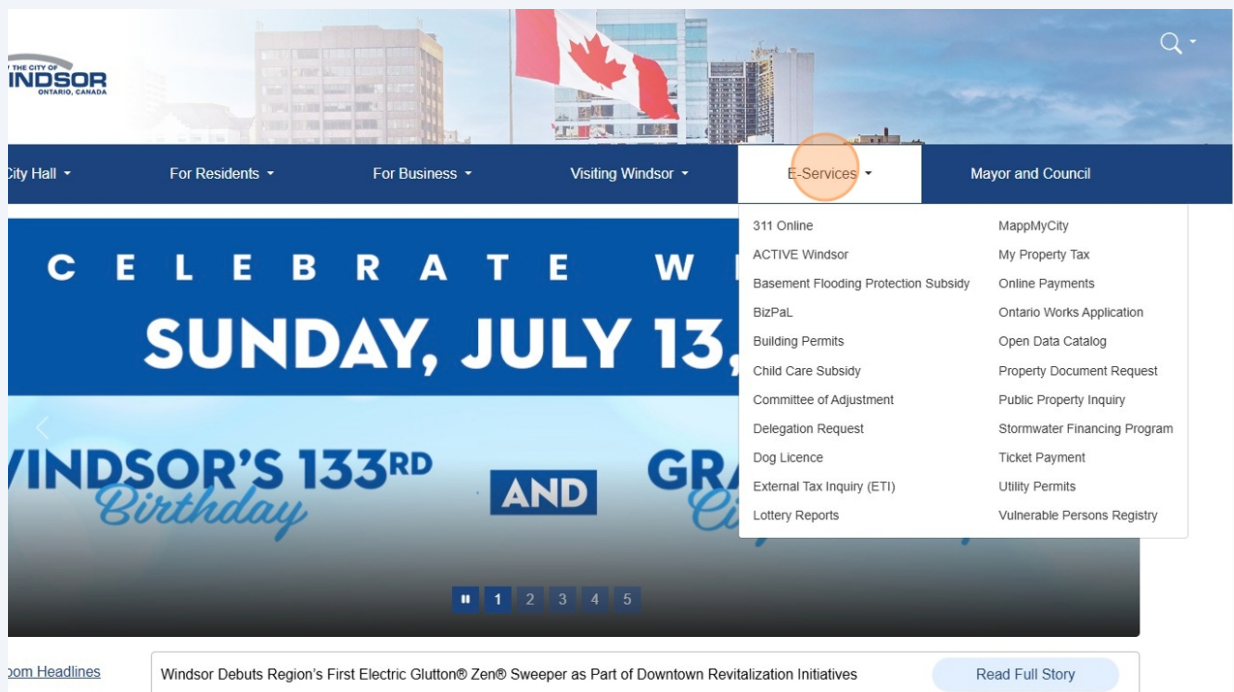











How to Create an Account for Planning Applications

1 Navigate to <https://www.citywindsor.ca/>

2 Click "E-Services"



3 Click "Committee of Adjustment"

<p>Everything you need to start a new business or renew existing permits and licences.</p> 	<p>Apply for building permits and view their status.</p> 	<p>Child care fee assistance for eligible families with children birth to 12 years old.</p> 
<p><u>Committee of Adjustment</u></p> <p>Apply for a minor variance or municipal consent.</p> 	<p><u>Council / Meeting Delegation</u></p> <p>Submit delegation request for City Council and Standing Committee Meetings.</p> 	<p><u>Dog Licence</u></p> <p>Obtain or renew your annual dog licence.</p> 
<p><u>External Tax Inquiry (ETI)</u></p> <p>Law Firms and Financial Institutions Only.</p> 	<p><u>Lottery Reports</u></p> <p>Submit bingo, raffle, break open ticket and year-end reports.</p> 	<p><u>MappMyCity</u></p> <p>Collection of mapping applications that allow you to explore the City.</p> 
<p><u>My Property Tax</u></p>	<p><u>Online Payments</u></p>	<p><u>Ontario Works</u></p>

4 Click "Apply Here"

City Hall ▾ For Residents ▾ For Business ▾ Visiting Windsor ▾ E-Services ▾ Mayor and Council

E-Services > Committee of Adjustment

Committee of Adjustment

Is Municipal Consent and Minor Variance?

Step 1
Pre-Application Consultation Request

Step 2
Formal Application and Payment of Fees

Step 3
Circulation of Application and Public Hearing

Step 4
Contact Us

Apply Here

What is Municipal Consent and Minor Variance?

Municipal Consent is required when/to: severing land for the purpose of creating a new lot, discharge a mortgage, lease land/structure in excess of 21 years, register easements and easement-of-way in excess of 21 years, convey a portion of a lot for the purpose of a lot addition to abutting lands.

Minor Variance is when you ask for a small change to the zoning rules. If approved, it allows you to get a building permit even if your property does not exactly match the regulations of the Zoning Bylaw.

There are four (4) tests for a Minor Variance under the Planning Act: Is the application minor? Is the application desirable for the appropriate development of the lands in question? Does the application conform to the general intent of the Zoning Bylaw? Does the application conform to the general intent of the Official Plan?

An application must pass all four tests to be considered a minor variance.

[More Information](#) [Next Step](#)

Navigate Quick Links More Links

5 Click "Create a local account"

Sign In

Email Address

Password

☒ Remember My Login

Sign in

Forget your password? [Click here to reset it.](#)

Don't have an account?

Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#), or sign in below, avoiding the need for another password.

Other ways to Sign In

Please note, the following alternative ways to sign in are in **beta phase**.

Sign in with Google

6 Enter the "Email Address"

Create a new account

Email Address

a confirmation link will be sent to this address to confirm and complete your registration

Password

☐ Show Password

[View password requirements](#)

Confirm password

Create your account

Forget your password? [Click here to reset it.](#)

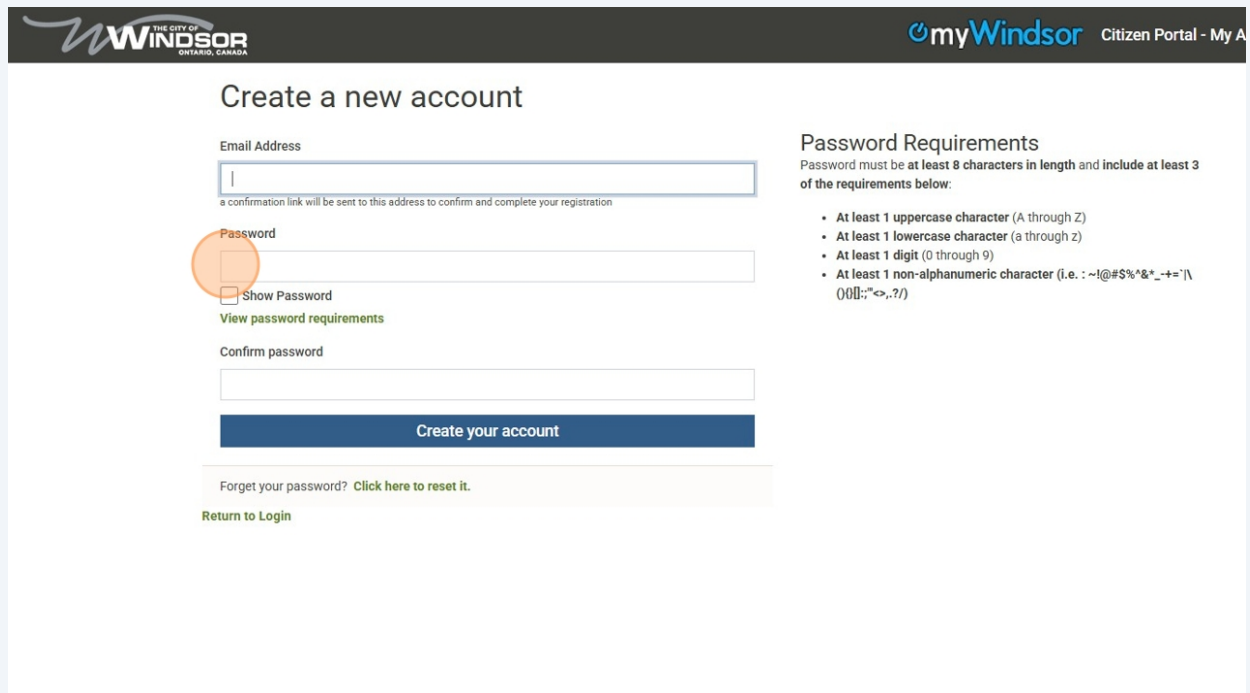
[Return to Login](#)

Password Requirements

Password must be at least 8 characters in length and include at least 3 of the requirements below:

- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 digit (0 through 9)
- At least 1 non-alphanumeric character (i.e. : ~ ! @ # \$ % ^ & * _ + = ' \ \ / : ; , < > . , ? /)

7 Enter the "Password"



THE CITY OF WINDSOR **myWindsor** Citizen Portal - My Account

Create a new account

Email Address

a confirmation link will be sent to this address to confirm and complete your registration

Password

☐ Show Password
[View password requirements](#)

Confirm password

[Create your account](#)

Forgot your password? [Click here to reset it.](#)

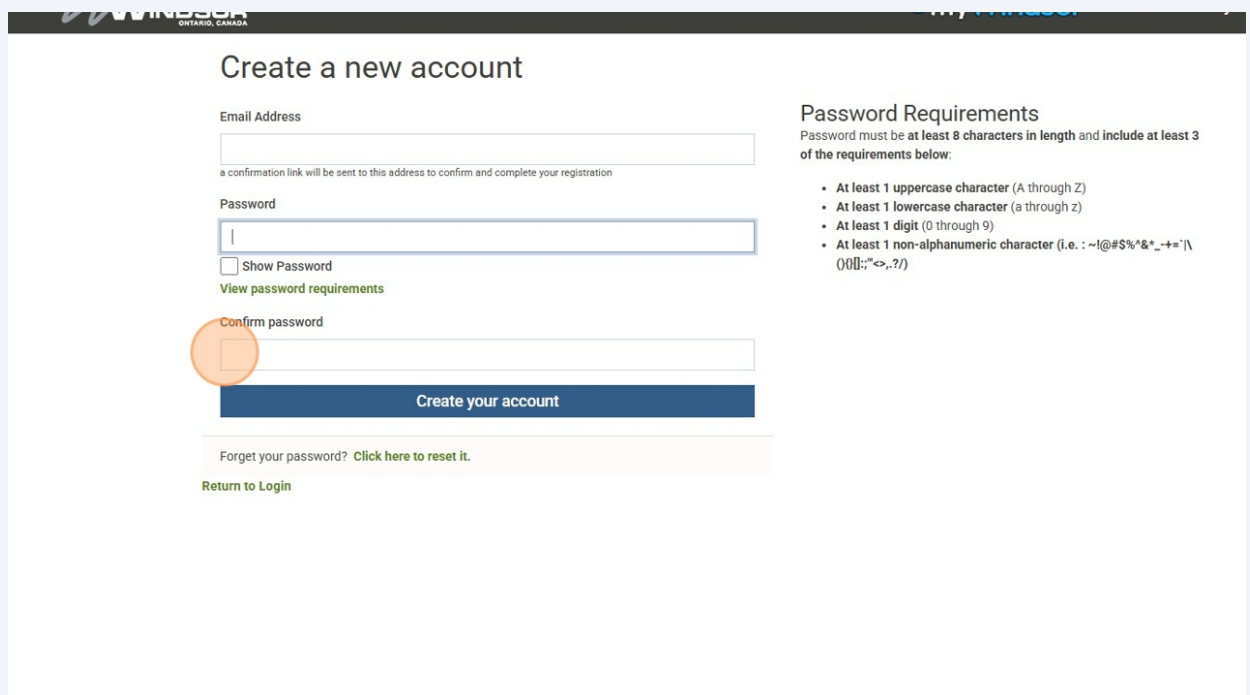
[Return to Login](#)

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- At least 1 lowercase character (a through z)
- At least 1 digit (0 through 9)
- At least 1 non-alphanumeric character (i.e. : ~ ! @ # \$ % ^ & * _ - + = ' \ () [] ; , < > . , ? /)

8 Enter the "Confirm password"



THE CITY OF WINDSOR **myWindsor** Citizen Portal - My Account

Create a new account

Email Address

a confirmation link will be sent to this address to confirm and complete your registration

Password

☐ Show Password
[View password requirements](#)

Confirm password

[Create your account](#)

Forgot your password? [Click here to reset it.](#)

[Return to Login](#)

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- At least 1 digit (0 through 9)
- At least 1 non-alphanumeric character (i.e. : ~ ! @ # \$ % ^ & * _ - + = ' \ () [] ; , < > . , ? /)

9 Click "Create your account"

Create a new account

Email Address

a confirmation link will be sent to this address to confirm and complete your registration

Password

☐ Show Password

[View password requirements](#)

Confirm password

Create your account

Forget your password? [Click here to reset it.](#)



[Return to Login](#)

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- At least 1 uppercase character (A through Z)
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- At least 1 digit (0 through 9)
- At least 1 non-alphanumeric character (i.e. : ~!@#\$%^&* _ - + = ' \ \ () [] ; : " < > , . ? /)

10 Confirmation email will be sent to the user's email address

 Citizen Portal - My Account

Confirmation email sent

A confirmation email has been sent to your recorded email address.

🔔 Please click the link included in the email to confirm your email address before attempting to log in. If you did not receive a confirmation email, please check your spam folder, or try logging in without yet confirming [HERE](#). Upon login success, it will attempt to resend you a confirmation email.

11 The user need to open the email recieved by the City of Windsor

12 Click "clicking here" to confirm the email address



MyWindsor Account - City Of Windsor
noreply@citywindsor.ca

Date:
08-07-2025 11:51:08

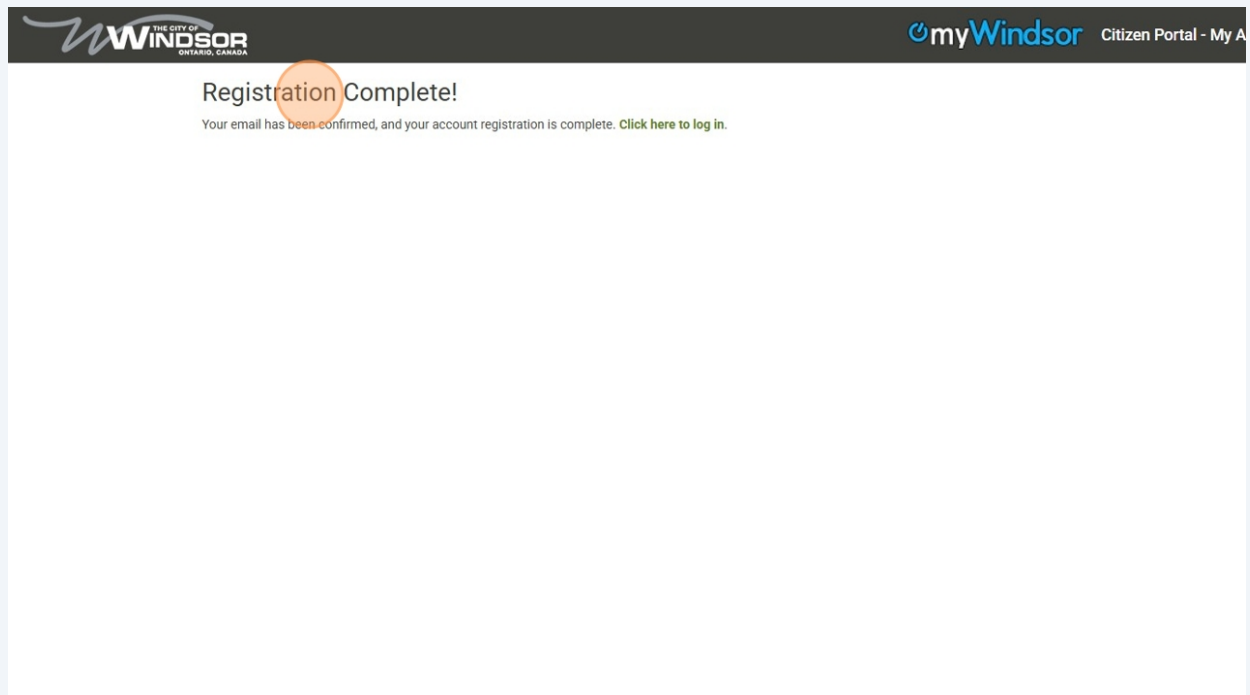
Subject: Confirm your Email Address



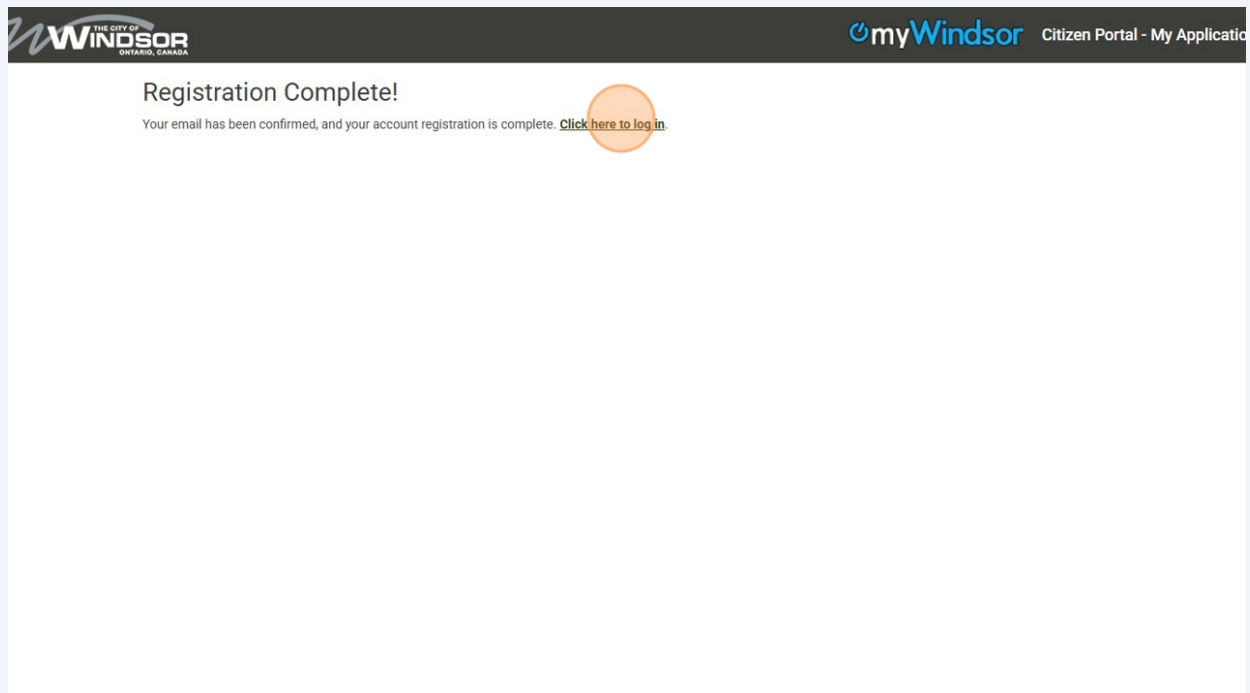
Your MyWindsor account requires a confirmed email address. Please confirm your email address by [clicking here](#)

The City of Windsor
350 City Hall Square West | Windsor, ON | N9A 6S1
311 or alternate 519-255-CITY (2489)
311@citywindsor.ca
<https://www.citywindsor.ca>

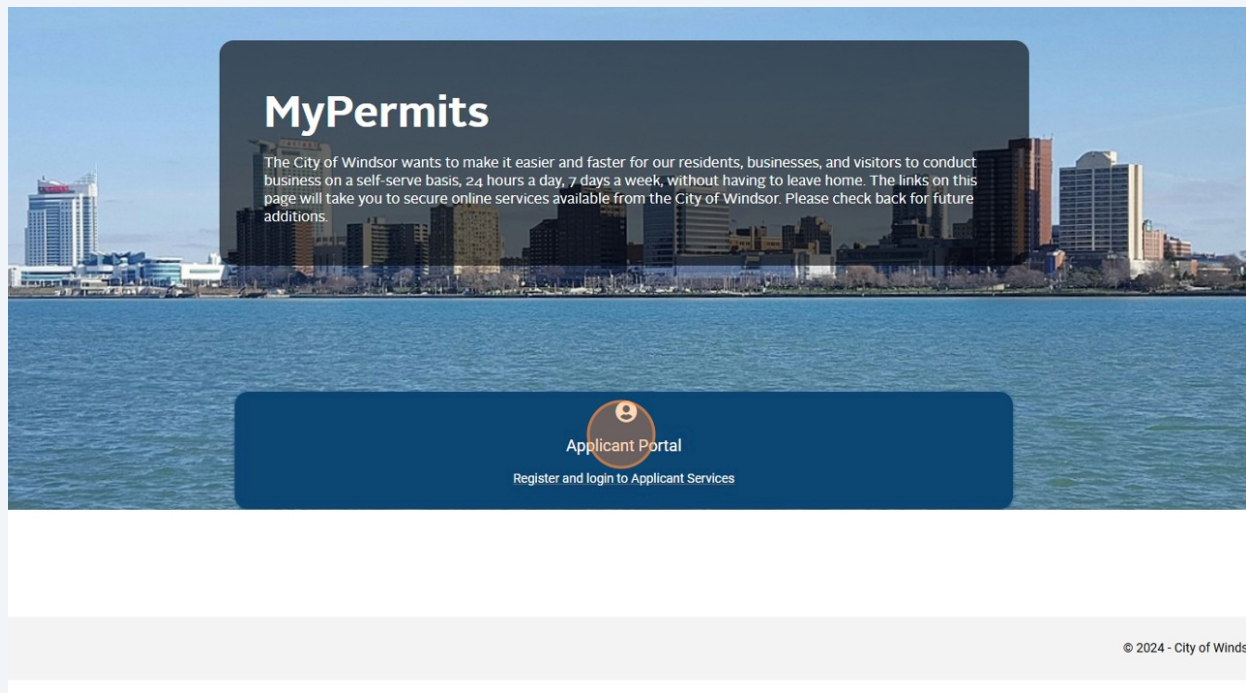
13 User will see "Registration Complete!" screen



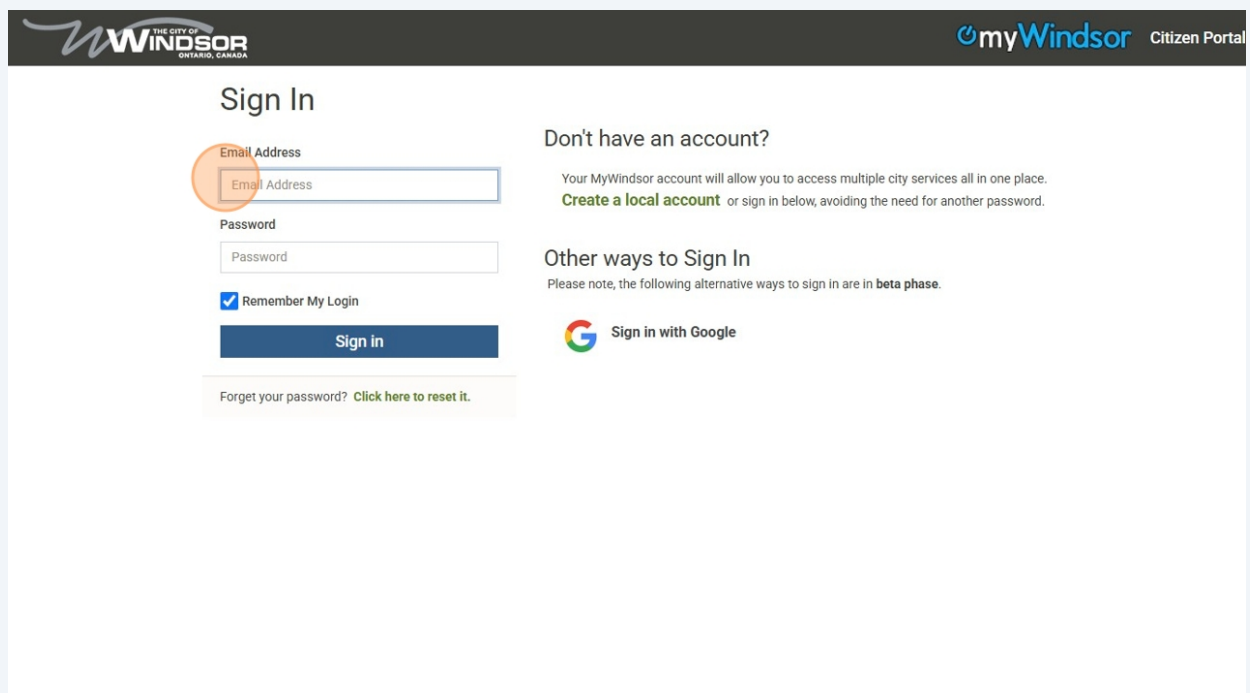
14 Click "Click here to log in"



15 Click "Applicant Portal"



16 Enter the "Email Address"



17 Enter the "Password"

Sign In

Email Address

Password

☒ Remember My Login

Sign in

Forget your password? [Click here to reset it.](#)

Don't have an account?

Your MyWindsor account will allow you to access multiple city services all in one place. [Create a local account](#) or sign in below, avoiding the need for another password.

Other ways to Sign In

Please note, the following alternative ways to sign in are in **beta phase**.

Sign in with Google

18 Click "Sign in"

Sign In

Email Address

Password

☒ Remember My Login

Sign in

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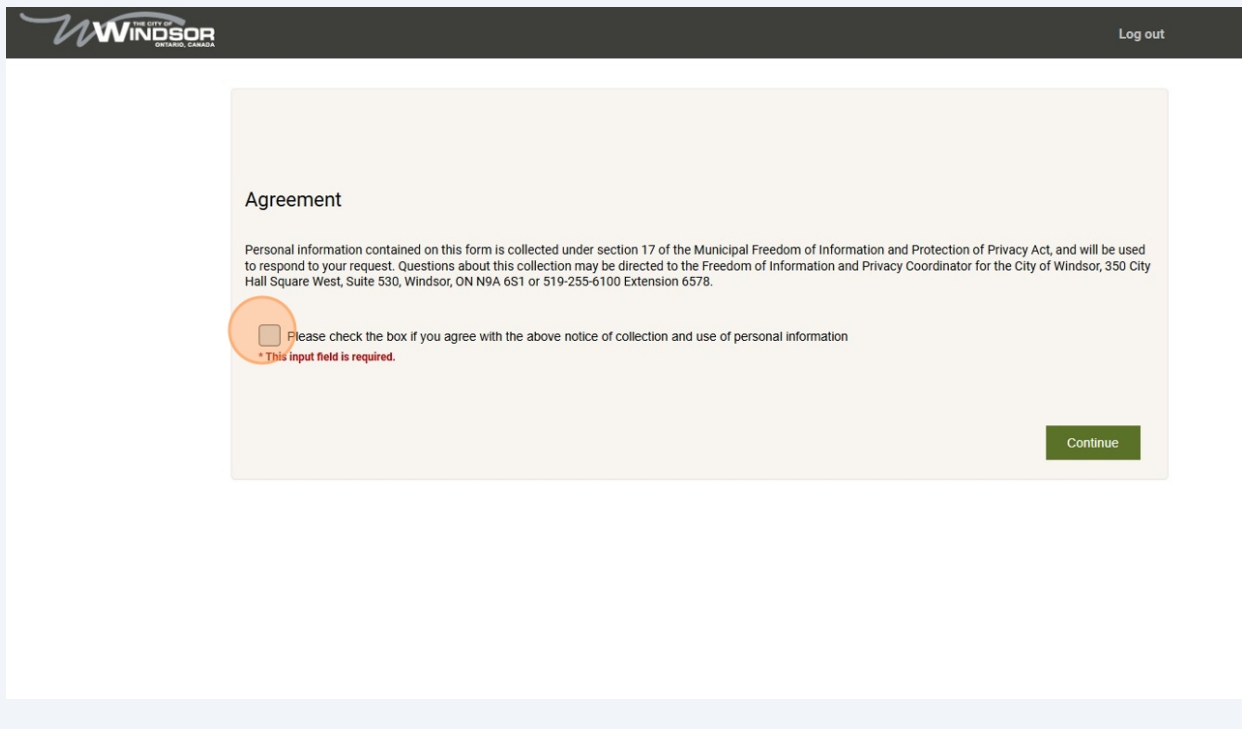
Other ways to Sign In

Please note, the following alternative ways to sign in are in **beta phase**.

Sign in with Google

19

Click "Please check the box if you agree with the above notice of collection and use of personal information"



WINDSOR
CITY OF WINDSOR, CANADA

Log out

Agreement

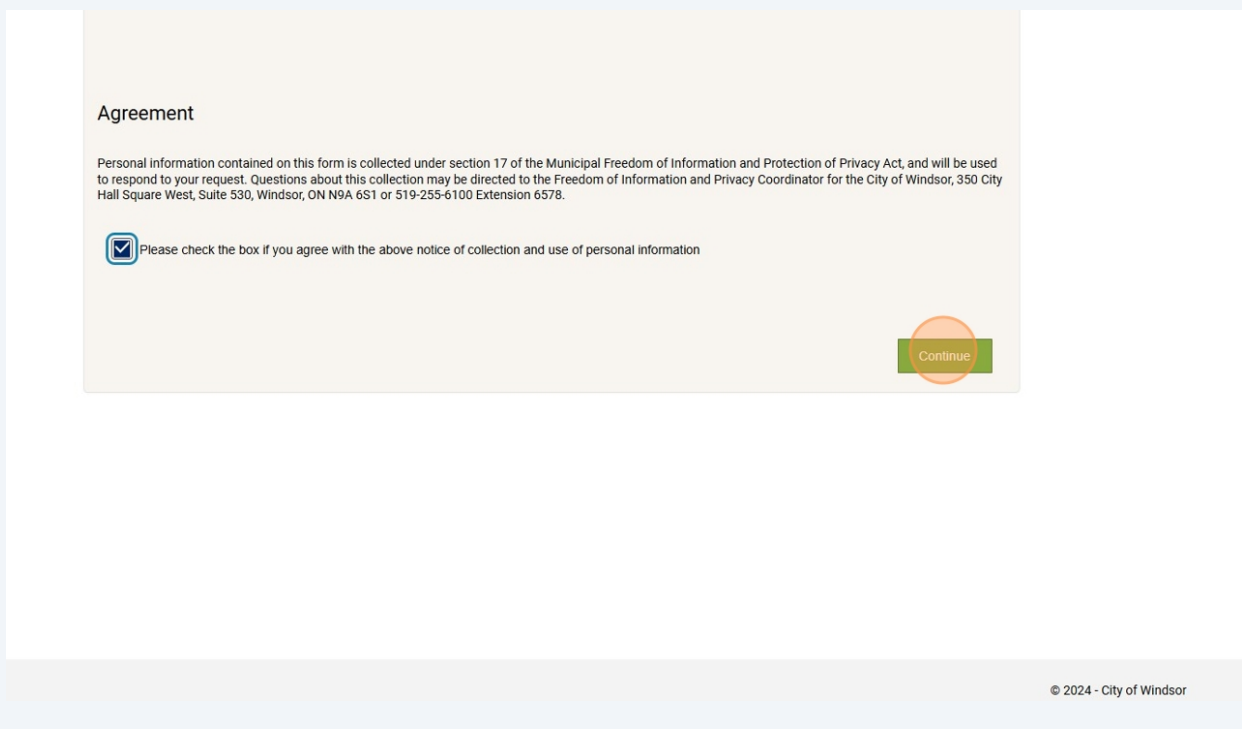
Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information and Privacy Coordinator for the City of Windsor, 350 City Hall Square West, Suite 530, Windsor, ON N9A 6S1 or 519-255-6100 Extension 6578.

☐ Please check the box if you agree with the above notice of collection and use of personal information
* This input field is required.

Continue

20

Click "Continue"



Agreement

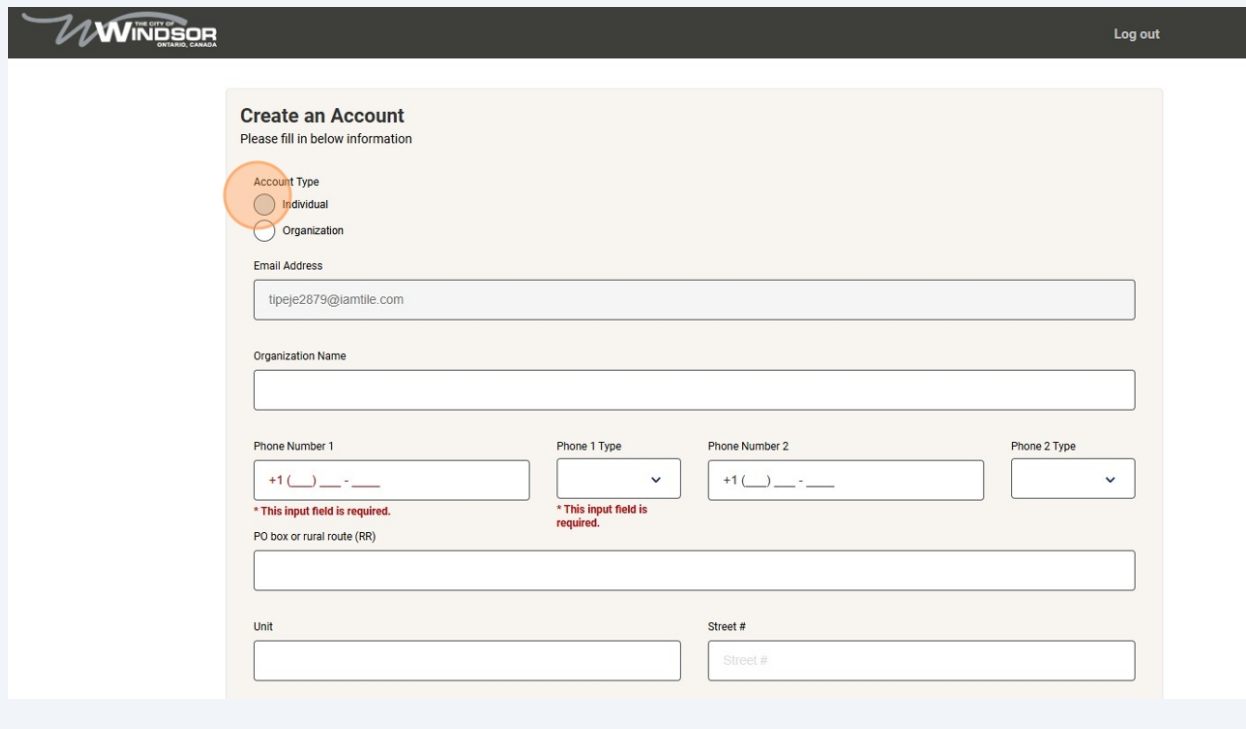
Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information and Privacy Coordinator for the City of Windsor, 350 City Hall Square West, Suite 530, Windsor, ON N9A 6S1 or 519-255-6100 Extension 6578.

☒ Please check the box if you agree with the above notice of collection and use of personal information

Continue

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21 Click "Individual"



The screenshot shows the 'Create an Account' form with the 'Individual' radio button selected. The form includes fields for Email Address, Organization Name, Phone Number 1, Phone 1 Type, Phone Number 2, Phone 2 Type, PO box or rural route (RR), Unit, and Street #. The 'Individual' radio button is highlighted with an orange circle.

Create an Account
Please fill in below information

Account Type
☒ Individual
☐ Organization

Email Address
tipeje2879@iamtile.com

Organization Name

Phone Number 1
+1 () -

Phone 1 Type
v

Phone Number 2
+1 () -

Phone 2 Type
v

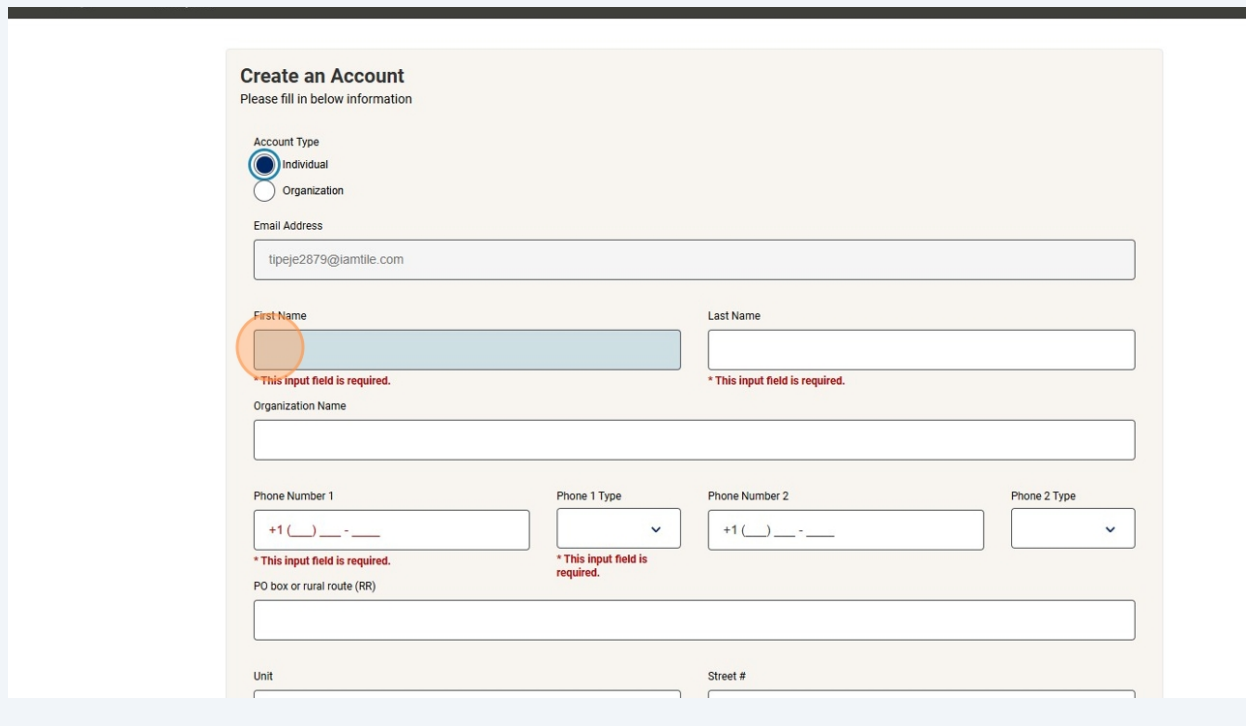
* This input field is required.

PO box or rural route (RR)

Unit

Street #
Street #

22 Enter the "First Name"



The screenshot shows the 'Create an Account' form with the 'First Name' field highlighted by an orange circle. The 'Individual' radio button is also selected. The form includes fields for Email Address, Organization Name, Phone Number 1, Phone 1 Type, Phone Number 2, Phone 2 Type, PO box or rural route (RR), Unit, and Street #.

Create an Account
Please fill in below information

Account Type
☒ Individual
☐ Organization

Email Address
tipeje2879@iamtile.com

First Name
v

Last Name

* This input field is required.

Organization Name

Phone Number 1
+1 () -

Phone 1 Type
v

Phone Number 2
+1 () -

Phone 2 Type
v

* This input field is required.

PO box or rural route (RR)

Unit

Street #
Street #

23 Enter the "Last Name"

Create an Account
Please fill in below information

Account Type
☒ Individual
☐ Organization

Email Address
tipeje2879@iamtile.com

First Name
|

Last Name

* This input field is required.

Organization Name

Phone Number 1
+1 () -

Phone 1 Type
v

Phone Number 2
+1 () -

Phone 2 Type
v

* This input field is required.

PO box or rural route (RR)

Unit

Street #

24 Enter the "Phone Number 1"

ONTARIO, CANADA

Email Address
tipeje2879@iamtile.com

First Name

Last Name

* This input field is required.

Organization Name

Phone Number 1
+1 () -

Phone 1 Type
v

Phone Number 2
+1 () -

Phone 2 Type
v

* This input field is required.

PO box or rural route (RR)

Unit

Street #
Street #

Street name

Street type

Direction

City

* This input field is required.

Province

Country

Postal Code

25 Select "Phone Type"

ONTARIO, CANADA

Email Address
tipeje2879@iamtile.com

First Name
* This input field is required.

Last Name
* This input field is required.

Organization Name

Phone Number 1
+1 () -
* This input field is required.

Phone 1 Type
* This input field is required.

Phone Number 2
+1 () -

Phone 2 Type
v

PO box or rural route (RR)

Unit

Street #
Street #

Street name

Street type

Direction

City
* This input field is required.

Province

Country

Postal Code

26 User needs to enter their complete address

27 Enter the "Unit" if address has a unit number

This screenshot shows a form with various input fields. The 'Unit' field is highlighted with an orange circle. The form includes fields for Organization Name, Phone Number 1, Phone 1 Type, Phone Number 2, Phone 2 Type, PO box or rural route (RR), Street #, Street name, Street type, Direction, City, Province, Country, and Postal Code. Red asterisks indicate required fields. The 'Unit' field is currently empty.

* This input field is required.

Organization Name

Phone Number 1

Phone 1 Type

Phone Number 2

Phone 2 Type

PO box or rural route (RR)

Unit

Street #

Street name

Street type

Direction

City

Province

Country

Postal Code

Back

Submit

28 Enter the "Street #" field

This screenshot shows the same form as above, but with the 'Street #' field highlighted with an orange circle. The 'Unit' field is now highlighted with a blue border. The form includes fields for Organization Name, Phone Number 1, Phone 1 Type, Phone Number 2, Phone 2 Type, PO box or rural route (RR), Street #, Street name, Street type, Direction, City, Province, Country, and Postal Code. Red asterisks indicate required fields. The 'Street #' field is currently empty.

* This input field is required.

Organization Name

Phone Number 1

Phone 1 Type

Phone Number 2

Phone 2 Type

PO box or rural route (RR)

Unit

Street #

Street name

Street type

Direction

City

Province

Country

Postal Code

Back

Submit

29 Enter the "Street name"

Organization Name

Phone Number 1: +1 () -
 * This input field is required.

Phone 1 Type:
 * This input field is required.

Phone Number 2: +1 () -
 * This input field is required.

Phone 2 Type:
 * This input field is required.

PO box or rural route (RR)

Unit

Street #

Street name:
 * This input field is required.

Street type

Direction

City:
 * This input field is required.

Province:
 * This input field is required.

Country:
 * This input field is required.

Postal Code:
 * This input field is required.

Back Submit

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30 Enter the "City"

Organization Name

Phone Number 1: +1 () -
 * This input field is required.

Phone 1 Type:
 * This input field is required.

Phone Number 2: +1 () -
 * This input field is required.

Phone 2 Type:
 * This input field is required.

PO box or rural route (RR)

Unit

Street #

Street name

Street type

Direction

City:
 * This input field is required.

Province:
 * This input field is required.

Country:
 * This input field is required.

Postal Code:
 * This input field is required.

Back Submit

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31 Enter the "Province"

Organization Name

Phone Number 1 Phone 1 Type Phone Number 2 Phone 2 Type

+1 () - +1 () -

* This input field is required. * This input field is required.

PO box or rural route (RR)

Unit Street #

Street name Street type Direction City

* This input field is required.

Province Country Postal Code

* This input field is required. * This input field is required. * This input field is required.

Back Submit

© 2024 - C

32 Enter the "Country"

Organization Name

Phone Number 1 Phone 1 Type Phone Number 2 Phone 2 Type

+1 () - +1 () -

* This input field is required. * This input field is required.

PO box or rural route (RR)

Street #

Street type Direction City

* This input field is required.

Province Country Postal Code

* This input field is required. * This input field is required. * This input field is required.

Back Submit

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33 Enter the "Postal Code"

Organization Name

Phone Number 1 Phone 1 Type Phone Number 2 Phone 2 Type

+1 () - +1 () -

* This input field is required. * This input field is required.

PO box or rural route (RR)

Unit Street #

Street name Street type Direction City

Province Country Postal Code

* This input field is required. * This input field is required.

Back Submit

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34 Click "Submit"

Organization Name

Phone Number 1 Phone 1 Type Phone Number 2 Phone 2 Type

+1 (226) 966 - 2878 Mobile +1 () -

PO box or rural route (RR)

Unit Street #

Street name Street type Direction City

605 Windsor

Province Country Postal Code

Choose... Canada N9C 1M2

Back Submit

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35 User will be redirected to the Planning Applications Dashboard

36 "My Planning Applications" Dashboard

