

Communication Facility Proposal Review Application Form

Use this application if a project includes a new communication antenna or tower, or changes to an existing one. This review is needed under the Winnipeg Antenna Systems Policy (winnipeg.ca/CellTowers). It applies to towers that are:

- 15 metres or taller
- Less than 15 metres, operated by telecom carriers, broadcasters, or third-party tower owners

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
Applications: 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.
2. Contact the Area/District Planner to confirm whether they will support your proposal. Please view the planning assignments map at 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.

By email:

You can submit digital copies of your application documents to 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:

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

How to submit payment:

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 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: Standalone freestanding communication/cell towers and antenna systems

Type of document	Explanation & notes
 Letter of intent	A letter or report from the proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing antenna systems in the general area and a summary of opportunities for co-location potentials on existing or proposed antenna systems within 500 metres of the subject proposal
 Street level visualization	Visual rendering(s) of the proposed antenna system superimposed to scale.
 Site plan	Site plan showing the proposed development situated on the site.
 Residential proximity map	A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use.
 Prescribed distance map	For antenna systems requiring public consultation, a map showing all properties located within the prescribed distance from the proposed antenna system.
 Letter of authorization	Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land (see template at the end of this document).
 Attestation to Safety Code 6	An attestation that the antenna system will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices.
 Other documents	Any other documentation as identified by the City following the site investigation meeting, as determined by Planning

Checklist of required documents: Communication antennas mounted on a building or structure, including (but not limited to) a building wall, rooftop, water tower, utility pole or light standard, and which are exempted from public consultation in Section 4.1(3) of the Winnipeg Antenna Systems Policy

Type of document	Explanation & notes
 Site plan	Site plan of the location of the antenna system (address, name of building, rooftop or wall mounted, etc.)
 Letter of Intent	Description of proposed screening or stealth design measures with respect to the measures used by existing Antenna Systems on that site and/or the preferences expressed in Section 6 of the Winnipeg Antenna Systems Policy (winnipeg.ca/CellTowers), if required.
 Elevation drawings	An elevation drawing showing the height of the antenna system, including any modifications to existing antenna systems (if applicable).
 Prescribed distance map	For antenna systems requiring public consultation, a map showing all properties located within the prescribed distance from the proposed antenna system.

Checklist of required documents: Additions that increase the height of the freestanding communication/cell towers

Type of document	Explanation & notes
 Site plan	Site plan of the location, including its address and location on the lot or structure.
 Letter of intent and Street level visualization	A short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed antenna system.
 Letter of intent	A description of how the proposal meets one of the Section 4.1 exclusion criteria in the Winnipeg Antenna Systems Policy (winnipeg.ca/CellTowers)
 Prescribed distance map	For antenna systems requiring public consultation, a map showing all properties located within the prescribed distance from the proposed antenna system.

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 Communication Facility Proposal Review application for the above address.

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

Signature

Signature

Signature

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 or dial 311 if you have questions about this collection of your personal information.