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# **Subdivision Agreement Amendment (SAA) Application Form**

Use this application if you need to change an existing subdivision agreement. These agreements are used when land is divided and help guide future development. An amendment may be needed to update plans or add new rules.

### What is a subdivision agreement amendment?

A **Subdivision Agreement** is an agreement required as a condition of approval for a subdivision application and which can be registered by way of caveat on the title of the property it affects.

A **Subdivision Agreement Amendment** (SAA) is a development agreement for an amendment to a subdivision agreement.

#### 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 <a href="mailto:ppd-permitappointments@winnipeg.ca">ppd-permitappointments@winnipeg.ca</a>.
- 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:

## By email (recommended option):

You can submit digital copies of your application documents to <a href="mailto:ppd-zoningapplications@winnipeg.ca">ppd-zoningapplications@winnipeg.ca</a>.

#### 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:

SAA Application Fee (See below for more information. \*)

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.

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 application is deemed 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 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 description of the proposal, 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. 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.
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.
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 by Manitoba Land Surveyor illustrating the location of buildings or structures on the l dimensions. An application may be accepted without a Building Location Certificate use of vacant land if the applicant can show that the proposed use meets the Zonin law. Visit the <u>Association of Manitoba Land Surveyors website</u> for more information Under certain circumstances, a detailed, well-drawn, fully dimensioned site plan me 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.
Plan of subdivision	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.



## **Plans of development**

Type of document	Explanations & notes		
	Detailed, fully dimensioned, drawn to scale site plan including the following:		
Site plan	Project name	Land parcel area	
	☐ ☑ Municipal address	Pedestrian connections	
	□ ✓ North arrow	<ul><li>Existing and proposed structures (number, location and height)</li></ul>	
	☐ ☑ Dimensioned setbacks	Floodway and flood fringe levels	
	☐ ☑ Proposed use ☐ ☑ Scale	Features adjacent to parcel (City streets,	
		sidewalks, curb cuts, median breaks)	
	☐ ☑ Dimensioned property lines ☐ ☑ Streets labeled	Boundary survey (total acreage, zoning, date, north arrow and vicinity map)	
	Exterior lighting	☐ Easements and utility rights of way	
	☐ Vehicular circulation (parking spaces, drive aisles, driveways,	(depth, width, location, type and registration number)	
	accessible parking, ingress /	□ • Nearby transit	
	egress, loading etc.)  Screening or treatment of any	☐	
	natural features	Garbage enclosures	
	☐ Proposed buffers or landscaped	☐ ☐ Free standing and accessible parking	
	yards	signs	
[]		☐ ☐ Bicycle parking	
Digital graphic	Learn more about <u>digital graphic requirements</u> .		
Letter of support	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.		
Proposed phasing	Number of phases and anticipated time of completion.		
Floor plans	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.		
Building elevations	Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about <u>building elevation</u> requirements.		
Landscaping plan	Detailed, fully dimensioned, drawn to scale landscape plan including the following:		
	☐ Plant list (number, size and species) ☐ Planting to be removed or kept (number, size and species) ☐ New planting (number, location and species) ☐ Fencing ☐ Open space ☐ Ground cover ☐ Screening ☐ Fencing		





Planning & design	Engineering studies
Parking study Colour renderings	Community transportation study and / or transportation impact study
Sun / shadow study  Street level visualization of proposed development	Stormwater management report Servicing options report Assessment of adequacy of public services /
Public consultation program  Arborist report  Context photos  Financial impact assessment  Commercial land supply study	site servicing study Geotechnical study / slope stability study Groundwater impact study Wind study Photometric plans
<ul> <li>Cultural heritage impact statement (Historical Resources)</li> <li>Employment land supply study</li> <li>Residential land supply study</li> <li>Archeological resource assessment</li> </ul>	<ul> <li>Noise / vibration study</li> <li>Parking functionality analysis (vehicle access checks, clearances, swept path analysis - e.g., auto turn)</li> </ul>





## **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	
	Willipeg, Mailtoba KSC 4X1	
RE:		(address or legal description of application)
I (we) ł	nereby give authorization to:	
` ,	, 0	
		_ (Applicant's name)
		_ (Applicant's name)
_		
To app	ly for a development application for the above address	•
Registe	ered owner(s) on the current Status of Title or Certificate	e of Title:
r.eg.st.	ered owner(s) on the current status of fitte of sertificat	
Please	e print name and company name (if applicable)	Signature
i (cus	princhame and company name (ii applicable)	oignatare
Please	e print name and company name (if applicable)	Signature
i (cus	princhame and company name (ii applicable)	Signature
Plaase	e print name and company name (if applicable)	Signature
i icase	e print name and company name (ii applicable)	Signature
Please	e print name and company name (if applicable)	Signature
	print hame and company hame (ii 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 <a href="FIPPA@winnipeg.ca">FIPPA@winnipeg.ca</a> or dial 311 if you have questions about this collection of your personal information.