

## Urban (Downtown) Design Review Application Form

Use this application for any development, redevelopment, expansion, demolition, or exterior changes in downtown Winnipeg. Urban Design Review is required under Downtown Zoning By-law No. 100/2004, even if your project doesn't need a permit or other approval. This review helps make sure new buildings or site changes follow design guidelines and fit in the surrounding area.

If you are applying to demolish a building, you must include a plan. It must show what will happen to the site after demolition, and when it will be redeveloped.

### 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.

**Fees:**

New Buildings or New Additions 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.
Second and Each Subsequent Review Fee	
Signs	
All Other Development Applications	
Appeal of a Decision	

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.**

## 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:	

**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.

### Plans of development

Type of document	Explanations & notes
 Colour photographs	<p>Should reference the proposed development application to the context. It is important to consider why you are taking a particular photo. What is it that you are trying to illustrate? In the case of a signage application for example, if the photos are taken perpendicular to the building face, the photo can be enlarged to a known scale (such as <math>\frac{1}{4}</math>" = 1') if an architectural building elevation is not available. The sign can then be overlaid on the photo to create a composite image. If the photos are taken at an angle to the building face, the photo cannot be scaled properly and the resulting images are usually distorted. Applicant is discouraged from submitting perspective renderings too.</p> <p><b>Typical photos required</b></p> <ul style="list-style-type: none"> <li>• Primary street frontage</li> <li>• Secondary street frontages</li> <li>• Adjacent property (what impact will your application have on the adjacent properties)</li> </ul> <p><b>Note:</b> When photos and building elevations are provided, the applications can usually be expedited since site visits are not as likely to be required for the staff to properly assess the application in every applicant's interest, and therefore can spend more time on the front end of the process.</p>

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Site plan	<p>Detailed, fully dimensioned, drawn to scale site plan including the following:</p> <table> <tbody> <tr> <td><input type="checkbox"/>  Project name</td><td><input type="checkbox"/>  Land parcel area</td></tr> <tr> <td><input type="checkbox"/>  Municipal address</td><td><input type="checkbox"/>  <a href="#">Pedestrian connections</a></td></tr> <tr> <td><input type="checkbox"/>  North arrow</td><td><input type="checkbox"/>  Floodway and flood fringe levels</td></tr> <tr> <td><input type="checkbox"/>  Proposed use</td><td><input type="checkbox"/>  Existing and proposed structures (number, location and height)</td></tr> <tr> <td><input type="checkbox"/>  Scale</td><td><input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)</td></tr> <tr> <td><input type="checkbox"/>  Dimensioned property lines</td><td><input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map)</td></tr> <tr> <td><input type="checkbox"/>  Streets labeled</td><td><input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number)</td></tr> <tr> <td><input type="checkbox"/>  Exterior lighting</td><td><input type="checkbox"/>  Nearby transit stops</td></tr> <tr> <td><input type="checkbox"/>  Dimensioned setbacks</td><td><input type="checkbox"/>  Mechanical equipment</td></tr> <tr> <td><input type="checkbox"/>  Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)</td><td><input type="checkbox"/>  Garbage enclosures</td></tr> <tr> <td><input type="checkbox"/>  Screening or treatment of any natural features</td><td><input type="checkbox"/>  Free standing and accessible parking signs</td></tr> <tr> <td><input type="checkbox"/>  Proposed buffers or landscaped yards</td><td><input type="checkbox"/>  Bicycle parking</td></tr> </tbody> </table>	<input type="checkbox"/>  Project name	<input type="checkbox"/>  Land parcel area	<input type="checkbox"/>  Municipal address	<input type="checkbox"/>  <a href="#">Pedestrian connections</a>	<input type="checkbox"/>  North arrow	<input type="checkbox"/>  Floodway and flood fringe levels	<input type="checkbox"/>  Proposed use	<input type="checkbox"/>  Existing and proposed structures (number, location and height)	<input type="checkbox"/>  Scale	<input type="checkbox"/>  Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)	<input type="checkbox"/>  Dimensioned property lines	<input type="checkbox"/>  Boundary survey (total acreage, zoning, date, north arrow and vicinity map)	<input type="checkbox"/>  Streets labeled	<input type="checkbox"/>  Easements and utility rights of way (depth, width, location, type and registration number)	<input type="checkbox"/>  Exterior lighting	<input type="checkbox"/>  Nearby transit stops	<input type="checkbox"/>  Dimensioned setbacks	<input type="checkbox"/>  Mechanical equipment	<input type="checkbox"/>  Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)	<input type="checkbox"/>  Garbage enclosures	<input type="checkbox"/>  Screening or treatment of any natural features	<input type="checkbox"/>  Free standing and accessible parking signs	<input type="checkbox"/>  Proposed buffers or landscaped yards	<input type="checkbox"/>  Bicycle parking
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 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 <a href="#">building elevation</a> requirements.																								
 Colour renderings	Learn more about <a href="#">colour renderings</a> requirements.																								
Landscaping plan	<p>Detailed, fully dimensioned, drawn to scale landscape plan including the following:</p> <table> <tbody> <tr> <td><input type="checkbox"/>  plant list (number, size and species)</td><td><input type="checkbox"/>  open space</td></tr> <tr> <td><input type="checkbox"/>  planting to be removed or kept (number, size and species)</td><td><input type="checkbox"/>  ground cover</td></tr> <tr> <td><input type="checkbox"/>  new planting (number, location and species)</td><td><input type="checkbox"/>  screening</td></tr> <tr> <td></td><td><input type="checkbox"/>  fencing</td></tr> </tbody> </table>	<input type="checkbox"/>  plant list (number, size and species)	<input type="checkbox"/>  open space	<input type="checkbox"/>  planting to be removed or kept (number, size and species)	<input type="checkbox"/>  ground cover	<input type="checkbox"/>  new planting (number, location and species)	<input type="checkbox"/>  screening		<input type="checkbox"/>  fencing																
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Planning & design	Engineering studies
<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#"> Parking study</a></li> <li><input type="checkbox"/> <a href="#"> Sun / shadow study</a></li> <li><input type="checkbox"/> <a href="#"> Street level visualization of proposed development</a></li> <li><input type="checkbox"/> <a href="#"> Public consultation summary</a></li> <li><input type="checkbox"/> <a href="#"> Arborist report</a></li> <li><input type="checkbox"/> <a href="#"> Context photos</a></li> <li><input type="checkbox"/> <a href="#"> Fiscal impact analysis</a></li> <li><input type="checkbox"/> <a href="#"> Commercial land supply study</a></li> <li><input type="checkbox"/> <a href="#"> Cultural heritage impact statement (Historical Resources)</a></li> <li><input type="checkbox"/> <a href="#"> Employment land supply study</a></li> <li><input type="checkbox"/> <a href="#"> Residential land supply study</a></li> <li><input type="checkbox"/> <a href="#"> Archeological resource assessment</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#"> Community transportation study and / or transportation impact study</a></li> <li><input type="checkbox"/> <a href="#"> Stormwater management report</a></li> <li><input type="checkbox"/> <a href="#"> Servicing options report</a></li> <li><input type="checkbox"/> <a href="#"> Assessment of adequacy of public services / site servicing study</a></li> <li><input type="checkbox"/> <a href="#"> Geotechnical study / slope stability study</a></li> <li><input type="checkbox"/> <a href="#"> Groundwater impact study</a></li> <li><input type="checkbox"/> <a href="#"> Wind study</a></li> <li><input type="checkbox"/> <a href="#"> Photometric plans</a></li> <li><input type="checkbox"/> <a href="#"> Noise / vibration study</a></li> <li><input type="checkbox"/> <a href="#"> Parking functionality analysis (vehicle access checks, clearances, swept path analysis - e.g., auto turn)</a></li> </ul>

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.