

Extension of Time Application Form

Use this application if you need more time to meet the conditions of a subdivision or rezoning approval. If your original approval is close to expiring and you still need time to complete the required steps, apply for an extension.

Extension of Time definition:

An Extension of Time is an application procedure initiated by the applicant and/or landowner of an existing subdivision and/or rezoning development application whereby the application is not able to proceed expeditiously and achieve the time limit expiry conditions imposed under Council’s approval. Extensions may be applied for under the following conditions:

- The application has not proceeded expeditiously, and the by-law will not be passed within two years after adoption of the report by Council
- The by-law has not come into force and effect by the registration of the Plan of Subdivision and/or rezoning in the Winnipeg Land Titles Office by caveat against the subject land along with related agreement(s), if applicable, all within one year from the date the by-law was passed by Council

In both cases, the extension of time shall be applied for prior to the expiry of periods imposed by Council (minimum three months recommended).

How to reach us:

<p>Address: Land Development Branch Main Floor, 65 Garry St. Winnipeg, MB R3C 4K4</p> <p>Phone: 204-986-7394</p> <p>Email: PPD-LDapplications@winnipeg.ca</p>	<p>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.</p>
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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:

Extension of Time Fee – to extend time limit for passage of a By-Law by Council	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Extension of Time Fee – to extend an existing By-Law coming into force expiry date	
Mylar Re-Approval Fee (if required)	

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
 <p>Letter of intent (including project vision & explain reason(s) in detail why the extension is necessary)</p>	<p>This letter should provide a detailed explanation outlining the logistical, financial or other rationale for the development application’s inability to proceed within the time limit adopted by Council. This letter should include a proposed timeline for completion (not more than one-year extension recommended).</p>
 <p>Letter of authorization</p>	<p>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.</p>
 <p>Status of title</p>	<p>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 six months of the application to verify current ownership, etc. For more information, visit Teranet Manitoba</p>
 <p>City of Winnipeg caveats</p>	<p>Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For more information, visit Teranet Manitoba</p>
 <p>Letter of support</p>	<p>Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.</p>

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 an Extension of Time application for the above address under Development Application File No.

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.