

Page **1** of **7 Updated:** September 2025

Zoning Agreement Amendment (ZAA) Application Form

Use this application if you want to change the terms of a zoning agreement caveated to your property. Zoning agreements may include rules about land use, building size, or other conditions. If your project doesn't follow those rules, you can apply to amend the agreement.

Zoning agreement and zoning agreement amendment definition:

A **Zoning Agreement** means an agreement required as a condition of approval for a zoning application (including a rezoning, conditional use and/or variance application) and which can be registered by way of caveat on the title of the property it affects.

A **Zoning Agreement Amendment** (ZAA) means a development agreement for an amendment to a zoning 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

T.: 204-986-5140 | E.: ppd-zoningapplications@winnipeg.ca

winnipeg.ca/BuildingDevelopment

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:

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:

Zoning Agreement Amendment 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. 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>
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 <u>Association of Manitoba Land Surveyors website</u> for more information.
	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.
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		
	Detailed, fully dimensioned, drawn to scale site plan including the following:		
Site plan	Project name	☐ ☐ Land parcel area	
	☐ Municipal address	Pedestrian connections	
	□ North arrow	☐ ☐ Floodway and flood fringe levels	
	Proposed use	☐ Existing and proposed structures	
	□ Scale	(number, location and height)	
	☐ ☐ Dimensioned setbacks	Features adjacent to parcel (City streets, sidewalks, curb cuts, median	
	☐ ☐ Dimensioned property lines	breaks)	
	□ Streets labeled	☐ Boundary survey (total acreage, zoning,	
	☐ ☑ Exterior lighting	date, north arrow and vicinity map)	
	☐ ✓ Vehicular circulation (parking spaces,	☐ ☐ Easements and utility rights of way	
	drive aisles, driveways, accessible parking, ingress / egress, loading etc.)	(depth, width, location, type and registration number)	
	Screening or treatment of any natural	☐ Nearby transit stops	
	features	Garbage enclosures	
	Proposed buffers or landscaped yards	Free standing and accessible parking	
	☐ Bicycle parking	signs	
		☐ Mechanical equipment	
₽	Plan outlining the dimensions and labels of the parcels or lots that are being created or		
Plan of subdivision	amalgamated. Includes any leasehold parcels	associated with a Consent to Lease application.	
Digital graphic	Learn more about <u>digital graphic requirements</u> .		
	Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior		
Building elevations	appearance of the building. Learn more about	-	
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.		
!	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the		
Floor plans	building including labels and dimensions of all rooms.		
Landscaping plan	Detailed, fully dimensioned, drawn to scale la		
Landscaping plan	Plant list (number, size and species)		
	Planting to be removed or kept (number, size and species)		
	New planting (number, location and sp	D !! Screening	
		Fencing	





Planning & design		
	Parking study	
	Colour renderings	
	Sun / shadow study	
	Street level visualization of proposed	
	<u>development</u>	
	Public consultation program	
	Arborist report	
	Context photos	
	Financial impact assessment	
	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	Date:
	Planning, Property & Development Department	
	Zoning & Permits	
	31 – 30 Fort St.	
	Winnipeg, Manitoba R3C 4X7	
	Willingeg, Maintoba NGC 47/1	
KE:		(address or legal description of application)
I (we) ł	nereby give authorization to:	
		(Applicant's name)
		,
To ann	oly for a development application for the above addre	200
ισαρμ	ny for a development application for the above additi	E33.
Regist	ered owner(s) on the current Status of Title or Certific	cate of Title:
Please	e print name and company name (if applicable)	Signature
		· ·
Please	e print name and company name (if applicable)	Signature
		G
Please	e print name and company name (if applicable)	Signature
	i i i i i i j j i i i i i i i i i i i i	8 8
Please	e print name and company name (if applicable)	Signature
		\mathbf{c}

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.