

Parking Management Plan (PMP) Application Form

Use this application if your development project needs a Parking Management Plan. This plan shows how parking will be handled on your site when there are fewer parking spaces than needed. It must show that parking will meet the needs of residents, visitors, and businesses.

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:

Parking Management Plan (PMP) Fee	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
<p>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".</p> <p>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.</p>	

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, use(s), project statistics, number of employees, hours of operation, etc.)</p>	<p>This letter should provide a planning rationale, such as how the proposed number of parking is still adequate to meet the needs of the proposed use or combination of uses and a description of proposed measures to mitigate expected on- and off-site impacts (e.g. ways to prevent traffic or parking congestion on surrounding streets or public lanes, describing unique patterns of peak hour use, the proximity of other public parking areas with proof of parking leasing arrangements being made with adjacent properties, proximity to major public transportation routes, the provision of enhanced bike parking, the use of a car share program, or other parking management tools). 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.</p>		
<p>Site plan</p>	<p>Detailed, fully dimensioned, drawn to scale site plan including the following:</p> <table border="0"> <tr> <td data-bbox="394 751 881 1524"> <ul style="list-style-type: none"> <input type="checkbox"/>  Project name <input type="checkbox"/>  Municipal address <input type="checkbox"/>  North arrow <input type="checkbox"/>  Dimensioned setbacks <input type="checkbox"/>  Proposed use <input type="checkbox"/>  Scale <input type="checkbox"/>  Dimensioned property lines <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 </td><td data-bbox="881 751 1515 1524"> <ul style="list-style-type: none"> <input type="checkbox"/>  Land parcel area <input type="checkbox"/>  Pedestrian connections <input type="checkbox"/>  Floodway and flood fringe levels <input type="checkbox"/>  Existing and proposed structures (number, location and height) <input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks) <input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map) <input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number) <input type="checkbox"/>  Nearby transit stops <input type="checkbox"/>  Garbage enclosures <input type="checkbox"/>  Mechanical equipment <input type="checkbox"/>  Free standing and accessible parking signs <input type="checkbox"/>  Bicycle parking </td></tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/>  Project name <input type="checkbox"/>  Municipal address <input type="checkbox"/>  North arrow <input type="checkbox"/>  Dimensioned setbacks <input type="checkbox"/>  Proposed use <input type="checkbox"/>  Scale <input type="checkbox"/>  Dimensioned property lines <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 	<ul style="list-style-type: none"> <input type="checkbox"/>  Land parcel area <input type="checkbox"/>  Pedestrian connections <input type="checkbox"/>  Floodway and flood fringe levels <input type="checkbox"/>  Existing and proposed structures (number, location and height) <input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks) <input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map) <input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number) <input type="checkbox"/>  Nearby transit stops <input type="checkbox"/>  Garbage enclosures <input type="checkbox"/>  Mechanical equipment <input type="checkbox"/>  Free standing and accessible parking signs <input type="checkbox"/>  Bicycle parking
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 <p>Parking Study</p>	<p>Learn more about parking study requirements</p>		
 <p>Floor plans</p>	<p>Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.</p>		

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.