

Plan Approval/Design Review Application Form

Use this application if your development project needs design review or plan approval. Some zoning districts need this step. They make sure new buildings or site changes follow design guidelines and fit in the surrounding area.

What is a plan approval or design review?

The requirement for a Plan Approval or Design Review is typically specified as part of the conditions of a development application (e.g. zoning agreement, variance, conditional use) or as dictated by the Zoning By-law (e.g. Planned Development Overlay (PDO) and must be approved prior to the issuance of any building or development permits for the property. Depending on what the development application or Zoning By-law specifies, the plan approval/ design review must be approved by the Community Committee for the area and/or the Director of Planning, Property and Development. They will need to approve the location and design of any of the following:

- Buildings
- Accessory parking and/or loading areas
- Private approaches
- Driveways
- Exterior lighting
- Garbage enclosures
- Fencing
- Landscaping
- Signage

Please refer to the property's Status of Title for any City of Winnipeg caveats that may be registered against it as there could be a Zoning Agreement that dictates the requirement for a plan approval. You can search for this information by contacting the Property Registry Office (i.e. Winnipeg Land Titles Office):

Address:

276 Portage Ave., Winnipeg, MB R3C 0B6

Phone:

1-844-737-5684 (toll free)

Email:

clientservice@teranet.ca

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:**Plan approval fees**

Director Plan approval fee	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Community Committee Plan approval fee	
Second and each subsequent review fee	

Design review fees (including boulevard Provencher)

New building or addition	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Signs	
All other development applications	

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.

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																										
 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 as to 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. 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.																										
 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 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.																										
Site plan	<p>Detailed, fully dimensioned, drawn to scale site plan including the following:</p> <table border="0"> <tr> <td><input type="checkbox"/>  Project name</td> <td><input type="checkbox"/>  Land parcel area</td> </tr> <tr> <td><input type="checkbox"/>  Municipal address</td> <td><input type="checkbox"/>  Pedestrian connections</td> </tr> <tr> <td><input type="checkbox"/>  North arrow</td> <td><input type="checkbox"/>  Existing and proposed structures (number, location and height)</td> </tr> <tr> <td><input type="checkbox"/>  Dimensioned setbacks</td> <td><input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map)</td> </tr> <tr> <td><input type="checkbox"/>  Proposed use</td> <td><input type="checkbox"/>  Floodway and flood fringe levels</td> </tr> <tr> <td><input type="checkbox"/>  Scale</td> <td><input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)</td> </tr> <tr> <td><input type="checkbox"/>  Dimensioned property lines</td> <td><input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number)</td> </tr> <tr> <td><input type="checkbox"/>  Streets labeled</td> <td><input type="checkbox"/>  Nearby transit stops</td> </tr> <tr> <td><input type="checkbox"/>  Exterior lighting</td> <td><input type="checkbox"/>  Garbage enclosures</td> </tr> <tr> <td><input type="checkbox"/>  Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)</td> <td><input type="checkbox"/>  Free standing and accessible parking signs</td> </tr> <tr> <td><input type="checkbox"/>  Screening or treatment of any natural features</td> <td><input type="checkbox"/>  Mechanical equipment</td> </tr> <tr> <td><input type="checkbox"/>  Proposed buffers or landscaped yards</td> <td></td> </tr> <tr> <td><input type="checkbox"/>  Bicycle parking</td> <td></td> </tr> </table>	<input type="checkbox"/>  Project name	<input type="checkbox"/>  Land parcel area	<input type="checkbox"/>  Municipal address	<input type="checkbox"/>  Pedestrian connections	<input type="checkbox"/>  North arrow	<input type="checkbox"/>  Existing and proposed structures (number, location and height)	<input type="checkbox"/>  Dimensioned setbacks	<input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map)	<input type="checkbox"/>  Proposed use	<input type="checkbox"/>  Floodway and flood fringe levels	<input type="checkbox"/>  Scale	<input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)	<input type="checkbox"/>  Dimensioned property lines	<input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number)	<input type="checkbox"/>  Streets labeled	<input type="checkbox"/>  Nearby transit stops	<input type="checkbox"/>  Exterior lighting	<input type="checkbox"/>  Garbage enclosures	<input type="checkbox"/>  Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)	<input type="checkbox"/>  Free standing and accessible parking signs	<input type="checkbox"/>  Screening or treatment of any natural features	<input type="checkbox"/>  Mechanical equipment	<input type="checkbox"/>  Proposed buffers or landscaped yards		<input type="checkbox"/>  Bicycle parking	
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Type of document	Explanations & notes	
Landscaping plan	Detailed, fully dimensioned, drawn to scale landscape plan including the following:	
	<input type="checkbox"/>  Plant list (number, size and species) <input type="checkbox"/>  Planting to be removed or kept (number, size and species) <input type="checkbox"/>  New planting (number, location and species)	<input type="checkbox"/>  Open space <input type="checkbox"/>  Ground cover <input type="checkbox"/>  Screening <input type="checkbox"/>  Fencing
 Building elevations	Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about building elevation requirements.	
 Colour renderings	Learn more about colour renderings requirements.	
 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	
 Floor plans	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.	

Planning & design	Engineering studies
<input type="checkbox"/>  Parking study <input type="checkbox"/>  Colour renderings <input type="checkbox"/>  Sun / shadow study <input type="checkbox"/>  Street level visualization of proposed development <input type="checkbox"/>  Public consultation summary <input type="checkbox"/>  Arborist report <input type="checkbox"/>  Context photos <input type="checkbox"/>  Fiscal impact analysis <input type="checkbox"/>  Commercial land supply study <input type="checkbox"/>  Cultural heritage impact statement (Historical Resources) <input type="checkbox"/>  Employment land supply study <input type="checkbox"/>  Residential land supply study <input type="checkbox"/>  Archeological resource assessment	<input type="checkbox"/>  Community transportation study and / or transportation impact study <input type="checkbox"/>  Stormwater management report <input type="checkbox"/>  Servicing options report <input type="checkbox"/>  Assessment of adequacy of public services / site servicing study <input type="checkbox"/>  Geotechnical study / slope stability study <input type="checkbox"/>  Groundwater impact study <input type="checkbox"/>  Wind study <input type="checkbox"/>  Photometric plans <input type="checkbox"/>  Noise / vibration study <input type="checkbox"/>  Parking functionality analysis (vehicle access 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
Planning, Property & Development Department
Zoning & Permits
31 – 30 Fort St.
Winnipeg, Manitoba R3C 4X7

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:

Signature

Signature

Signature

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.