

Residential and Commercial Tolerance (DAV "A") Application Form

Use this application if your project does not fully meet zoning requirements. A tolerance may be given if the changes are considered minor and reasonable. This process helps support flexibility in development. It still follows the intent of zoning rules.

What is a variance and what is a tolerance?

A variance is a request to modify the dimensional standards of the Zoning By-Law (i.e. yards or building setbacks, height requirements and lot coverage) that apply to a specific property. When these standards cannot be met due to unique circumstances related to a property, a variance is an option to ensure that a property owner is not deprived of normal rights to use their property. A variance allows an exemption to one of more of the zoning requirements under certain circumstances, but it does not change the zoning designation of the property.

A tolerance is a minor variance granted by the Zoning Administrator. The *Development Procedures By-law* defines a tolerance as a variance to vary a dimensional standard contained in the *Winnipeg Zoning By-law*:

- (a) In respect of any yard requirement or spatial separation requirement, by no more than 5% or 0.3 metres (1 foot), whichever is the greater
- (b) In respect of any other dimensional standard, by no more than 5%

If the variance exceeds the parameters described above, it cannot qualify as a tolerance and would be considered a major variance subject to a public posting and/or public hearing.

As the tolerance is approved internally by the Zoning Administrator and does not require a public posting and/or public hearing, a letter of support will be required for residential single family and two-family dwelling uses. The letter must be signed by the registered owner(s) of the adjoining property/properties affected by the tolerance.

Failure to provide this letter could result in denial of the tolerance. The tolerance could also be denied by the Zoning Administrator if they determine that complying with the applicable zoning regulation does not create a hardship on the property. In these cases, the tolerance would have to undergo a full variance process to approve it.

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 <u>winnipeg.ca/PlanningAssignments</u> 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:

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:

Fees will be assessed at the time of application. Refer to the <u>Planning</u>, <u>Development and Building Fees and Charges</u> schedule for more information.

Single and two-family dwellings

New single family or two-family dwellings (new construction or additions)

Before construction or post-construction (work without an approved permit)

- 1st tolerance
- Each additional tolerance (same lot)

Accessory structures

Before construction or post-construction (work without an approved permit)

- 1st tolerance
- Each additional tolerance (same lot)

Other residential (e.g. multi-family dwelling) & commercial uses

Before construction or post-construction (work without an approved permit)

- 1st tolerance
- Each additional tolerance (same lot)

Payments can be made in Permits Onlien, 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 \$1,000 must be paid by certified cheque or bank draft, which can be made payable to the "City of Winnipeg".





Application Submission Requirements

Date:			
Date.			

Address information:

Project address	Street number:	Street name:	
Legal description	Lot number:	Block number:	Plan number:

Applicant information:

	Applicant name: (print)			
Applicant information	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
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 <u>Teranet Manitoba</u>
Letter of intent (including project vision, use(s), project statistics, number of employees, hours of operation, etc.)	This letter should provide a planning rationale such as 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. Please see template at the end of this document.
Plan of subdivision	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.
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.





Type of document	Explanations & notes		1 age 4 01 3		
	Detailed, fully dimensioned, drawn to scale site plan, including the following:				
Site plan			Land parcel area		
	☐ Project name		Pedestrian connections		
	Municipal address		Existing and proposed structures		
	□ ☑ North arrow		(number, location and height)		
	☐ ☑ Dimensioned setbacks		Floodway and flood fringe levels		
	☐ Proposed use		Features adjacent to parcel (City		
	Scale		streets, sidewalks, curb cuts, median		
	☐ ☐ Dimensioned property lines	1	breaks)		
	□ Streets labeled		Boundary survey (total acreage, zoning, date, north arrow and vicinity map)		
	☐ ☑ Exterior lighting		Easements and utility rights of way		
	☐	_	(depth, width, location, type and		
	drive aisles, driveways, accessible		registration number)		
	parking, ingress / egress, loading etc.)		Nearby transit stops		
	☐ Screening or treatment of any natural features		Garbage enclosures		
	Proposed buffers or landscaped yards		Free standing signs		
	2 Troposed buriers of turiused ped yards		Mechanical equipment		
Letter of support	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development. Please see template at the end of this				
	document.				
Floor plans	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building, including labels and dimensions of all rooms.				
i tool plane	Detailed, fully dimensioned, drawn to scale bu				
Building elevations	appearance of the building. Learn more about	•	_		
City of Winnipeg caveats	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For more information, visit <u>Teranet Manitoba</u>				
A Building Location Certificate (or surveyor's certificate) is a document prepared Manitoba Land Surveyor illustrating the location of buildings or structures on the dimensions. An application may be accepted without a Building Location Certificate Building location certificate (or surveyor's certificate) is a document prepared without a buildings or structures on the dimensions. An application may be accepted without a Building Location Certificate vacant land if the applicant can show that the proposed use meets the Zoning Building Location of Manitoba Land Surveyors website for more information.					
	In some cases, a detailed, well-drawn, fully dimensioned site plan may be substituted at the City's discretion.				
Title plot	When there is more than one title affecting the property, the title numbers are plotted on a map to ensure that all lands described on the titles have been received.				
Proposed phasing	Number of phases and anticipated time of cor	npleti	on.		





Letter of Authorization

Registered owner(s) of the property whose name(s) appear on the title.

To:	The City of Winnipeg	Date:
	Planning, Property & Development Department	
	Zoning & Permits	
	31 – 30 Fort St.	
	Winnipeg, Manitoba R3C 4X7	
DE.		(address or local description of application)
KE:		(address or legal description of application)
I (we) h	nereby give authorization to:	
		_ (Applicant's name)
То арр	ly for a development application for the above address	5.
• •		
Registe	ered owner(s) on the current Status of Title or Certificat	te of Title:
		C:t
Please	e print name and company name (if applicable)	Signature
Dlagge	a print page and sampany page (if applicable)	Cianatura
Please	e print name and company name (if applicable)	Signature
Place	p print name and company name (if applicable)	Signaturo
riease	e print name and company name (if applicable)	Signature
Please	e print name and company name (if applicable)	Signature
i icase	. print hame and company hame (ii applicable)	oignature





Request for Support of a Zoning Tolerance

Signatures of support from adjoining impacted neighbours

То:	The City of Winnipeg Planning, Property & Zoning & Permits 31 – 30 Fort St. Winnipeg, Manitoba	Development Department	Dat	e:	
RE:		(address or legal (description of applicat	ion)	
l consu premis	· -	rs on my request for relief on tl	he following zoning res	triction(s) at the above referenced	
Please	provide a brief descrip	tion of the tolerance applicatio	on in the space provide	d below.	
The fol	lowing neighbours sup	port/do not oppose my reques	t for a Zoning Tolerand	e:	
	Name	Address	Daytime phone number	Signature(s)	





Letter of Intent - City of Winnipeg - Zoning & Permits

Date		File number	
Name of applicant			
Property address			
Proposed structure/ renovation			
What is/are the reason(s required)) for this development? (Please attach any	additional information if n	nore room is
How would it impact you	u, if you cannot proceed with this proposed	l development?	
How will the new develo	ppment impact your neighbours/neighbour	nood?	





Letter of Intent - City of Winnipeg - Zoning & Permits

Date		File number	
Name of applicant			
Property address			
Proposed structure/ renovation			
Does this new developm	nent affect any current developments on y	our lot?	
			
	r plans with City staff or other industry pr	ofessionals fami	liar with City of Winnipeg By-
law requirements?			
	nt by-laws create a hardship specifically to eet by-law requirements).	the proposed d	evelopment (why your new
acvetopinene cannot me	et by taw requirements).		
<u> </u>			
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Letter of Intent - City of Winnipeg - Zoning & Permits

Date			File number	
Name of applicant				
Property address				
Proposed structure/ renovation				
Additional comments				
				
				
Signature(s) of applican	t(s)			
Signature:		Date:		
Signature:		Date:		
Signature.				
Signature:		Date:		
Signature:		Date:		

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.