

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 other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E.

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

TYPE OF REZONING AMENDMENT

- The type of amendment is stated in the Stage 2 Consultation letter. **Minor Zoning Amendment:**
- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential

 Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment: Any other amendment not listed as minor.

DATE RECEIVED STAMP

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

- 1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
- 2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
- 3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
- 4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
- 5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
- 6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
- 7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
- 8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
- 9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
- 10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
- 11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

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

1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation	YES Tile Number: PC-089/24				
Staff Use Only					
Signature of Staff Pl	anner	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 Process:

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 document shall be provided in Word and PDF format. All PDF documents shall be flattened with 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.

Sta	ff Use Only			
\boxtimes	Deed or Offer to Purchase	Corporation Profile Report	Site Plan Conceptual (see Section 8)	Sketch of Subject Land (see Section 11)
	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:		

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:		Contact:	c/o Ashraf Botros
_			Name of Contact Person
Address: _			
Address:			Postal Code:
Phone:	519-791-7047	Fax:	
Email:	ashrafbotros@icloud.com		
Registered	Owner Same as Applicant		
Name:		Contact: _	Name of Contact Person
Address:			Name of Contact Person
			Postal Code:
Phone:		Fax:	
Email:			
Agent Auth	orized by the Owner to File the Ap	plication (Also c	omplete Section A1 in Schedule A)
Name:		Contact:	
-			Name of Contact Person
Address:			
Address:			Postal Code:
Phone:		Fax:	
Email:			
4. COMF	PANION APPLICATIONS		
Are you submit	tting a companion Official Plan Amendment a	application?	
Are you submit	tting a companion Plan of Subdivision/Condo	minium applicatior	n? NO 🗌 YES 🗌

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

5. SUBJECT LAND INFORMATION

Municipal Address	
Legal Description	
Assessment Roll Number	
If known, the d	ate the subject land was acquired by the current owner:
Frontage (m)	Depth (m) Area (sq m)
Official Plan Designation	
Current Zoning	
Existing Uses	Dwelling has recently been demolished.
If known, the le	engths of time that the existing uses have continued:
Previous Uses	n
List the names subject land:	and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the
•	easements or restrictive covenants affecting the subject lands? NO YES YES cribe the easement or restrictive covenant and its effect:
Ą	he subject land ever been subject of: <i>(leave blank if unknown)</i> In application for a Plan of Subdivision or Consent: NO YES File:
An	Application for an amendment to a Zoning By-law: NO YES File:
	An application for approval of a Site Plan: NO YES SPC A Minister's Zoning Order (Ontario Regulation): NO YES OR#:

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from:								
to:	XXXXXXXXXXXXXXXX RD2.2							
Proposed uses of subject land:								
Describe the nature and extent of the amendment(s) being requested:							
	XXXX XX XXXX ONE							
Why is this amendment or these amendments beir	ng requested?							
Explain how the amendment to the Zoning By-law	is consistent with the Provincial Policy Statement:							
Explain how the application conforms to the City of See Planning Rationale Report	f Windsor Official Plan:							
that deals with this matter:	f employment, details of the official plan or official plan amendme							
See Planning Rationale Report	See Official Plan Amendment							

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

🗌 NO	Continue to Section 8
☐ YES	Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
	See attached Existing Plan or Sketch of Subject Land XXXX
8. Pf	ROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND
Do you p	opose to build any buildings or structures on the subject land?
🗌 NO	Continue to Section 9
☐ YES	Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
	See attached concept plan

9. ACCESS TO SUBJECT LAND

Indicate if a	access to subject land is	by: (check all that apply)	
🗌 Munici	oal Road	Provincial Highway	Another public road or a right-of-way
U Water	•	• •	e the parking and docking facilities used or to be used ese facilities from the subject land and the nearest
10. WA	TER, SANITAR	SEWAGE AND STO	DRM DRAINAGE
WATER -	- Indicate whether wate	r will be provided to the subjec	t land by:
	y owned & operated pip	ed water system	
Private	ly owned & operated inc	dividual well	
Private	ly owned & operated co	mmunal well	
Other_			
SANITAF	RY - Indicate whether se	ewage disposal will be provide	d to the subject land by:
	y owned & operated sar	itary sewage system	
Private	ly owned & operated inc	dividual septic system - See N	ote below
Private	ly owned & operated co	mmunal septic system - See N	Note below
Other			
sys	stems, and more than 4,	500 litres of effluent would be	owned and operated individual or communal septic produced per day as a result of the development eport and a Hydrogeological Report.
STORM	DRAINAGE - Indicate	whether storm drainage will b	e provided by:
Sewers	s 🗌 Ditches	Swales	Other

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

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

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

APPLICATION FEE

Total Application Fee		= \$4,597.00	= \$6,187.40
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
GIS Fee	63024	+ \$50.00	+ \$50.00
Base Fee	53001	\$4,347.00	\$5,837.40
Amendment Type	Code	Minor Rezoning	Major Rezoning

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

OTHER FEES

Re-Notification/Deferral Fee Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing AgreementCode 63002\$597.64 plus \$50 per unit, lot, or blockRequired when the preparation of a servicing agreement is a condition of approval.

Removal of the Holding Symbol Application Code 53001

It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.

\$1.536.00

\$1,100.00

Ontario Land Tribunal (OLT) Appeal Fee

An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information

13. 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

I,

Website

Other

14. 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.

_____, solemnly declare that the information required under

Schedule 1 to Ontario Regulation 545/06 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.

PCTCR Botros

Signature of Applicant Sign in the presence of a Commissioner For Taking Affidavits Location of Applicant at time of declaration

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

Declared before me		at the		
	Signature of Commissioner		Location of Commissioner	
this	_day of	, 20	_	
day	month	year		
PLAC	CE AN IMPRINT OF YOUR STAMP E	BELOW		

Tracey Lynn Cecilia Pillon-Abbs, a Commissioner, etc., Province of Ontario, for Pillon Abbs Inc. Expires August 4, 2026

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

SCHEDULE A – Authorizations & Acknowledgements

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,,	am the registered owner of the land that is
Name of Registered Owner	
subject of this application for an amendment to the City of Windso	r Zoning By-law and I authorize
	to make this application on my behalf.
Name of Agent	
PCTCR Botros	
Signature of Registered Owner	Date
If Corporation - I have authority to bind the corporation	

A2. Authorization to Enter Upon the Subject Lands and Premises

Ι,

Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, 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 a condition of approval. This is their authority for doing so.

PTTR Botros

Signature of Registered Owner

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

Date

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 that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after 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:

PCTCR Botros

Signature of Applicant or Agent

Date

END OF SCHEDULE A COMPLETE SCHEDULE E ON NEXT PAGE

SCHEDULE E – Environmental Site Screening Questionnaire

Prev	vious Use of Prope	erty					
	Residentia	al 🗌 Ir	ndustrial		Commercial		Institutional
	Agricultura	al 🗌 F	Parkland		Vacant		Other
a)	If previous use of	the property is	Industrial or Com	merc	ial, specify use:		
b)	Has the grading of land?	of the subject la	nd been changed	by a	dding earth or materi	al?	Has filling occurred on the subject
	Yes	🗌 No	🗌 Unknown				
c)	Has a gasoline st any time?	ation and/or aut	omobile service s	tatio	n been located on th	e su	bject land or adjacent lands at
	Yes	🗌 No	Unknown				
d)	Has there been p	etroleum or oth	er fuel stored on t	he si	ubject land or adjace	nt la	nds?
	Yes	🗌 No	🗌 Unknown				
e)	Are there or have lands?	there ever bee	n underground sto	orage	e tanks or buried was	ste o	n the subject land or adjacent
	🗌 Yes	🗌 No	🗌 Unknown				
f)	Have the lands of been applied as p					n w	here cyanide products may have
	Yes	🗌 No	🗌 Unknown				
g)	Have the lands of	r adjacent lands	ever been used a	as a	weapons firing range	?	
	🗌 Yes	🗌 No	🗌 Unknown				
h)					0 metres (1,640 feet oosal site, landfill or c	<i>,</i>	he boundary line of an o?
	🗌 Yes	🗌 No	🗌 Unknown				
i)					he subject lands, are blic health (e.g., asb		re any building materials s, PCB's)?
	🗌 Yes	🗌 No	🗌 Unknown				
j)	Is there reason to adjacent sites?*	believe the sub	pject lands may ha	ave b	een contaminated by	y exi	sting or former uses on the site or
	Yes	🗌 No	🗌 Unknown				
	stations, dispo activities and s dry cleaning p the potential fo	osal of waste mi spills. Some cor lants have simil or site contamin	nerals, raw mater nmercial propertie ar potential. The l	ial st es su onge es of	orage, and residues ch as gasoline statio r a property is under different industrial o	left i ns, a indu	operation of electrical transformer n containers, maintenance automotive repair garages, and ustrial or similar use, the greater nilar uses upon a site could

k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officients, officials, employees or agents for or in respect of any loss, damage, injury or costs.

Name of Applicant (print)

PCTCR Botros

Signature of Applicant

Date

Name of Agent (print)

Signature of Agent

Date

END OF SCHEDULE E

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignme	nt of Application		Date Received Stamp
This application has been assigned	d to:		
Adam Szymczak (AS)	Brian Nagata (BN)		
Frank Garardo (FG)	Tracy Tang (TT)		
☐ Jim Abbs (JA)	Justina Nwaesei (JN)		
Kevin Alexander (KA)	Laura Strahl (LS)		
Simona Simion (SS)	□		
Complete Application			
This application is deemed comple	te on		
		Date	
Signature of Delegated	A Authority		
Neil Robertson, MCIP, RPP			
Manager of Urban Design	Greg Atkinson, MC Manager of Develo		m Hunt, MCIP, RPP Planner & Executive Director
Internal Information			
Fee Paid: \$	Receipt No:	Date:	
Payment Type: 🗌 Cash	Certified Cheque	Credit Card	Personal Cheque
NEW Zoning File No. ZNG/	Z		
Previous Zoning File No. ZNG/_	Z		
Related OPA File No. OPA/	OPA		
Other File Numbers:			
Notes:			

THIS IS THE LAST PAGE OF THE APPLICATION FORM