

## Air Space Plan (DAASP) Application Form

Use this application to create or change an air space plan for a property. Confirm how space is divided and used, and ensure you plan meets City rules.

An air space plan shows property boundaries in three dimensions. It may be needed when different parts of a building or structure are owned, leased, or developed separately such as above or below ground.

### “DAASP” definition:

“DAASP” means a development application for the approval of an air space plan. An “Air Space Plan” means a plan that outlines property boundaries in a three-dimensional space.

### How to reach us:

**Address:** Zoning & Permits  
Unit 31- 30 Fort St.  
Winnipeg, MB R3C 4X7

**Phone:** 204-986-5140

**Email:** Questions: [ppd-zdo@winnipeg.ca](mailto:ppd-zdo@winnipeg.ca)  
Applications: [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@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.

### Before applying:

1. We recommend arranging an appointment with a Zoning Development Officer to discuss your upcoming application. To schedule a meeting, please call Permits Direct Line at 204-986-5140 or email [ppd-permitappointments@winnipeg.ca](mailto:ppd-permitappointments@winnipeg.ca).
2. Contact the Area/District Planner to confirm whether they will support your proposal. Please view the planning assignments map at [winnipeg.ca/PlanningAssignments](http://winnipeg.ca/PlanningAssignments) to determine the Planner for your area.
3. Contact the Water and Waste department to request a [capacity assessment](#) for the water, sewer, and land drainage systems for the proposed development.

### How to apply:

#### Permits Online (recommended option):

Apply online at [winnipeg.ca/permitsonline](http://winnipeg.ca/permitsonline).

#### By email:

You can submit digital copies of your application documents to [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca).

#### By mail, courier or drop off:

If you're unable to email your application, you can mail, courier or drop off your application package (maximum size of 11" x 17") 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. Please register your vehicle license number with the front desk clerk at the Zoning and Permits office.

**Fees:**

DAASP Application Fee (See below for more information.*)	Fees will be assessed at the time of application. Refer to the <a href="#">Planning, Development and Building Fees and Charges</a> schedule for more information.
DAASP Mylar Signing Fee (minimum lot/parcel fee for each plan)	

Payments can be made in permits Online, 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 the individual invoices of more than \$1,000 must be paid by certified 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.**

**\*Note:** Once the application is deemed complete for circulation, it will be sent to the Land Development Branch to process and review. Depending on the application type, please be advised that Land Development may require payment of **additional fees**. The fees can only be determined **after** the application has been circulated to various departments for review and could include the following:

- Advertising fees (on Public Hearing application types as determined by the local newspapers)
- Mylar signing/lot/parcel fees (per lot/parcel created on plan)
- Consent certificate fees
- 10% dedication fees (in lieu of dedicating land)
- Agreement fees
- Legal document preparation fees
- Administrative fees associated with a Development or Servicing Agreement
- Deposits for survey monuments, sod and/or tree planting
- Oiling & graveling fees where applicable
- Levies such as Charleswood Transportation Levy, Seine River Acquisition Charges
- Trunk service rates
- Securities/letter of credits associated with Development or Servicing Agreements
- Extensions of time
- Spatial separation review

**How long does the application process take?**

Your application may be processed for conditional approval in eight weeks. However, if approval of your plan requires you to enter into agreements, easements or amendments to an existing policy, it may take four to eight months before your plan can be registered with the Property Registry (Winnipeg Land Titles Office). Learn more information about the [development application process](#).

## 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:	


































































































**Document and digital submission requirements:** To submit your application via email, provide a separate PDF file, named as indicated, for each of the documents that are applicable to your application.

 Required	Documents must be submitted with the initial application package, unless they are not applicable to the context of the proposed development application.
 May be required	Documents do not need to be submitted with the initial application package. Once your application is received, you will be notified if any of the “may be required” documents need to be submitted for the application to be deemed complete for processing.














## Key documents

Type of document	Explanations & notes
 <b>Current status of title</b>	A Status of Title is a document that identifies property ownership and is available from The Winnipeg Land Titles Office. It must be dated within three months of the application to verify current ownership, etc. For more information, visit <a href="#">Teranet Manitoba</a>
 <b>Letter of intent</b> (including project vision, use(s), project statistics, number of employees, hours of operation, etc.)	This letter should provide a description of the proposal, planning rationale such as how the proposal 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 a development summary, such as total gross land area, proposed area (in acres) of each land use category and zoning district, anticipated number of lots and units per land use category, proposed use of land and structures, etc.
 <b>Letter of authorization</b>	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.
 <b>Plan of subdivision/ air space plan</b>	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.
 <b>City of Winnipeg caveats</b>	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For more information, visit <a href="#">Teranet Manitoba</a>
 <b>Building location certificate</b>	<p>A Building Location Certificate (or 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 show that the proposed use meets the Zoning By-law. Visit the <a href="#">Association of Manitoba Land Surveyors website</a> for more information.</p> <p>In some cases, a detailed, well-drawn, fully dimensioned site plan may be substituted at the City's discretion.</p>
 <b>Title plot</b>	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.











**Plans of development**

Type of document	Explanations & notes		
Site plan	<p>Detailed, fully dimensioned, drawn to scale site plan including the following:</p> <table border="0"> <tr> <td> <input type="checkbox"/>  Project name  <input type="checkbox"/>  Municipal address  <input type="checkbox"/>  North arrow  <input type="checkbox"/>  Proposed use  <input type="checkbox"/>  Scale  <input type="checkbox"/>  Dimensioned setbacks  <input type="checkbox"/>  Streets labeled  <input type="checkbox"/>  Exterior lighting  <input type="checkbox"/>  Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)  <input type="checkbox"/>  Screening or treatment of any natural features  <input type="checkbox"/>  Proposed buffers or landscaped yards  <input type="checkbox"/>  Dimensioned property lines           </td><td> <input type="checkbox"/>  Land parcel area  <input type="checkbox"/>  <a href="#">Pedestrian connections</a>  <input type="checkbox"/>  Nearby transit stops  <input type="checkbox"/>  Garbage enclosures  <input type="checkbox"/>  Bicycle parking  <input type="checkbox"/>  Mechanical equipment  <input type="checkbox"/>  Existing and proposed structures (number, location and height)  <input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map)  <input type="checkbox"/>  Floodway and flood fringe levels  <input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)  <input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number)  <input type="checkbox"/>  Free standing and accessible parking signs           </td></tr> </table>	<input type="checkbox"/>  Project name <input type="checkbox"/>  Municipal address <input type="checkbox"/>  North arrow <input type="checkbox"/>  Proposed use <input type="checkbox"/>  Scale <input type="checkbox"/>  Dimensioned setbacks <input type="checkbox"/>  Streets labeled <input type="checkbox"/>  Exterior lighting <input type="checkbox"/>  Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.) <input type="checkbox"/>  Screening or treatment of any natural features <input type="checkbox"/>  Proposed buffers or landscaped yards <input type="checkbox"/>  Dimensioned property lines	<input type="checkbox"/>  Land parcel area <input type="checkbox"/>  <a href="#">Pedestrian connections</a> <input type="checkbox"/>  Nearby transit stops <input type="checkbox"/>  Garbage enclosures <input type="checkbox"/>  Bicycle parking <input type="checkbox"/>  Mechanical equipment <input type="checkbox"/>  Existing and proposed structures (number, location and height) <input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map) <input type="checkbox"/>  Floodway and flood fringe levels <input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks) <input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number) <input type="checkbox"/>  Free standing and accessible parking signs
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 Letter of support	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.		
 Proposed phasing	Number of phases and anticipated time of completion.		
 Floor plans	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.		
 Building elevations	Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about <a href="#">building elevation</a> requirements.		
Landscaping plan	<p>Detailed, fully dimensioned, drawn to scale landscape plan including the following:</p> <table border="0"> <tr> <td> <input type="checkbox"/>  Plant list (number, size and species)  <input type="checkbox"/>  Planting to be removed or kept (number, size and species)  <input type="checkbox"/>  New planting (number, location and species)           </td><td> <input type="checkbox"/>  Open space  <input type="checkbox"/>  Ground cover  <input type="checkbox"/>  Screening  <input type="checkbox"/>  Fencing           </td></tr> </table>	<input type="checkbox"/>  Plant list (number, size and species) <input type="checkbox"/>  Planting to be removed or kept (number, size and species) <input type="checkbox"/>  New planting (number, location and species)	<input type="checkbox"/>  Open space <input type="checkbox"/>  Ground cover <input type="checkbox"/>  Screening <input type="checkbox"/>  Fencing
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### Planning & design

- ☐  [Parking study](#)
- ☐  [Colour renderings](#)
- ☐  [Sun / shadow study](#)
- ☐  [Street level visualization of proposed development](#)
- ☐  [Public consultation program](#)
- ☐  [Arborist report](#)
- ☐  Context photos
- ☐  Financial impact assessment
- ☐  Commercial land supply study
- ☐  Cultural heritage impact statement (Historical Resources)
- ☐  Employment land supply study
- ☐  Residential land supply study
- ☐  Archeological resource assessment

### Engineering studies

- ☐  Community transportation study and / or transportation impact study
- ☐  Stormwater management report
- ☐  Servicing options report
- ☐  Assessment of adequacy of public services / site servicing study
- ☐  Geotechnical study / slope stability study
- ☐  Groundwater impact study
- ☐  Wind study
- ☐  Photometric plans
- ☐  [Noise / vibration study](#)
- ☐  Parking functionality analysis (vehicle access checks, clearances, swept path analysis - e.g., auto turn)

## Letter of Authorization

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

To: The City of Winnipeg  
Planning, Property & Development Department  
Zoning & Permits  
31 – 30 Fort St.  
Winnipeg, Manitoba R3C 4X7

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

RE: \_\_\_\_\_ (address or legal description of application)

I (we) hereby give authorization to:

\_\_\_\_\_ (Applicant's name)

To apply for a development application for the above address.

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

We are collecting your personal information to manage and administer your application. *The Freedom of Information and Protection of Privacy Act (FIPPA)* section 36(1)(b) allows us to collect it for this purpose, while FIPPA section 44(1)(a) allows us to disclose it. FIPPA gives you privacy rights, and we do not use or share your personal information for any other purpose unless it is authorized by law or with your consent. Contact the City of Winnipeg Corporate Access and Privacy Officer at [FIPPA@winnipeg.ca](mailto:FIPPA@winnipeg.ca) or dial 311 if you have questions about this collection of your personal information.