



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

Consent Application (CA)

Effective January 1, 2020

“Consent” means the consent of the City of Winnipeg to the conveyance of title without the registration at the Land Titles Office of a new plan or for the registration at the Land Titles Office of a lease that exceeds 21 years in length.

What is a consent application?

A Consent Certificate is the Planning authority approval to separate a parcel from a title.

Consent applications are generally made for two (2) reasons:

1. To convey a portion of a title out to another title (*consent to convey*) or;
2. To allow for the registration of a long term lease, (*consent to lease*) on a portion of a title.

A **Consent to Convey** application is similar in fashion and process to a subdivision application. The applicant wishes to convey (transfer) a parcel, or part lot, from a title to a separate title. For zoning purposes, the land contained within each title that may be issued as a result of approval of the consent must meet the minimum lot width and area requirements of the zoning district, have frontage on a public street and comply all development standards of the applicable zoning by-law

A **Consent to Lease** application may be more complex.

- a) Is the lease over 21 years including renewal periods?
 - If less than 21 years, no consent from the City of Winnipeg is required.
- b) What area does the lease cover?
 - If it covers the whole title, then no consent is needed; or,
 - If it only covers the floor space of a building, then no consent is needed; or,
 - If it is only a portion of the title, then a Plan of Survey may be required

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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Fees

- **CA APPLICATION FEE: \$3,220.00** (*See below for more details)
- Certificate of Consent: \$181.00 (to be paid upon request by Land Development)
- Certified copy of Certificate of Consent: \$67.00 (to be paid upon request by Land Development)

(All fees are 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."

***NOTE:** Once the Zoning Officer has determined that the application is complete for circulation, it will be sent to the Land Development branch to process and review. Depending on your application type, please be advised that you may be required by Land Development to pay **additional fees**. The fees can only be determined after the application has been circulated to various departments for review which 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

***** Please refer to the checklist under the "Submission Requirements" 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

Note: Items that "may be required" are items that may be requested of the applicant to assess the development application. Items that are "if applicable" are items that will be required of the applicant if it applies to the context of the proposed development application. Please organize your submission by ensuring that each set contains one copy of each required document. In other words, the required documents should be separated out into individual sets, with the first set containing one (1) copy of the status of title, letters and plans, the second set containing one (1) copy of the status of title, letters and plans, and so on.

KEY DOCUMENTS				
Document	Copies required	Notes	Required	May be required
Current Status of Title	3	Available from The Property Registry (Winnipeg Land Titles Office) located on 276 Portage Avenue, at Smith Street. We may request for an updated title to be submitted if the copy provided is not dated within the last 3 months. For further info please visit https://www.tprmb.ca/tpr/landtitles.html	X	
City of Winnipeg caveats <i>(if applicable)</i>	3	Listed on the Status of Title as active instruments. Available from The Property Registry (Winnipeg Land Titles Office) located on 276 Portage Avenue, at Smith Street. For further info please visit https://www.tprmb.ca/tpr/landtitles.html	X	
Letter of intent (including project vision, use(s), project statistics, number of employees, hours of operation, etc.)	3	This letter should provide a 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.	X	
Letter of authorization	3	Required by all the registered owners of the land whose name(s) appear on the title. If the owner on Title is a company name, the person signing must state the company name as shown on the Title and that he/she is authorized to sign for that company. Please see template at the end of this document	X	
Letter of support <i>(if applicable)</i>	3	Written support from adjacent neighbours		X
Building location certificate <i>(if applicable - maximum size of 11"x 17")</i>	3	A document prepared by a Manitoba Land Surveyor illustrating the location of the buildings or structures on the land with dimensions. See http://www.aml.ca/serving-the-public under <i>Location Certificates</i> .	X	
Title Plot <i>(if applicable - maximum size of 11"x 17")</i>	3	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. See The Property Registry at https://www.tprmb.ca/tpr/landtitles.html	X	
Plan of subdivision <i>(if applicable - maximum size of 11"x 17")</i>	3	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated		X
Proposed Phasing <i>(if applicable - maximum size of 11"x 17")</i>	3	Number of phases and anticipated time of completion.		X
Draft lease agreement <i>(if applicable)</i>	3	Required for Consent to Lease applications	X	

SUBMISSION REQUIREMENTS

PLANS OF DEVELOPMENT (should include the drawings described in Parts 1, 2, 3, 4, 5)					
	Document	Copies required	Notes	Required	May be required
Part 1	Floor Plans <i>(if applicable)</i> Detailed, fully dimensioned plans, drawn to scale (maximum size of 11"x 17")	3	Plans showing the interior layout of the building including labels and dimensions of all rooms		X
Part 2	Site Plan Detailed, fully dimensioned site plan, drawn to scale (maximum size of 11"x 17")	3	Includes: <ul style="list-style-type: none"> • project name • proposed use • municipal address • scale • north arrow • dimensioned property lines • land parcel area <i>(if applicable)</i> • boundary survey (total acreage, zoning, date, north arrow and vicinity map)-<i>if applicable</i> • easements and utility rights of way (depth, width, location, type and registration number)-<i>if applicable</i> • streets labeled • pedestrian connections • existing and proposed structures (number, location and height)-<i>if applicable</i> • dimensioned setbacks <i>(if applicable)</i> • features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)-<i>if applicable</i> • vehicular circulation (parking, accessible parking, ingress / egress, loading etc.) • nearby transit stops <i>(if applicable)</i> • screening or treatment of any natural features • proposed buffers or landscaped yards • garbage enclosures <i>(if applicable)</i> • free standing signs <i>(if applicable)</i> • exterior lighting • mechanical equipment <i>(if applicable)</i> • floodway and flood fringe levels <i>(if applicable)</i> 	X	
Part 3	Landscaping Plan <i>(if applicable)</i> Detailed, fully dimensioned plan, drawn to scale (maximum size of 11"x 17")	3	Includes: <ul style="list-style-type: none"> • 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 		X

SUBMISSION REQUIREMENTS

	Document	Copies required	Notes	Required	May be required
Part 4 - Planning and Design	Parking Study				X
	Building elevations <i>(if applicable)</i>	3	Maximum size of 11"x17"		X
	Colour renderings <i>(if applicable)</i>	3	Maximum size of 11"x17"		X
	Sun / shadow study		Maximum size of 11"x17"		X
	Street level visualization of proposed development		Maximum size of 11"x17"		X
	Public consultation program				X
	Arborist report				X
	Context photos				X
	Financial Impact Assessment				X
	Cultural heritage impact statement (historical resources)				X
	Commercial Land Supply Study				X
	Employment Land Supply Study				X
	Residential Land Supply Study				X
	Archeological resource assessment				X
Part 5 - Engineering Studies	Community Transportation Study and / or Transportation Impact Study				X
	Assessment of Adequacy of Public Services / Site Servicing Study				X

SUBMISSION REQUIREMENTS

	Servicing Options report				X
	Stormwater Management Report				X
	Geotechnical Study / Slope Stability Study				X
	Groundwater Impact Study				X
	Wind Study				X
	Noise / Vibration Study				X

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 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

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.