Urban (Downtown) Design Review
Application Form

Urban Design Review is required for all development, redevelopment, expansion, demolition or exterior alterations within public streets, public lanes, public walkways, rivers and public rights-of-way within downtown Winnipeg under Zoning By-law No. 100/2004, regardless of whether the proposal requires a building permit, development permit, variance order, conditional use order or other approval. Interior building elements whose arrangement impacts on the exterior pedestrian circulation and/or safety aspects and those within the designated Weather Protected Walkway System will also be subject to Urban Design Review.

Demolition

An application for the demolition of a building, erection or structure in downtown Winnipeg requires an application for Urban Design Review. Any UDR application for demolition will require an interim and/or future development site plan(s) with a supporting timeline that indicates when the subject land will be redeveloped, prior to any demolition permit being issued.

For assistance or additional information, please contact the Urban Planning and Design Division at 204-986-2636.

How to reach us:

Address: Zoning and Permits Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7 **Phone:** 204-986-5140 **Email:** ppd-zdo@winnipeg.ca	**Hours of operation:** Tuesday to Friday 8:30 a.m. to 4:30 p.m. Please note the office is closed to customers on Mondays. However, staff are available for telephone and email inquiries, and completed applications may be dropped off in-person.

How to apply:

By appointment (recommended option):
We recommend arranging an appointment with a Zoning Development Officer to discuss your application. To schedule a meeting, please call Permits Direct Line at 204-986-5140 or email ppd-permitappointments@winnipeg.ca.

By mail, courier or drop off:
You can mail, courier or drop off your application package to Zoning and Permits (Unit 31 – 30 Fort Street, Winnipeg, MB, R3C 4X7). Free customer parking is located in the surface parking lot off Assiniboine Avenue at Garry Street and designated customer parking stalls are available (see ➲Customer Parking map). Please register your vehicle license number with the front desk clerk at the Zoning and Permits office.

By email:
You can submit digital copies of your application documents to ppd-zdo@winnipeg.ca. Please note that the Zoning Development Officer will request paper copies in order to process the application.

Fees:

New Buildings or New Additions Fee	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Second and Each Subsequent Review Fee	
Signs	
All Other Development Applications	
Appeal of a Decision	

Payments can be made in-person, by mail or by calling Permits Direct line at 204-986-5140 and following the prompts to speak to the cashier. Please note that individual invoices of more than $10,000 must be paid by cheque or bank draft, which can be made payable to the "City of Winnipeg".

Application fees must be paid before the application can be circulated to City departments for review. Please refer to the checklists under "Application Submission Requirements" to ensure you have supplied the required documentation and plans in order to avoid delays in processing.

Application Submission Requirements

Date: _____

Address Information:

Project Address	Street Number:		Street Name:	
Legal Description	Lot Number:	Block Number:		Plan Number:

Applicant Information:

	Applicant Name: (print)		
Applicant Information	Mailing Address:	City & Province:	Postal Code:
	Daytime Phone Number:	Email Address:	

Notes about the checklists of items:

- Items indicated "may be required" are items that may be requested by the City of Winnipeg as part of the review of the development application. These items may be requested at the time the application is submitted or after the application has been circulated to the other City departments.
- Items indicated "if applicable" are items that will be required if they apply to the context of the proposed development application.
- Please organize your submission to ensure that each individual set contains one copy of each required document. For example, the first set should contain one copy of the status of title, letters and plans, the second set should also contain one copy of the status of title, letters and plans, and so on.

Checklist of Required Items

Number of Copies Required	Type of Document	Explanations & Notes
1	Floor Plans (if applicable) Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.
1	Building Elevations (if applicable) Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about ➥building elevation requirements.
1	Colour Renderings (if applicable) Maximum size of 11 in. x 17 in.	Learn more about ➥colour renderings requirements.

Number of Copies Required	Type of Document	Explanations & Notes		
1	Site Plan Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale site plan including the following:		
		☐ Project name	☐	Proposed use
		☐ Municipal address	☐	Scale
		☐ North arrow	☐	Dimensioned property lines
		☐ Land parcel area (if applicable)	☐	Streets labeled
		☐ Pedestrian connections within the site between all buildings as well as from the site to the public sidewalks / AT paths	☐	Exterior lighting
		☐ Dimensioned setbacks	☐	Floodway and flood fringe levels (if applicable)
		☐ Existing and proposed structures (number, location and height - if applicable)	☐	Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks - if applicable)
		☐ Boundary survey (total acreage, zoning, date, north arrow and vicinity map - if applicable)	☐	Easements and utility rights of way (depth, width, location, type and registration number - if applicable)
		☐ Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)	☐	Nearby transit stops (if applicable)
		☐ Screening or treatment of any natural features	☐	Garbage enclosures (if applicable)
		☐ Proposed buffers or landscaped yards	☐	Free standing and accessible parking signs (if applicable)

		☐	Mechanical equipment (if applicable)	☐	Bicycle parking (if applicable)

Checklist of Required Items, continued

Number of Copies Required	Type of Document	Explanations & Notes
1	Colour Photographs Maximum size of 11 in. x 17 in.	Should reference the proposed development application to the context. It is important to consider why you are taking a particular photo. What is it that you are trying to illustrate? In the case of a signage application for example, if the photos are taken perpendicular to the building face, the photo can be enlarged to a known scale (such as ¼" = 1') if an architectural building elevation is not available. The sign can then be overlaid on the photo to create a composite image. If the photos are taken at an angle to the building face, the photo cannot be scaled properly and the resulting images are usually distorted. Applicant is discouraged from submitting perspective renderings too. **Typical photos required** • Primary street frontage • Secondary street frontages • Adjacent property (what impact will your application have on the adjacent properties) **Note:** When photos and building elevations are provided, the applications can usually be expedited since site visits are not as likely to be required for the staff to properly assess the application in every applicant's interest, and therefore can spend more time on the front end of the process.

Checklist of Items that may be required

Number of Copies Required	Type of Document	Explanations & Notes			
1	Landscaping Plan (if applicable) Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale landscape plan including the following:			
		☐ plant list (number, size and species)		☐ open space	
		☐ planting to be removed or kept (number, size and species)		☐ ground cover	
		☐ new planting (number, location and species)		☐ screening	
		☐ fencing			

Planning and Design (if applicable) Maximum size of 11''x 17'' # of required copies to be determined	Engineering Studies (if applicable) Maximum size of 11''x 17'' # of required copies to be determined
☐ ➲Parking Study	☐ Community Transportation Study and / or Transportation Impact Study
☐ ➲Sun / Shadow Study	☐ Assessment of Adequacy of Public Services / Site Servicing Study
☐ ➲Street Level Visualization of Proposed Development	☐ Servicing Options Report
☐ ➲Public Consultation Program	☐ Stormwater Management Report
☐ ➲Arborist Report	☐ Geotechnical Study / Slope Stability Study
☐ Context Photos	☐ Groundwater Impact Study
☐ Financial Impact Assessment	☐ Wind Study
☐ Cultural Heritage Impact Statement (Historical Resources)	☐ Photometric Plans
☐ Commercial Land Supply Study	☐ ➲Noise / Vibration Study
☐ Employment Land Supply Study	☐ Parking Functionality Analysis (Vehicle Access Checks, Clearances, Swept Path Analysis - e.g., Auto Turn)
☐ Residential Land Supply Study	
☐ Archeological Resource Assessment	