

## Request for Zoning Letters Application Form

Use this application to request the following zoning documents:

- Verification of existing or proposed land uses
- Zoning memorandums
- Lot of record searches
- Zoning analysis
- Confirmation of a property's zoning district (Zoning Form Letter)

These letters are often needed for legal, financial, or development purposes. They provide official documentation about a property's zoning status.

### How to reach us:

**Address:** Zoning and Permits  
Unit 31- 30 Fort St.  
Winnipeg, MB R3C 4X7

**Phone:** 204-986-5140

**Email:** Questions: [ppd-zdo@winnipeg.ca](mailto:ppd-zdo@winnipeg.ca)  
Applications: [ppd-zoningapplications@winnipeg.ca](mailto: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](mailto: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](http://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](http://winnipeg.ca/permitsonline).

#### By email:

You can submit digital copies of your application documents to [ppd-zoningapplications@winnipeg.ca](mailto: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.

### How to submit a request and make payment:

#### Once the application has been entered, fees must be paid before it can be circulated for review.

Submissions can be emailed to [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca) or dropped off or mailed to the address listed above.

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 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:	

**Please select one of the following options:**

Verification of Use Letter, Zoning Memorandums or Other Zoning Letters

<input type="checkbox"/> <b>Verification of Use Letter</b>	
Verifies zoning district and existing or proposed land use on a specific property(ies)	
<b>Fees:</b> Flat fee charge per lot only.	
Single/two-family dwellings	Fees will be assessed at the time of application. Refer to the <a href="#">Planning, Development and Building Fees and Charges</a> schedule for more information.
All other uses	
<input type="checkbox"/>	<p><b>Existing</b> Use - identifies current use of property (e.g. current use is for manufacturing of clothing or current use is an apartment complex)</p> <p>Please specify the type of existing use you would like to seek confirmation on:</p> <p>_____</p>
<input type="checkbox"/>	<p><b>Proposed</b> Use - identifies proposed/ intended use of property (e.g. proposed use is auto repair)</p> <p>Please specify the type of proposed use you would like to seek confirmation on:</p> <p>_____</p>

**Zoning Memorandums**

Original/Certified true copy of Building Location Certificate will be required at the time of zoning memo application. Inspection fee will apply if Certificate is **older than one year** from the date of application.

**Fees:** Flat fee charge per lot only.

Single/two-family dwellings

All other uses

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

**Other Zoning Letters**

- Lot of Record Search (excludes Property Registry search fees)
- Any Other Zoning Information (including Zoning Analysis)
- Confirmation of a property's zoning district (Zoning Form Letter)

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

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](mailto:FIPPA@winnipeg.ca) or dial 311 if you have questions about this collection of your personal information.