

## Request for Zoning Letters Application Form

Date: \_\_\_\_\_

### Address Information:

Location Information	Street Number:	Street Name:	Unit Number:
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:	
	Contact person if different than above:		

### How to reach us:

<b>Address:</b> Zoning and Permits Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7 <b>Phone:</b> 204-986-5140 <b>Email:</b> <a href="mailto:ppd-zdo@winnipeg.ca">ppd-zdo@winnipeg.ca</a>	<b>Hours of Operation:</b> 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.
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### How to submit payment:

<p><b>Once the application has been entered, fees must be paid before it can be circulated for review.</b></p> <p>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”.</p>
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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 *Winnipeg Zoning By-law No. 200/2006*. 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.

**Please select one of the following options:**

**Verification of Use Letter**

Verifies zoning district and existing or proposed land use on a specific property(ies)

**Fees:** Flat fee charge per lot only.

Single/two-family dwellings

Fees will be assessed at the time of application. Refer to the [Planning, Development and Building Fees and Charges](#) schedule for more information.

All other uses

**Existing Use** - identifies current use of property (e.g. current use is for manufacturing of clothing or current use is an apartment complex)

Please specify the type of existing use you would like to seek confirmation on:

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**Proposed Use** - identifies proposed/ intended use of property (e.g. proposed use is auto repair)

Please specify the type of proposed use you would like to seek confirmation on:

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**Zoning Memorandums**

Original/Certified true copy of Building Location Certificate will be required at the time of zoning memo application. Inspection fee will apply if Certificate is **older than one year** from the date of application.

**Fees:** Flat fee charge per lot only.

Single/two-family dwellings

Fees will be assessed at the time of application. Refer to the [Planning, Development and Building Fees and Charges](#) schedule for more information.

All other uses

**Other Zoning Letters**

Zoning Verification Letter (verifies existing zoning for a specific property)

Zoning or Land Use History Letter

Lot of Record Search (excludes Property Registry search fees)

Any Other Zoning Information (including Zoning Analysis)

Fees will be assessed at the time of application. Refer to the [Planning, Development and Building Fees and Charges](#) schedule for more information.