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT 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 and 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. The DHSC may defer, recommend approval, or recommend denial.
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, the staff planner may make a presentation. Any party may make an oral submission or submit a written submission. Council may approve, deny, or defer the application.
9. If Council approves the application, Council will pass an amending by-law at a future meeting. Council Services will give notice of passing of the amending by-law to the applicant, property owners and public bodies within 15 days. There is a 20-day appeal period commencing the day after the City gives this notice. The notice will indicate the last day to file an appeal.
10. 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, the amending by-law is binding as of the date of Council's passing of the by-law.

ZONING BY-LAW AMENDMENT APPLICATION

FILE NAMING

Name your documents using the list below and adding the effective date of the document using the format YYYY-MM-DD. You can include your own project number or information after the file name and date. If there are multiple files of one type of document, add a number after the file name but before the effective date. All documents must be in a single folder.

For example: Planning Rationale Report 2026-11-24
Application Zoning By-law Amendment 2026-12-11
Concept Rendering 001 2026-12-31

FILE NAME	EFFECTIVE DATE
Agreement of Purchase and Sale	Confirmation of Acceptance Date
Application Planning Consultation Stage 1 Application Planning Consultation Stage 2	Acknowledgements date
Application Official Plan Amendment Application Zoning By-law Amendment Application Plan of Subdivision Application Plan of Condominium Application Condominium Conversion	Sworn Declaration of Applicant date
Archaeological Assessment Stage 1 Archaeological Assessment Stage 2 Archaeological Assessment Stage 3	Report date
Archaeological Clearance Letter	Letter date
Block Plan	Date of plan
Climate Resiliency Study	Report date
Concept Drawings Concept Elevations Concept Floor Plans Concept Renders Concept Site Plan	Drawn / Revised On date
Corporate Profile Report	Report Generated on date
Energy Strategy	Report date
Environmental Evaluation Report Environmental Impact Study	Report date
Environmental Site Assessment Phase I Environmental Site Assessment Phase II	Report date
Functional Servicing Report / Functional Servicing Study	Report date

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FILE NAME	EFFECTIVE DATE SOURCE
Geotechnical Report	Report date
Heritage Impact Study	Report date
Lighting Study	Report date
Micro-Climate Study	Report date
Noise Study Noise & Vibration Study	Report date
Open House Notice	Date Sent or Delivered
Open House Display Boards Open House Presentation Open House Registration Report Open House Sign in Sheet	Date of Open House
Open House Letter Name of Person	Date letter or email was sent
Ownership Deed of Land	"Registered as of" date
Ownership Parcel Register	Prepared For date
Ownership Transfer	Receipted on date
Parking Study	Report date
Plan of Survey	Surveyor's Certificate date
Planning Rationale Report	Report date
Sanitary Sewer Study	Report date
Shadow Study	Report date
Species at Risk Study	Report date
Stormwater Management Report	Report date
Transportation Impact Memo Transportation Impact Statement Transportation Impact Study	Report date
Tree Inventory and Preservation Study	Report date
Topographic Survey	Surveyor's Certificate date
Urban Design Brief / Urban Design Study	Report date
Vibration Study	Report date
Waste Disposal Letter	Date of Letter

ZONING BY-LAW AMENDMENT 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.

See pages 3 and 4 for file naming conventions. 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.

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

2. COMPANION APPLICATIONS & FUTURE APPLICATIONS

Indicate any companion application you are submitting with this application:

☐ Official Plan Amendment ☐ Plan of Condominium ☑ Plan of Subdivision

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 is subject to Site Plan Control, you may submit the Planning Consultation application for Site Plan Control after the Development and Heritage Standing Committee considers the zoning amendment. Final approval of a site plan is conditional on an amending by-law coming into effect.

ZONING BY-LAW AMENDMENT APPLICATION

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	LOWIE HABIB, ZAIN HABIB	Contact	HESSAN HABIT
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			

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4. SUBJECT LAND INFORMATION

Street address, roll number, legal description, and zoning 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

Date Acquired by Registered Owner

☐ Unknown

Dimensions

Metric Units

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

ZONING BY-LAW AMENDMENT APPLICATION

Official Plan Designation: NORTH ROSELAND PLANNING DISTRICT (RESIDENTIAL)

Zoning: RD1.4 & HRD1.2

Current Uses Indicate how long uses have continued: RESIDENTIAL (SINGLE DETACHED DWELLINGS - 2) - LENGTH OF TIME 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 ☑ YES ☐ UNKNOWN ☐

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

5. PREVIOUS APPLICATIONS

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

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

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6. DESCRIPTION OF ZONING BY-LAW AMENDMENT (ZBA)

Be as descriptive as possible. Incorrect or incomplete information will delay processing.

6A. Which Zoning By-law are you amending? 8600 ☑ 85-18 ☐

6B. Describe the zoning amendment you are requesting:

PLEASE REFER TO PLANNING RATIONALE REPORT

6C. Describe the nature and scope of the proposed development:

PLEASE REFER TO PLANNING RATIONALE REPORT

6D. Provide the information below. If left empty, the application will be returned. If the proposed development consists of multiple buildings, provide an overall total for Gross Floor Area, Landscaped Area, Parking Spaces (including Accessible & Bicycle) & Loading Spaces below and attach a document that provides this information for each building.

Total Dwelling Units:	66	Parking Spaces:	138
Number of Buildings:	15	Accessible Parking Spaces:	2
Gross Floor Area (m^2):	14824.58	Bicycle Parking Spaces:	0
Landscaped Area (m^2):	7501.39	Loading Spaces:	0
Building Height (m):	9	Building Height (storeys):	2

6E. Explain how the amendment is consistent with the *Provincial Planning Statement 2024*:

PLEASE REFER TO PLANNING RATIONALE REPORT

6F. Explain how the amendment conforms to the City of Windsor Official Plan:

PLEASE REFER TO PLANNING RATIONALE REPORT

6G. If the application will remove land from an area of employment, provide details of the applicable Official Plan policy or Official Plan Amendment that deals with this matter:

N/A

7. CONCEPTUAL SITE PLAN

Dimensions shall be in metric. Include a conceptual site plan of the proposed development showing:

a) The boundary and dimension, in metres, of the subject land.

b) The location, size, and type of any existing and proposed building and structure (including any berm, fence, noise barrier, refuse bin) on the subject land, including their distance / setback from all lot lines and their height in metres, the number and dimensions of parking spaces, accessible parking spaces, visitor parking spaces, bicycle spaces, loading spaces, and the dimensions of parking aisles, collector aisles, and access areas.

c) The approximate location of natural and artificial features (building / structure, railway, driveway, access area, watercourse, drain, ditch, swale, banks of river or stream, wetland, wooded area, well, septic tank, etc.) that is located on the subject land and on land adjacent to it.

d) The current uses of all land that is adjacent to the subject land.

e) The location and name of any road and alley within or abutting the subject land, indicating if it is a municipal road, a provincial highway, other public road, a private road, a right-of-way, or an unopened road or alley allowance.

f) If access to the subject land will be water only, the location of the parking and docking facilities and their distance from the subject land in metres or kilometres.

g) The location and nature of any easement affecting the subject land.

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8. 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 Note 2
- [ ] Private communal septic system - see Note 2

Note 2: If the application would permit development on private individual or communal septic system and will produce more than 4,500 litres of effluent per day because of completion of the development, you must submit a Servicing Options Report and a Hydrogeological Report with this application.

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

- [x] Sewers
- [ ] Ditches
- [ ] Swales
- [ ] Other

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

- [x] Municipal Road
- [ ] Provincial Highway
- [ ] Other Right-of-way
- [ ] Water See Note 3 below

Note 3: 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:

- [x] See attached drawing or Conceptual Site Plan

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: Completed - refer to planning rationale report
- [ ] Website. Enter URL:
- [ ] Other. Describe:

ZONING BY-LAW AMENDMENT APPLICATION

10. AUTHORIZATION

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

I, Lovie 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

11. 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.

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.

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.

CONTINUED ON NEXT PAGE

11. ACKNOWLEDGEMENT (Continued)

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.

Applicant ☒ Agent ☐

2026-09-23

DATE: YYYY-MM-DD

Complete Section 12 on the next page

ZONING BY-LAW AMENDMENT APPLICATION

12. 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, Louie Habib / Zain Habib, solemnly declare that the information required by the *Planning Act*, *Schedule 1* to *Ontario Regulation 545/06*, 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 McMullin 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