



Planning, Property and Development Department
Service de l'urbanisme, des biens et de l'aménagement
Unit 31-30 Fort Street / Rue Fort, Unité 31, Winnipeg, Manitoba, R3C 4X7

Communication Facility Proposal Review Application

Effective January 1, 2020

As required by the Winnipeg Antenna Systems Policy, the Communication Facility Proposal Review is required to approve the location and siting of:

- All communication antennas or towers that are 15 metres or higher regardless of whoever operates it; and
- Antennas or towers that are less than 15 metres in height that are operated by telecommunications carriers, broadcasting undertakings or third party tower owners

As per the Winnipeg Antenna Systems Policy, the purpose of the Policy is “to outline the local land use consultation process and guidelines to be followed in evaluating Antenna System proposals within the City of Winnipeg, providing guidance to the telecommunication industry, Industry Canada, City Council, City staff and members of the public. The Policy will assist in defining the nature and type of implementation tools required to manage the introduction of Antenna Systems in the city, for example: by-laws, procedures and programs.”

How to reach us / where to apply:

Hours of Operation: Tuesday to Friday 8:30 am to 4:30 pm (Mondays 8:30 am to 4:30 pm are reserved only for telephone inquiries and completed application drop-offs. This enables Zoning and Permits staff to process building and development applications received throughout the week). ***An appointment must be arranged with a Zoning Development Officer who will be available to accept the application or answer any inquiries about it.*** To arrange a meeting, please contact the Appointment Desk at (204) 986-8113 or ppd-permitappointments@winnipeg.ca.

Location

Please apply at the Zoning and Permits Branch located in Unit 31 – 30 Fort Street. 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 receptionist at the Zoning and Permits office.

If you are unable to come in-person through an appointment, you can mail or courier the submission package to:

Zoning and Permits
Unit 31- 30 Fort St.
Winnipeg, MB R3C 4X7



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***** Please refer to the checklist under the "Submission Requirements" below to ensure that you have supplied the required documentation and plans for an application. It is important that all required documentation is provided to prevent delays in processing.**

APPLICANT INFORMATION

Project Address:	No.	Street Name	
Legal Description:	Lot	Block	Plan Number
Applicant:	Name		
Contact:	Address		
	Daytime Phone No. ()	Email Address	

Submission Requirements and Fees

1. **For standalone freestanding communication/cell towers and antenna systems:**
 - The Proponent must submit the following information for an Antenna System siting proposal:
 - Three (3) copies** - A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for Co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
 - Three (3) copies** - Visual rendering(s) of the proposed Antenna System superimposed to scale (*max. size 11"x17"*);
 - Three (3) copies** - Site plan showing the proposed development situated on the site (*max. size 11"x17"*);
 - Three (3) copies** - A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use (*max. size 11"x17"*);
 - Three (3) copies** - For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System (*max. size 11"x17"*);
 - Three (3) copies** - Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
 - Three (3) copies** - An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
 - Three (3) copies** - Any other documentation as identified by the City following the site investigation meeting.
 - APPLICATION FEE: \$1,275.00 + \$63.75 (GST) = \$1,338.75* (subject to change)**



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2. For communication antennas mounted on a building or structure:

- The Proponent will in all cases provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building wall, rooftop, water tower, utility pole or light standard, and which are exempted from public consultation in Section 4.1(3) of the Winnipeg System Antenna Policy
 - One (1) copy** - A site plan of the location of the Antenna System (address, name of building, rooftop or wall mounted, etc.) (max. size 11"x17");
 - One (1) copy** - Description of proposed screening or stealth design measures with respect to the measures used by existing Antenna Systems on that site and/or the preferences expressed in Section 6;
 - One (1) copy** - An elevation drawing showing the height of the Antenna System (max. size 11"x17");
 - One (1) copy** - An elevation drawing showing the height of any modifications to existing Antenna Systems (max. size 11"x17");
 - APPLICATION FEE: \$543.00 + \$27.15 (GST) = \$570.15* (subject to change)**

3. For additions that increase the height of the freestanding communication/cell towers:

- The Proponent will confirm to the City that an addition that extends the height of an existing Freestanding Antenna System as defined in Section 4.1(2) of the Winnipeg System Antenna Policy, meets the exclusion criteria in Section 4.1 by providing the following:
 - One (1) copy** - A site plan of the location, including its address and location on the lot or structure (max. size 11"x17");
 - One (1) copy** - A short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed Antenna System;
 - One (1) copy** - A description of how the proposal meets one of the Section 4.1 exclusion criteria.
 - APPLICATION FEE: \$543.00 + \$27.15 (GST) = \$570.15* (subject to change)**

*Once the Zoning Officer has entered the application, it must be paid for before it can be circulated. You can pay the Cashier in-person, by phoning (204) 986-5120 or by emailing ppd-cashier@winnipeg.ca. If you are paying by cheque, please make it payable to the "City of Winnipeg."

Letter of Authorization

(Registered owner(s) of the property whose name(s) appear on the title)

Date: _____

To: The City of Winnipeg
Planning, Property and Development Department
Zoning and Permits Branch
31 – 30 Fort Street
Winnipeg, Manitoba

RE: _____ (address or legal description of application)

I (we) hereby give authorization to:

_____ (Applicant's name)

To apply for a Communication Facility Proposal Review 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

Personal information is collected under the authority of The City of Winnipeg Charter Act, and is used for the administration and enforcement of **The City of Winnipeg Building By-law No. 4555/87**. This information will be disclosed publicly in accordance with the disclosure provisions of the Province of Manitoba - **Freedom of Information and Protection of Privacy Act**. If you have questions about the collection, use, or disclosure of your information, contact the Corporate FIPPA Coordinator: by mail to the City Clerk's Department, Administration Building, 510 Main Street, Winnipeg, MB, R3B 1B9; by telephone to 311; or by email to FIPPA@winnipeg.ca.