



## SECONDARY PLAN AMENDMENT

Revised January 2012

Please use this checklist to ensure that you have supplied the required documentation and plans for an application. It is important that all required documentation is provided to prevent delays in processing.

- 
- 3 copies - Current Status of Title**, available from the Winnipeg Land Titles Office, 276 Portgæ Ave. at Smith St.
  - 3 copies - Letter of Authorization** from all the registered owners of the land whose name(s) appear on the title.
  - 3 copies - Current Building Location Certificate**, prepared by a Manitoba Land Surveyor.
  - 1 copy - Title Plot** – Required when there is more than one title affecting the property. The titles are plotted on a map to ensure that all lands described on the titles have been received.
  - 3 copies - Plans of Development** including a detailed, fully-dimensioned site plan, drawn to scale, **maximum 11" x 17"**. (Larger maps for may be submitted for presentation purposes for information only.)

A site plan shall include the following items if applicable:

- A boundary survey showing: the total acreage, present Zoning classification(s), date, north arrow, and vicinity map;
  - All existing easements and rights-of-way
  - Parking and loading areas
  - Proposed and existing screening, including walls, fences, or planting areas, as well as treatment of any existing natural features and any proposed buffers or landscaped yards at the project boundary.
  - Generalized information as to the number, height, size, or in especially critical situations, the location of structures;
  - Proposed phasing, if any, and approximate completion time of the project;
  - Site plan must be titled with project plan and proposed use;
- 1 copy - City of Winnipeg caveats** (if applicable) that are registered on the title.
  - Letter of Intent** (proposed use of land and structures)
    - for residential uses this shall include the number of units and an outline for the area within which the structures will be located;
    - for non-residential uses, this shall include approximate square footage of structures and an outline of the area within which the structure will be located.
  - APPLICATION FEE: \$2,883.00 + \$144.15 (GST) = \$3,027.15**

*(All fees are subject to change)*