

Development/Servicing Agreement Amendment Application Form

Use this application if a project needs changes to an existing development or servicing agreement. These agreements are often required when land is subdivided or rezoned. They include conditions for installing or upgrading municipal services.

Development agreement and servicing agreement definition:

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:

Address: Land Development Branch
Main Floor, 65 Garry St.
Winnipeg, MB R3C 4K4

Phone: 204-986-7394

Email: PPD-LDapplications@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.

How to apply:

By email (recommended option):

You can submit digital copies of your application documents to PPD-LDapplications@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:

Development/Servicing Agreement
Amendment fee

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

Note: Does not include documentation preparation fee, legal fees, etc.

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:	



Applicant declaration

By submitting this application, you:









- ☐ Confirm that you are the copyright holder of the documents in your application and if you are not the copyright holder, you have the right to include the documents in your application.
- ☐ Grant the City of Winnipeg a non-exclusive, non-revocable license to reproduce, in whole or in part, any document submitted as part of your application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.
- ☐ Understand that development applications may be subject to a public hearing or public meeting in accordance with *The Winnipeg Charter* and applicable City by-laws and certain documents contained in your application may be made available to the public as part of the development application process.
- ☐ Understand and agree the documents provided to the City of Winnipeg are subject to The Freedom of Information and Protection of Privacy Act (Manitoba) (FIPPA) and may be released if required in accordance with FIPPA.
- ☐ Will indemnify and save harmless The City of Winnipeg, its officials, employees, and agents against all claims, liabilities, and expenses of every kind, in respect to anything done or not done pursuant to this application, including negligence and/or the failure to observe all by-laws, acts, or regulations.

Please print name and company name (if applicable)_____
Signature

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 Teranet Manitoba
 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.
 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.
 Plan of subdivision	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.
 City of Winnipeg caveats	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For more information, visit Teranet Manitoba
 Letter of support	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.
 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 Association of Manitoba Land Surveyors website 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.

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
Land Development Branch
Main Floor, 65 Garry St.
Winnipeg, MB R3C 4K4

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