What is a Variance?
A variance is a request to modify the Dimensional Standards of the Zoning By-Law (i.e. yards or building setbacks, height requirements and lot coverage) as applied to a specific property. When requirements cannot be met due to unique circumstances related to a property, a variance is an option to ensure that a property owner is not deprived of normal rights to use their property. Although the zoning designation of the property remains unchanged, an exemption of one or more of the requirements may be allowed under certain circumstances.

How Long Does the Variance Process Take?
The length of time depends on a number of factors such as the complexity of the proposal, how well and how complete the application materials are prepared. The process is approximately 6 weeks from the date of the application submission. Complicated cases can take more time.

What are the Rules Governing Variances?
To approve a variance, the decision maker is required to conclude the criteria listed below are met. When you submit your application, you should include a written explanation on how you think each criterion is met. This is your chance to make your case. By addressing these thoroughly, you can reduce the possibility of an important factor being overlooked.

A variance application may be approved as is or approved subject to conditions provided that the variance requested is consistent with the following criteria as prescribed under the City of Winnipeg Charter Act:

(a) consistent with Plan Winnipeg and any applicable secondary plan;
(b) does not create a substantial adverse effect on the amenities, use, safety and convenience of the adjoining property and adjacent area, including an area separated from the property by a street or waterway;
(c) is the minimum modification of a zoning by-law required to relieve the injurious effect of the zoning by-law on the applicant’s property:
(d) is compatible with the area in which the property to be affected is situated.

The decision maker may place conditions upon a variance approval, which are deemed necessary to ensure these criteria are met. The decision and any conditions will be posted on the public notice. Once the variance has been publicly posted and/or the decision maker has made a decision on the variance, please note that the application fees cannot be refunded.

APPLICATION APPEALED (Appeal by others)
A. The applicant shall be notified by registered mail should the decision be appealed. Those in opposition to the application may appeal the decision by submitting a written notice of appeal within 14 days of issuance of the variance order. The property is posted for a second period of fourteen (14) days for a hearing of the Appeal Committee at City Hall, 510 Main Street. If the APPEAL IS REJECTED, the decision on the original order is confirmed. If the APPEAL IS GRANTED,
the original variance order is **REJECTED** and the applicant cannot re-apply for the same variance within one (1) year from the date of the order.

**APPLICATION REJECTED (Appeal by applicant)**

**B.** The applicant shall be notified by registered mail if the variance application has been **REJECTED**. The applicant may appeal the order by submitting a written notice of appeal within 14 days of issuance of the variance order. The property is posted for a period of fourteen (14 days) for a hearing of the Appeal Committee at City Hall, 510 Main Street. If the applicant’s **APPEAL IS GRANTED**, an appeal order is issued and the applicant can apply for a Building permit. If the applicant’s **APPEAL IS REJECTED**, the original variance order rejecting the application is confirmed. **The applicant must wait for one year from the date of the order to apply for the same variance.**

**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 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
Residential Zoning Variance (DAV “B”) Application

Single Family Dwelling or Two Family Dwelling

Fees

Single-Family or Two-Family Dwellings (New Construction or Additions):

- Before Construction:
  - 1st Variance - $645.00 (fee) + $32.25 (GST) = $677.25
  - Each additional variance (same lot) - $215.00 (fee per item) + $10.75 (GST) = $225.75
- Post Construction:
  - 1st Variance - $968.00 (fee) + $48.40 (GST) = $1,016.40
  - Each additional variance (same lot) - $322.00 (fee per item) + $16.10 (GST) = $338.10

Accessory Structures:

- Before Construction:
  - 1st Variance - $375.00 (fee) + $18.75 (GST) = $393.75
  - Each additional variance (same lot) - $109.00 (fee per item) + $5.45 (GST) = $114.45
- Post Construction:
  - 1st Variance - $590.00 (fee) + $29.50 (GST) = $619.50
  - Each additional variance (same lot) - $162.00 (fee per item) + $8.10 (GST) = $170.10

(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. Please be advised that the maximum dollar amount that can be charged to a credit card is $10,000. If you are paying by cheque, please make it payable to the “City of Winnipeg.”

*** 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

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

<table>
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<tr>
<th>DOCUMENTATION REQUIRED FOR A RESIDENTIAL VARIANCE APPLICATION</th>
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<tbody>
<tr>
<td><strong>Document</strong></td>
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<tr>
<td>Current Status of Title</td>
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<tr>
<td>City of Winnipeg caveats (if applicable)</td>
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<tr>
<td>Letter of Intent</td>
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<tr>
<td>Letter of Authorization</td>
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<tr>
<td>Letter of Support</td>
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<tr>
<td>Building Location Certificate (maximum size of 11&quot;x 17&quot;)</td>
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<tr>
<td>Plans of Development (maximum size of 11”x 17”)</td>
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Letter of Authorization

(Signatures of the 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.
Request for a Support on Zoning Variance  
(Signatures of support from adjoining property owners)

Date: __________________________

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

RE: ______________________________(address or legal description of application)

I consulted with my neighbours on my request for relief on the following zoning restriction(s) at the above referenced premises:

(Please provide a brief description of the Variance application in the space provided below.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The following adjoining property owners support and are not opposed to my request for a Zoning Variance:

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<tr>
<th>Name</th>
<th>Address</th>
<th>Daytime Phone No.</th>
<th>Signature(s)</th>
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