Plan Approval/Design Review
Application Form

The requirement for a “Plan Approval or Design Review” is typically specified as part of the conditions of a development application (e.g. Zoning Agreement, Variance, Conditional Use) or as dictated by the Zoning By-law (e.g. Planned Development Overlay) and must be approved prior to the issuance of any building or development permits for the property. Depending on what the development application or Zoning By-law specifies, the plan approval/design review must be approved by the Community Committee for the area and/or the Director of Planning, Property, and Development. They will need to approve the location and design of any of the following:

- Buildings;
- Accessory parking and/or loading areas;
- Private approaches;
- Driveways;
- Exterior lighting;
- Garbage enclosures;
- Fencing;
- Landscaping;
- Signage

Please refer to the property’s status of title for any City of Winnipeg caveats that may be registered against it as there could be a Zoning Agreement that dictates the requirement for a plan approval. You can search for this information by contacting the Property Registry Office (i.e. Land Titles Office):

Address: 276 Portage Avenue
Winnipeg, MB R3C 0B6
Phone: 1-844-737-5684 (toll free)
Email: clientservice@teranet.ca

HOW TO REACH US:

<table>
<thead>
<tr>
<th>Address: Zoning and Permits Office</th>
<th>Hours of Operation: Tuesday to Friday 8:30 am to 4:30 pm. Please note the Zoning and Permits Office is not open to the public on Mondays. However, staff will be available to receive telephone and email inquiries and completed applications may be dropped-off in person.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 31-30 Fort St.</td>
<td></td>
</tr>
<tr>
<td>Winnipeg, MB R3C 4X7</td>
<td></td>
</tr>
<tr>
<td>Phone: 204-986-5140, press option 4</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:ppd-zdo@winnipeg.ca">ppd-zdo@winnipeg.ca</a></td>
<td></td>
</tr>
</tbody>
</table>

HOW TO APPLY:

By appointment (recommended option):
We recommend that you arrange an appointment with a Zoning Development Officer who will be available to accept the application or answer any inquiries. To arrange a meeting, please phone the Appointment Desk at 204-986-5140 and press option 1 or email ppd-permitappointments@winnipeg.ca.

By mail, courier or drop off:
You can mail, courier or drop off your application package to the Zoning and Permits Office (Unit 31 – 30 Fort Street, Winnipeg, MB, R3C 4X7). Free customer parking is located in the surface parking lot off

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

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

**By email:**
You can submit digital copies of your application documents to [ppd-zdo@winnipeg.ca](mailto:ppd-zdo@winnipeg.ca). However, please note that the Zoning Development Officer will eventually request hard copies to be submitted in order to process the application.

Before you submit your application, please ensure that you contact the Area/District Planner to confirm whether they will support your proposal. Please view the [Planning Assignments map](#) to determine the Planner for your area.

## FEES:

<table>
<thead>
<tr>
<th>PLAN APPROVAL FEES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR PLAN APPROVAL FEE</td>
<td>$219.00 + $10.95 GST = $229.95</td>
</tr>
<tr>
<td>COMMUNITY COMMITTEE PLAN APPROVAL FEE</td>
<td>$383.00 + $19.15 GST = $402.15</td>
</tr>
<tr>
<td>SECOND AND EACH SUBSEQUENT REVIEW FEE</td>
<td>$219.00 + $10.95 GST = $229.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESIGN REVIEW FEES (INCLUDING BOULEVARD PROVENCHER)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW BUILDING OR ADDITION</td>
<td>$437.00 + $21.85 GST = $458.85</td>
</tr>
<tr>
<td>SIGNS</td>
<td>$165.00 + $8.25 GST = $173.25</td>
</tr>
<tr>
<td>ALL OTHER DEVELOPMENT APPLICATIONS</td>
<td>$274.00 + $13.70 GST = $287.70</td>
</tr>
</tbody>
</table>

**ALL FEES ARE SUBJECT TO CHANGE**

Payments can be made in-person, by mail or by calling Permits Direct Line at 204-986-5140, selecting option 7 and then 1 to speak to the cashier. Please note that the 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”.

The application fees must be paid up front before the application can be circulated to the other City departments for review. Please refer to document checklists under “Application Submission Requirements” to ensure that you have supplied the required documentation and plans in order to avoid delays in processing.
Application Submission Requirements

ADDRESS INFORMATION:

<table>
<thead>
<tr>
<th>Project Address</th>
<th>Street No.:</th>
<th>Street Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description</td>
<td>Lot No.:</td>
<td>Block No.:</td>
</tr>
</tbody>
</table>

APPLICANT INFORMATION:

<table>
<thead>
<tr>
<th>Applicant info</th>
<th>Applicant Name: (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City &amp; Province:</td>
</tr>
<tr>
<td>Daytime Phone No.:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

NOTES ABOUT THE CHECKLISTS OF ITEMS:

- Items indicated as "may be required" are items that may be requested by the City of Winnipeg as part of the review of the development application. These items may be requested at the time the application is submitted or after the application has been circulated to the other City departments.
- Items indicated as "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. The required documents should be separated into individual sets, with the first set containing one copy of the status of title, letters and plans, the second set containing one copy of the status of title, letters and plans, and so on.

CHECKLIST OF REQUIRED ITEMS

<table>
<thead>
<tr>
<th># of Copies Required</th>
<th>Type of Document</th>
<th>Explanations &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (if reviewed by Director only); 2 (if reviewed by Community Committee)</td>
<td>Letter of Intent (including project vision, use(s), project statistics, number of employees, hours of operation, etc.)</td>
<td>This letter should provide a description of the proposal, planning rationale as to 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.</td>
</tr>
</tbody>
</table>
| 1 (if reviewed by Director only); 2 (if reviewed by Community Committee) | Landscaping Plan (if applicable) Maximum size of 11” x 17” | Detailed, fully dimensioned, drawn to scale landscape plan including the following: \[
\begin{array}{ll}
\text{☐} & \text{plant list (number, size and species)} \\
\text{☐} & \text{planting to be removed or kept (number, size and species)} \\
\text{☐} & \text{new planting (number, location and species)} \\
\text{☐} & \text{fencing} \\
\text{☐} & \text{open space} \\
\text{☐} & \text{ground cover} \\
\text{☐} & \text{screening}
\end{array}
\]
## CHECKLIST OF REQUIRED ITEMS CONTINUED

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</table>
| **1** (if reviewed by Director only); **2** (if reviewed by Community Committee) | **Site Plan**  
Maximum size of 11”x 17” | Detailed, fully dimensioned, drawn to scale site plan including the following:  
- Project name  
- Municipal address  
- North arrow  
- Land parcel area (if applicable)  
- Pedestrian connections  
- Dimensioned setbacks  
- Existing and proposed structures (number, location and height - if applicable)  
- Boundary survey (total acreage, zoning, date, north arrow and vicinity map - if applicable)  
- Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)  
- Screening or treatment of any natural features  
- Proposed buffers or landscaped yards  
- Mechanical equipment (if applicable)  
- Exterior lighting  
- Floodway and flood fringe levels (if applicable)  
- Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks - if applicable)  
- Easements and utility rights of way (depth, width, location, type and registration number - if applicable)  
- Nearby transit stops (if applicable)  
- Garbage enclosures (if applicable)  
- Free standing and accessible parking signs (if applicable)  
- Bicycle parking |

| **1** (if reviewed by Director only); **2** (if reviewed by Community Committee) | **Building Elevations**  
(if applicable)  
Maximum size of 11”x 17” | Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about building elevation requirements. |

| **1** (if reviewed by Director only); **2** (if reviewed by Community Committee) | **Colour Renderings**  
(if applicable)  
Maximum size of 11”x 17” | Learn more about colour renderings requirements. |

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**Zoning and Permits Branch**  
Unit 31 – 30 Fort St, Winnipeg, MB R3C 4X7  
T.: 204-986-5140 | E.: ppd-zdo@winnipeg.ca  
winnipeg.ca/ppd
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Current Status of Title</td>
<td>A Status of Title is a document that identifies property ownership and is available from The Property Registry (Winnipeg Land Titles Office) located on 276 Portage Avenue. The copy provided must be dated within three months of the application date to verify current ownership, etc. For further information please visit Teranet Manitoba</td>
</tr>
<tr>
<td>1</td>
<td>City of Winnipeg caveats (if applicable)</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. For further info please visit Teranet Manitoba</td>
</tr>
<tr>
<td>1</td>
<td>Letter of Authorization</td>
<td>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 (s)he is authorized to sign for that company. Please see template at the end of this document</td>
</tr>
<tr>
<td>1 (if reviewed by Director only); 2 (if reviewed by Community Committee)</td>
<td>Floor Plans (if applicable) Maximum size of 11”x 17”</td>
<td>Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms</td>
</tr>
</tbody>
</table>

### Planning and Design (if applicable)

- Maximum size of 11”x 17”
- # of required copies to be determined

- Parking Study
- Sun / Shadow Study
- Street Level Visualization of Proposed Development
- Public Consultation Program
- Arborist Report
- Context Photos
- Financial Impact Assessment
- Cultural Heritage Impact Statement (Historical Resources)
- Commercial Land Supply Study
- Employment Land Supply Study
- Residential Land Supply Study

### Engineering Studies (if applicable)

- Maximum size of 11”x 17”
- # of required copies to be determined

- Community Transportation Study and / or Transportation Impact Study
- Assessment of Adequacy of Public Services / Site Servicing Study
- Servicing Options Report
- Stormwater Management Report
- 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., AutoTurn)
Letter of Authorization
(Registered owner(s) of the property whose name(s) appear on the title)

Date: ____________________________

To:  The City of Winnipeg
     Planning, Property & Development Department
     Zoning and Permits Branch
     31 – 30 Fort Street
     Winnipeg, Manitoba R3C 4X7

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

Your personal information is being collected consistent with the requirements and limitations set out under The Freedom of Information and Protection of Privacy Act (FIPPA). This collection of personal information is authorized by section 36(1)(b) of the FIPPA for the administration of Development Procedures Bylaw No. 104/2020. Your information is protected by FIPPA’s privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg’s Corporate Access and Privacy Officer by mail (City Clerk’s Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.