

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 <u>capacity assessment</u> for the water, sewer, and land drainage systems for the proposed development.

How to apply:

By email (recommended option):

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 <u>Planning, Development and Building Fees and Charges</u> schedule for more information.

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.



Date: __



Application Submission Requirements

Address information:					
Project address	Street number:	Street name:			
Legal	Lot number:	Block number:	Plan number:		

Applicant information:

description

	Applicant name: (print)			
Applicant information	Mailing address:	City & province:	Postal code:	
	Daytime phone number:	Email address:	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** 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, Letter of intent describing unique patterns of peak hour use, the proximity of other public parking areas (including project with proof of parking leasing arrangements being made with adjacent properties, proximity vision, use(s), project to major public transportation routes, the provision of enhanced bike parking, the use of a statistics, number of employees, hours of car share program, or other parking management tools). This letter should also provide a operation, etc.) 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. Detailed, fully dimensioned, drawn to scale site plan including the following: Site plan Project name Land parcel area Municipal address Pedestrian connections North arrow Floodway and flood fringe levels Dimensioned setbacks Existing and proposed structures (number, location and height) Proposed use ☐ Features adjacent to parcel (City streets, Scale sidewalks, curb cuts, median breaks) ☐ Dimensioned property lines Boundary survey (total acreage, zoning, Streets labeled date, north arrow and vicinity map) Exterior lighting ☐ Easements and utility rights of way (depth, ☐ Vehicular circulation (parking width, location, type and registration number) spaces, drive aisles, driveways, Nearby transit stops accessible parking, ingress / Garbage enclosures egress, loading etc.) Mechanical equipment Screening or treatment of any natural features Free standing and accessible parking signs Proposed buffers or Bicycle parking landscaped yards Learn more about parking study requirements **Parking Study** Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms. Floor plans

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 <u>FIPPA@winnipeg.ca</u> or dial 311 if you have questions about this collection of your personal information.