

## Residential Conditional Use (DCU “B”) Single Family Dwelling or Two-Family Dwelling Application Form

Use this application if you want to use a residential property in a way that is different from what is permitted under zoning rules. Such as: adding a secondary suite or starting a home-based business.

### What is a conditional use?

A conditional use means a building or land use that may be unique in its characteristics or operation, which could have an impact on adjoining properties. A conditional use is a use of land listed as “conditional” under the use tables in the Zoning By-law.

### How long does the conditional use process take?

The length of time to process depends on the complexity of the application proposal and the completeness of the required documentation and information (refer to the checklist under “Application Submission Requirements”). In general, the process takes approximately six to eight weeks from the date of the application submission to complete. Complicated applications may take longer.

### What happens during the conditional use procedure?

Once the application is submitted to a Zoning Development Officer and the applicable fees have been paid, the file is circulated to the Development Planning Officer. The Development Planning Officer will review the application and prepare a report to support the conditional use with conditions, request for changes in order to approve the conditional use or reject the conditional use altogether.

The criteria to approve a conditional use application are based on Subsection 247(3) of *The City of Winnipeg Charter* which includes the following:

- Is consistent with Plan Winnipeg and any applicable secondary plan
- Does not create a substantial adverse effect on the amenities, use, safety and convenience of the adjoining property and adjacent area, including an area separated from the property by a street or waterway
- Is the minimum modification of a zoning by-law required to relieve the injurious effect of the zoning by-law on the applicant’s property
- Is compatible with the area in which the property to be affected is situated

In the letter of intent, please explain how each criterion is met. This is an opportunity to address all issues and reduce the possibility of an important factor being overlooked.

If the Development Planning Officer approves the conditional use, the variance clerk will create the public notices and will contact the applicant to pick up the notices from the Zoning and Permits office. The applicant must post the notices on the subject property for a period of 14 days in a visible location facing the street(s) and/or lane(s). The applicant is responsible for maintaining the notices during the required 14-day posting period (as per Subsection 118 of *The City of Winnipeg Charter*). The public notices inform the neighbourhood of the purpose of the conditional use and any conditions that are deemed necessary for approval. Should the notices be removed or damaged during the posting period, the applicant must contact the Zoning and Permits office for replacement notices.

### What happens if the Development Planning Officer supports the conditional use, but the application is appealed by neighbours?

- Any neighbouring property owner(s) who oppose the conditional use granted by the order may appeal the decision by submitting a written notice to the City Clerk's Department prior to the end of the 14-day posting period as specified on the public notice
- The applicant shall be notified by registered mail of any appeals
- If there are appeals, the property is posted for a second 14-day period informing the neighbourhood of the appeal hearing date. The matter is heard before the Appeal Committee at City Hall, 510 Main Street.
- The Appeal Committee may **dismiss the appeal** (allow the original conditional use order to be confirmed), **grant the appeal** (dismiss the original order), or **allow the appeal in part** placing conditions on an Appeal Order
- If the original order is **dismissed** (the conditional use is **rejected**), the applicant cannot re-apply for the same conditional use within one year from the date of the Appeal Order and a building or development permit cannot be issued for the proposed work

### What happens if the Development Planning Officer rejects the conditional use application, but the application is appealed by the applicant?

**Please note:** The Development Planning Officer will contact the applicant prior to formally rejecting a conditional use application. The applicant may appeal a rejected order as per the procedure below:

- If the Director of Planning Property and Development (or designate) **rejects** the conditional use application, the applicant shall be notified of the decision by registered mail
- The applicant may appeal the rejected order by submitting a written notice to the City Clerk's Department prior to the conclusion of the appeal period as specified on the conditional use order
- The subject property is posted for a 14-day period informing the neighbourhood of the appeal and hearing date. The matter is heard before the Appeal Committee at City Hall, 510 Main Street.
- The Appeal Committee may **dismiss the appeal** (allow the rejected order to be confirmed) or **grant the appeal** (dismiss the rejected order)
- If the **appeal is dismissed** (the conditional use is **rejected**), the applicant cannot re-apply for the same conditional use within one year from the date of the Appeal Order and a building or development permit cannot be issued for the proposed work

### 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](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.

**Fees:**

Conditional use Application Fee	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.
Conditional Use Post-Use Application Fee (established without an approved permit)	

Payments can be made in Permits Online, 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 the 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".

**The application fees must be paid up front before the application can be circulated to the other City departments for review. Please refer to document checklists under "Application Submission Requirements" to ensure that you have supplied the required documentation and plans in order to avoid delays in processing.**

**Refunds**

A conditional use application withdrawn prior to administrative approval or public posting may receive a partial refund that is 25% of the total application fee. A conditional use application withdrawn **after** administrative approval and public posting is **not refundable**. Refunds are administered under the City of Winnipeg Planning, Development and Building Fees and Charges schedule.

## 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 against all claims of, liabilities, and expenses of every kind, in respect of or arising out of claims that documents or materials provided to the City by the applicant as part of this development application infringe the copyright of a third party.










































\_\_\_\_\_  
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		
 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 six months of the application to verify current ownership, etc. For more information, visit <a href="#">Teranet Manitoba</a>		
 Letter of intent	A Letter of Intent is a written statement describing the scope of the proposed development (e.g. proposed building, structure, land use) including the reason(s) for the request to modify the provisions of the Zoning By-Law. This letter should provide a description of why the proposed use is being developed on the property. Please see template at the end of this document.		
 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.		
 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.		
Site plan	<p>Detailed, fully dimensioned, drawn to scale site plan, including the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li><input type="checkbox"/>  Project name</li> <li><input type="checkbox"/>  Municipal address</li> <li><input type="checkbox"/>  Dimensioned property lines</li> <li><input type="checkbox"/>  Scale</li> <li><input type="checkbox"/>  North arrow</li> <li><input type="checkbox"/>  Streets labeled</li> <li><input type="checkbox"/>  Dimensioned setbacks</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li><input type="checkbox"/>  Existing and proposed structures (number, location and height)</li> <li><input type="checkbox"/>  Parking spaces</li> <li><input type="checkbox"/>  Proposed buffers or landscaped yards</li> <li><input type="checkbox"/>  <a href="#">Pedestrian connections</a></li> <li><input type="checkbox"/>  Floodway and flood fringe levels</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li><input type="checkbox"/>  Project name</li> <li><input type="checkbox"/>  Municipal address</li> <li><input type="checkbox"/>  Dimensioned property lines</li> <li><input type="checkbox"/>  Scale</li> <li><input type="checkbox"/>  North arrow</li> <li><input type="checkbox"/>  Streets labeled</li> <li><input type="checkbox"/>  Dimensioned setbacks</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/>  Existing and proposed structures (number, location and height)</li> <li><input type="checkbox"/>  Parking spaces</li> <li><input type="checkbox"/>  Proposed buffers or landscaped yards</li> <li><input type="checkbox"/>  <a href="#">Pedestrian connections</a></li> <li><input type="checkbox"/>  Floodway and flood fringe levels</li> </ul>
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 City of Winnipeg caveats	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For more information, visit <a href="#">Teranet Manitoba</a>		

Type of document	Explanations & notes
 Building location certificate	<p>A Building Location Certificate (or surveyor’s certificate) is a document prepared by a Manitoba Land Surveyor illustrating the location of buildings or structures on the land with dimensions. An application may be accepted without a Building Location Certificate for use of vacant land if the applicant can show that the proposed use meets the Zoning By-law. Visit the <a href="#">Association of Manitoba Land Surveyors website</a> for more information.</p> <p>In some cases, a detailed, well-drawn, fully dimensioned site plan may be substituted at the City’s discretion. A Building Location Certificate may be determined to be mandatory in cases where development/construction has started without prior approval or permits.</p>
 Floor plans	<p>Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.</p>
 Building elevations	<p>Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building, the locations of any windows and doors, roof slope and overhangs, guard rail height/picket spacing for any landings, and building heights. Learn more about <a href="#">building elevation</a> requirements.</p>

## 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:

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

## Request for Support of a Zoning Conditional Use

Signatures of support from adjoining impacted neighbours.

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 consulted with my neighbours on my request for relief on the following zoning restriction(s) at the above referenced premises.

Please provide a brief description of the conditional use in the space provided below.

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The following neighbours support/do not oppose my request for a Zoning Conditional Use:

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) for this development? (Please attach any additional information if more room is required.)**

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**How would it impact you, if you cannot proceed with this proposed development?**

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**How will the new development impact your neighbours/neighbourhood?**

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**Letter of Intent – City of Winnipeg – Zoning & Permits**

Date		File number	
Name of applicant			
Property address			
Proposed structure/ renovation			

**Does this new development affect any current developments on your lot?**

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**Have you discussed your plans with City staff or other industry professionals familiar with City of Winnipeg By-law requirements?**

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**Describe how the current by-laws create a hardship specifically to the proposed development (why your new development cannot meet by-law requirements).**

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