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Updated: November 2025

Condominium Plan of Survey (CONDO) Application Form

Use this application if a project involves creating or changing a condominium plan of survey. This includes bareland condos and phased condo developments. A condominium plan divides land into individually owned units and shared spaces. The application helps confirm how land is divided and used, and ensures it meets City rules. Additional fees may apply depending on the type of condo.

"CONDO" definition:

"CONDO" means a development application for the approval of a condominium plan of survey including bare land condo or phased condo applications.

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 <u>winnipeg.ca/PlanningAssignments</u> to determine the Planner for your area.
- 3. Contact the Water and Waste department to request a <u>capacity assessment</u> 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:

CONDO Application Fee (See below for more information. *)

CONDO Mylar Signing Fee (minimum lot/parcel fee for each plan)

Fees will be assessed at the time of application. Refer to the <u>Planning, Development and Building Fees and Charges</u> schedule for more information.

Payments can be made on 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 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 <u>development application process</u>.





Application Submission Requirements

Date:

Address information:

Project address	Street number:	Street name:	
Legal description	Lot number:	Block number:	Plan number:

Applicant information:

	Applicant name: (print)			
Applicant information	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
Current status of title	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 <u>Teranet Manitoba</u>
Plan of subdivision	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.
Letter of intent (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. Where applicable, 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.
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.
City of Winnipeg caveats	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For more information, visit <u>Teranet Manitoba</u>
Building location certificate	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 <u>Association of Manitoba Land Surveyors website</u> for more information.
	In some cases, a detailed, well-drawn, fully dimensioned site plan may be substituted at the City's discretion.
Title plot	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		
	Detailed, fully dimensioned, drawn to scale site plan including the following:		
Site plan	Project name Municipal address	☐ Land parcel area ☐ Pedestrian connections	
	□ North arrow	☐ Floodway and flood fringe levels	
	Proposed use Scale	Existing and proposed structures (number, location and height)	
	☐ ☐ Dimensioned property lines ☐ ☐ Dimensioned setbacks	Boundary survey (total acreage, zoning, date, north arrow and vicinity map)	
	Streets labeled Exterior lighting	☐ ☐ Mechanical equipment	
	☐ Vehicular circulation (parking spaces, drive aisles, driveways,	Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)	
	accessible parking, ingress / egress, loading etc.) Screening or treatment of any	 Easements and utility rights of way (depth, width, location, type and registration number) 	
	natural features	Nearby transit stops	
	Proposed buffers or landscaped yards	Garbage enclosures	
	Bicycle parking	☐ Free standing and accessible signs	
Letter of support	Written support or signatures of support from adversely affected by the proposed developm	, , , ,	
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 <u>building elevation</u> requirements.		
	Detailed, fully dimensioned, drawn to scale landscape plan including the following:		
Landscaping plan Plant list (number, size and species) Planting to be removed or kept (number, size and species) New planting (number, location and species)		er, size and species) Ground cover Screening	





	Planning & design	Engineering studies
_ _	Parking study Colour renderings	☐ Community transportation study and / or transportation impact study
_ _	Sun / shadow study Street level visualization of proposed	Stormwater management report Servicing options report
□	development Public consultation program	Assessment of adequacy of public services / site servicing study
_ _	Arborist report Context photos	Geotechnical study / slope stability study Groundwater impact study
_ _	Financial impact assessment Commercial land supply study	☐ Unit Wind study ☐ Photometric plans
_	Cultural heritage impact statement (Historical Resources)	□ Noise / vibration study □ Parking functionality analysis (vehicle access
_ 	Employment land supply study Residential land supply study	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	Date:
	Planning, Property & Development Department	
	Zoning & Permits	
	31 – 30 Fort St.	
	Winnipeg, Manitoba R3C 4X7	
	. 0	
DE.		(address or land description of application)
RE:		(address or legal description of application)
I (we) ł	nereby give authorization to:	
		(Applicant's name)
То арр	oly for a development application for the above addres	SS.
Regist	ered owner(s) on the current Status of Title or Certifica	ate of Title:
Please	e print name and company name (if applicable)	Signature
Please	e print name and company name (if applicable)	Signature
Please	e print name and company name (if applicable)	Signature
Please	e 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 or dial 311 if you have questions about this collection of your personal information.