

Development/Servicing Agreement Amendment Application Form

A Development Agreement is required as a condition of approval for a subdivision and rezoning application for the installation of municipal services and plan considerations and which can be registered by way of caveat on the title of the property it affects. A public hearing is not required for an amendment to a Development Agreement, however, the amending application is subject to review by all committees of Council with final approval required by Council.

A Servicing Agreement is required as a condition of approval for a subdivision and/or rezoning application to facilitate the extension and installation or upgrade of existing municipal services and plan considerations and which can be registered by way of caveat on the title of the property it affects. A public hearing is not required for an amendment to a Servicing Agreement, however, the amending application is subject to review by all committees of Council with final approval required by Council.

How to reach us:

<p>Address: Land Development Branch Main Floor, 65 Garry St. Winnipeg, MB R3C 4K4</p> <p>Phone: 204-986-7394</p>	<p>Hours of operation: Monday to Friday 8:30 a.m. to 4:30 p.m.</p>
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How to apply:

<p>By mail, courier or drop off: You can mail, courier or drop off your application package to the Land Development Branch (Main Floor, 65 Garry St., Winnipeg, MB, R3C 4K4), Attention: Land Development Branch Administrator. 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 Land Development Branch office.</p>

Fees:

<p>Development/Servicing Agreement Amendment fee</p>	<p>Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.</p>
<p>Note: Does not include documentation preparation fee, legal fees, etc.</p>	

Application Submission Requirements

Date: _____

Address Information:

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

Applicant Information:

Applicant Information	Applicant Name: (print)		
	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.

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for the administration of *Development Procedures By-law No. 104/2020*. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.

Checklist of Required Items

Number of Copies Required	Type of Document	Explanations & Notes
1	Current Status of Title	A Status of Title is a document that identifies property ownership and is available from the Winnipeg Land Titles Office. The copy provided must be dated within three months of the application date to verify current ownership, etc. For further information, please visit Teranet Manitoba
1	City of Winnipeg caveats (if applicable)	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For further information, please visit Teranet Manitoba
1	Letter of Intent (including project vision, use(s), reason for amendment with supporting evidence, etc.)	This letter should provide rationale, such as how the proposed amendment addresses Council policy, how it is compatible with its surrounding context, and a description of proposed measures to mitigate expected on- and off-site impacts. This letter should also provide evidence that supports the proposed amendment.
1	Letter of Authorization	Written authorization by all registered owner(s) of the land whose name(s) appear on the Status of Title. If the owner on the title is a company name or number, the person signing the letter must state the company name or number as shown on the title and that they are authorized to sign for that company. Please see template at the end of this document.
1	Plan of subdivision Maximum size of 11 in. x 17 in.	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.

Checklist of Items that may be required

Number of Copies Required	Type of Document	Explanations & Notes
1	Letter of Support (if applicable)	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.
1	Building Location Certificate (if applicable) Maximum size of 11 in. x 17 in.	A Building Location Certificate (also known as a surveyor's certificate) is a document prepared by a Manitoba Land Surveyor illustrating the location of buildings or structures on the land with dimensions. An application may be accepted without a Building Location Certificate for use of vacant land if the applicant can demonstrate that the proposed use is in accordance with the Zoning By-law. Visit the Association of Manitoba Land Surveyors website for more information. Under certain circumstances, a detailed, well-drawn, fully dimensioned site plan may be substituted at the City's discretion.
1	Title Plot (if applicable) Maximum size of 11 in. x 17 in.	When there is more than one title affecting the property, the title numbers are plotted on a map to ensure that all lands described on the titles have been received.

Letter of Authorization

Registered owner(s) of the property whose name(s) appear on the title.

Date: _____

To: The City of Winnipeg
Planning, Property & Development Department
Land Development Branch
Main Floor, 65 Garry Street
Winnipeg, Manitoba R3C 4K4

RE: _____ (address or legal description of application)

I (we) hereby give authorization to:

_____ (Applicant's name)

To apply for a Development/Servicing Agreement Amendment for the above address under development application file no. _____

Registered owner(s) on the current Status of Title or Certificate of Title:

Please print name and company name (if applicable)

Signature

Please print name and company name (if applicable)

Signature

Please print name and company name (if applicable)

Signature

Please print name and company name (if applicable)

Signature

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