Extension of Time Application

Effective January 1, 2020

An “Extension of Time” is an application procedure initiated by the applicant and/or land owner of an existing subdivision and/or rezoning development application whereby the application is not able to proceed expeditiously and achieve the time limit expiry conditions imposed under Council’s approval. Extensions may be applied for under the following conditions:

- The application has not proceeded expeditiously and the by-law will not be not passed within two (2) years after adoption of the report by Council;
- The by-law has not come into force and effect by the registration of the Plan of Subdivision and/or rezoning in the Winnipeg Land Titles Office by caveat against the subject land along with related agreement(s), if applicable, all within the one (1) year from the date the by-law was passed by Council.

In both cases, the extension of time shall be applied for prior to the expiry of periods imposed by Council (minimum 3 months recommended).

How to reach us / where to apply:

Hours of Operation: Monday to Friday 8:30 a.m. to 4:30 p.m.

Location: Please apply at the Land Development Branch located on the Main Floor, 65 Garry Street (Fort Garry Place), Reception Desk, Attention: Land Development Branch Administrator. 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 Land Development Branch office.

Fees

- APPLICATION FEES: $775.00+GST (TO EXTEND TIME LIMIT FOR PASSAGE OF A BY-LAW BY COUNCIL)
- APPLICATION FEES: $590.00+GST (TO EXTEND AN EXISTING BY-LAW’S COMING INTO FORCE EXPIRY DATE)
- MYLAR RE-APPROVAL FEE (IF REQUIRED): $392.00 (NO GST)  
  (All fees are subject to change)

<table>
<thead>
<tr>
<th>Project: Application File No.</th>
<th>Project Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description: Lot Block Plan Number</td>
<td></td>
</tr>
<tr>
<td>Applicant: Name</td>
<td></td>
</tr>
<tr>
<td>Contact: Address Daytime Phone No. Email Address</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Document</th>
<th>Copies required</th>
<th>Notes</th>
<th>Required</th>
<th>May be required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status of Title</td>
<td>1</td>
<td>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 <a href="https://www.tprmb.ca/tpr/landtitles.html">https://www.tprmb.ca/tpr/landtitles.html</a></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>City of Winnipeg caveats <em>(if applicable)</em></td>
<td>1</td>
<td>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 <a href="https://www.tprmb.ca/tpr/landtitles.html">https://www.tprmb.ca/tpr/landtitles.html</a></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Letter of intent <em>(include project vision &amp; explain reason(s) in detail why the extension is necessary)</em></td>
<td>1</td>
<td>This letter should provide a detailed explanation outlining the logistical, financial or other rationale for the development application’s inability to proceed within the time limit adopted by Council. This letter should include a proposed timeline for completion (not more than one (1) year extension recommended).</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Letter of authorization</td>
<td>1</td>
<td>Required by all the registered owners of the land whose name(s) appear on the title (if applicant is not already authorized on original development application). 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.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Letter(s) of support <em>(if applicable)</em></td>
<td>1</td>
<td>Written support from adjacent neighbours</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Building location certificate <em>(if applicable)</em></td>
<td>1</td>
<td>A document prepared by a Manitoba Land Surveyor illustrating the location of the buildings or structures on the land with dimensions. See <a href="http://www.amls.ca/serving-the-public">http://www.amls.ca/serving-the-public</a> under <em>Location Certificates</em>.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Title Plot <em>(if applicable)</em></td>
<td>1</td>
<td>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 <a href="https://www.tprmb.ca/tpr/landtitles.html">https://www.tprmb.ca/tpr/landtitles.html</a></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Plan of subdivision</td>
<td>1</td>
<td>Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
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
Land Development Branch
Main Floor, 65 Garry Street
Winnipeg, Manitoba

RE:_______________________________________ (address or legal description of application)

I (we) hereby give authorization to:
______________________________ (Applicant’s name)
To apply for an Extension of Time application for the above address under Development Application File
No. ___________.

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