

Secondary Plan (SP) / Secondary Plan Amendment (SPA) Application Form

Use this application if you want to create a new secondary plan or change an existing one. Secondary plans give more detailed rules for how land can be used in certain areas of the city. They help guide future growth and development.

Secondary plan (SP) / secondary plan amendment (SPA) definition:

The “SP” is an application to create a new Secondary Plan and the “SPA” is an application to amend an existing Secondary Plan. Secondary Plan By-laws take general policies laid out in OurWinnipeg and elaborate on them, tailoring them to guide the development or redevelopment of a specific area. Secondary Plan By-laws include neighbourhood or area master plans, neighbourhood or area structure plans or precinct plans.

This application also applies to any amendments made to the *Complete Communities Direction Strategy By-Law*. This by-law is a Secondary Plan that provides direction for new land use and development to accommodate growth and change over the next 25 years within all areas of the city.

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
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:

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:

Secondary Plan (SP) application fee*	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Secondary Plan Amendment (SPA) application fee*	
Complete Communities Amendment application fee*	

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.

***Note:** Once the City of Winnipeg has determined that the application is complete for circulation, it will be sent to the Land Development Branch to process and review. Depending on the application type, please be advised that Land Development may require payment of **additional fees**. The fees can only be determined **after** the application has been circulated to various departments for review and could include the following:

- Advertising fees (on Public Hearing application types as determined by the local newspapers)
- Mylar signing/lot/parcel fees (per lot/parcel created on plan)
- Consent certificate fees
- 10% dedication fees (in lieu of dedicating land)
- Agreement fees
- Legal document preparation fees
- Administrative fees associated with a Development or Servicing Agreement
- Deposits for survey monuments, sod and/or tree planting
- Oiling & graveling fees where applicable
- Levies such as Charleswood Transportation Levy, Seine River Acquisition Charges
- Trunk service rates
- Securities/letter of credits associated with Development or Servicing Agreements
- Extensions of time
- Spatial separation review

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
 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 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. Where applicable, 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.
 Draft Secondary Plan	A draft secondary plan must be included as part of an “SP” application. Guidance for secondary plan contents is provided in the applicable sections of the Complete Communities Direction Strategy 2.0. Applicants should meet with the Long Range Planning Branch in advance of an application to confirm plan contents and required supporting studies.
 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
 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.
 Building location certificate	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 Association 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.











Plans of development

Type of document	Explanations & notes		
 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 <input type="checkbox"/> Municipal address <input type="checkbox"/> North arrow <input type="checkbox"/> Dimensioned setbacks <input type="checkbox"/> Proposed use <input type="checkbox"/> Scale <input type="checkbox"/> Dimensioned property lines <input type="checkbox"/> Streets labeled <input type="checkbox"/> Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.) <input type="checkbox"/> Screening or treatment of any natural features <input type="checkbox"/> Proposed buffers or landscaped yards <input type="checkbox"/> Land parcel area </td><td> <input type="checkbox"/> Pedestrian connections <input type="checkbox"/> Existing and proposed structures (number, location and height) <input type="checkbox"/> Exterior lighting <input type="checkbox"/> Floodway and flood fringe levels <input type="checkbox"/> Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks) <input type="checkbox"/> Easements and utility rights of way (depth, width, location, type and registration number) <input type="checkbox"/> Boundary survey (total acreage, zoning, date, north arrow and vicinity map) <input type="checkbox"/> Mechanical equipment <input type="checkbox"/> Nearby transit stops <input type="checkbox"/> Garbage enclosures <input type="checkbox"/> Free standing and accessible parking signs <input type="checkbox"/> Bicycle parking </td></tr> </table>	<input type="checkbox"/> Project name <input type="checkbox"/> Municipal address <input type="checkbox"/> North arrow <input type="checkbox"/> Dimensioned setbacks <input type="checkbox"/> Proposed use <input type="checkbox"/> Scale <input type="checkbox"/> Dimensioned property lines <input type="checkbox"/> Streets labeled <input type="checkbox"/> Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.) <input type="checkbox"/> Screening or treatment of any natural features <input type="checkbox"/> Proposed buffers or landscaped yards <input type="checkbox"/> Land parcel area	<input type="checkbox"/> Pedestrian connections <input type="checkbox"/> Existing and proposed structures (number, location and height) <input type="checkbox"/> Exterior lighting <input type="checkbox"/> Floodway and flood fringe levels <input type="checkbox"/> Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks) <input type="checkbox"/> Easements and utility rights of way (depth, width, location, type and registration number) <input type="checkbox"/> Boundary survey (total acreage, zoning, date, north arrow and vicinity map) <input type="checkbox"/> Mechanical equipment <input type="checkbox"/> Nearby transit stops <input type="checkbox"/> Garbage enclosures <input type="checkbox"/> Free standing and accessible parking signs <input type="checkbox"/> Bicycle parking
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 Plan of subdivision	<p>Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated. Information on the existing and/or proposed zoning district(s) should be included.</p>		
 Digital graphic	<p>Learn more about digital graphic requirements.</p>		
 Letter of support	<p>Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.</p>		
 Proposed phasing	<p>Number of phases and anticipated time of completion.</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. Learn more about building elevation requirements.</p>		
Landscaping plan	<p>Detailed, fully dimensioned, drawn to scale landscape plan including the following:</p> <table border="0"> <tr> <td> <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) </td><td> <input type="checkbox"/>  open space <input type="checkbox"/>  ground cover <input type="checkbox"/>  screening <input type="checkbox"/>  fencing </td></tr> </table>	<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
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Planning & design

- ☐  [Parking study](#)
- ☐  [Colour renderings](#)
- ☐  [Sun / shadow study](#)
- ☐  [Street level visualization of proposed development](#)
- ☐  [Public consultation program and summary](#)
- ☐  [Arborist report](#)
- ☐  Context photos
- ☐  Fiscal impact analysis
- ☐  Fiscal impact analysis peer review, prepared by a qualified third party professional consultant
- ☐  Commercial land supply study
- ☐  Cultural heritage impact statement (Historical Resources)
- ☐  Employment land supply study
- ☐  Residential land supply study
- ☐  Archeological resource assessment

Engineering studies

- ☐  Community transportation study and / or transportation impact study
- ☐  Stormwater management report
- ☐  Servicing options report
- ☐  Assessment of adequacy of public services / site servicing study
- ☐  Geotechnical study / slope stability study
- ☐  Groundwater impact study
- ☐  Wind study
- ☐  Photometric plans
- ☐  [Noise / vibration study](#)
- ☐  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 and Permits
31 – 30 Fort Street
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

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.