

## Alternative Equivalent Compliance (AEC) Application Form

Alternative Equivalent Compliance (AEC) is an application to approve a landscape, fencing/screening, lighting and/or design standard alternative to the Zoning By-law's standards, and requires approval from the Area/District Planner. As per section 212 of *Winnipeg Zoning By-law No. 200/2006*:

In lieu of compliance with the specific requirements of sections 188 through 193, Landscaping and Buffering, sections 194 through 198, Fencing and Screening, sections 199 through 204, Lighting and sections 205 through 211, Design Standards, above, an owner may propose to the Director an alternative equivalent approach to compliance consistent with the intent of those sections. An alternative equivalent compliance plan is designed to provide flexibility in order to respond to unique site conditions or abutting or surrounding uses, and must not result in reductions in the amount or quality of landscaping, buffering, fencing, screening, lighting, or design provided. The Director may approve a proposal under this section only if the Director determines that the following criteria have been met:

- (1) The proposed alternative design achieves the intent of the subject standard to the same or better degree than the subject standard;
- (2) The proposed alternative design achieves the goals and objectives of Our Winnipeg, relevant secondary plans, and this by-law to the same or better degree than the subject standard;
- (3) The proposed alternative design results in benefits to the community that are equivalent to or better than compliance with the subject design standard; and
- (4) The proposed alternative design imposes no greater impacts on adjacent properties than would occur through compliance with the specific requirements of sections 188 through 211.

### How to reach us:

<p><b>Address:</b> Zoning and Permits Branch Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7</p> <p><b>Phone:</b> 204-986-5140, select option 4</p> <p><b>Email:</b> <a href="mailto:ppd-zdo@winnipeg.ca">ppd-zdo@winnipeg.ca</a></p>	<p><b>Hours of operation:</b> Tuesday to Friday 8:30 a.m. to 4:30 p.m. Please note the office is closed to customers on Mondays. However, staff are available for telephone and email inquiries, and completed applications may be dropped off in-person.</p>
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### How to apply:

#### By appointment (recommended option):

We recommend arranging an appointment with a Zoning Development Officer to discuss your application. To schedule a meeting, please call Permits Direct Line at 204-986-5140 and select option 1 or email [ppd-permitappointments@winnipeg.ca](mailto: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 Branch (Unit 31 – 30 Fort Street, Winnipeg, MB, R3C 4X7). Free customer parking is located in the surface parking lot off Assiniboine Avenue at Garry Street and designated customer parking stalls are available (see [Customer Parking map](#)). Please register your vehicle license number with the front desk clerk at the Zoning and Permits Branch office.

**By email:**

You can submit digital copies of your application documents to [ppd-zdo@winnipeg.ca](mailto:ppd-zdo@winnipeg.ca) Please note that the Zoning Development Officer will request paper copies 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 at [winnipeg.ca/PlanningAssignments](http://winnipeg.ca/PlanningAssignments) to determine the Planner for your area.

**Fees:**

<p>Alternative Equivalent Compliance (AEC) Fee</p>	<p>Fees will be assessed at the time of application. Refer to the <a href="#">Planning, Development and Building Fees and Charges</a> schedule for more information.</p>
<p>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 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”.</p> <p><b>Application fees must be paid before the application can be circulated to City departments for review. Please refer to the checklists under “Application Submission Requirements” to ensure you have supplied the required documentation and plans in order to avoid delays in processing.</b></p>	

## Application Submission Requirements

Date: \_\_\_\_\_

### Address Information:

Project Address	Street Number:	Street Name:	
Legal Description	Lot Number:	Block Number:	Plan Number:

### Applicant Information:

Applicant Information	Applicant Name: (print)		
	Mailing Address:	City & Province:	Postal Code:
	Daytime Phone Number:	Email Address:	

### Notes about the Checklists of Items:

- Items indicated "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 "if applicable" are items that will be required if they apply to the context of the proposed development application.
- Please organize your submission to ensure that each individual set contains one copy of each required document. For example, the first set should contain one copy of the status of title, letters and plans, the second set should also contain one copy of the status of title, letters and plans, and so on.

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 *Winnipeg Zoning By-law No. 200/2006*. 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.

### Checklist of Required Items

Number of Copies Required	Type of Document	Explanations & Notes																								
1	Letter of Intent (including project vision, use(s), project statistics, number of employees, hours of operation, etc.)	<p>This letter should provide a planning rationale that addresses the following:</p> <ol style="list-style-type: none"> <li>(1) The proposed alternative design achieves the intent of the subject standard to the same or better degree than the subject standard;</li> <li>(2) The proposed alternative design achieves the goals and objectives of Our Winnipeg, relevant secondary plans, and this by-law to the same or better degree than the subject standard;</li> <li>(3) The proposed alternative design results in benefits to the community that are equivalent to or better than compliance with the subject design standard; and</li> <li>(4) The proposed alternative design imposes no greater impacts on adjacent properties than would occur through compliance with the specific requirements of sections 188 through 211.</li> </ol> <p>This letter may also need to include 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.</p>																								
1	Site Plan Maximum size of 11 in. x 17 in.	<p>Detailed, fully dimensioned, drawn to scale site plan including the following:</p> <table border="1" data-bbox="526 974 1552 1917"> <tr> <td><input type="checkbox"/> Project name</td> <td><input type="checkbox"/> Proposed use</td> </tr> <tr> <td><input type="checkbox"/> Municipal address</td> <td><input type="checkbox"/> Scale</td> </tr> <tr> <td><input type="checkbox"/> North arrow</td> <td><input type="checkbox"/> Dimensioned property lines</td> </tr> <tr> <td><input type="checkbox"/> Land parcel area (if applicable)</td> <td><input type="checkbox"/> Streets labeled</td> </tr> <tr> <td><input type="checkbox"/> Pedestrian connections</td> <td><input type="checkbox"/> Exterior lighting (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Dimensioned setbacks</td> <td><input type="checkbox"/> Floodway and flood fringe levels (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Existing and proposed structures (number, location and height - if applicable)</td> <td><input type="checkbox"/> Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks - if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Boundary survey (total acreage, zoning, date, north arrow and vicinity map - if applicable)</td> <td><input type="checkbox"/> Easements and utility rights of way (depth, width, location, type and registration number - if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)</td> <td><input type="checkbox"/> Nearby transit stops (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Screening or treatment of any natural features</td> <td><input type="checkbox"/> Garbage enclosures (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Proposed buffers or landscaped yards</td> <td><input type="checkbox"/> Free standing and accessible parking signs (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Mechanical equipment (if applicable)</td> <td><input type="checkbox"/> Bicycle parking (if applicable)</td> </tr> </table>	<input type="checkbox"/> Project name	<input type="checkbox"/> Proposed use	<input type="checkbox"/> Municipal address	<input type="checkbox"/> Scale	<input type="checkbox"/> North arrow	<input type="checkbox"/> Dimensioned property lines	<input type="checkbox"/> Land parcel area (if applicable)	<input type="checkbox"/> Streets labeled	<input type="checkbox"/> Pedestrian connections	<input type="checkbox"/> Exterior lighting (if applicable)	<input type="checkbox"/> Dimensioned setbacks	<input type="checkbox"/> Floodway and flood fringe levels (if applicable)	<input type="checkbox"/> Existing and proposed structures (number, location and height - if applicable)	<input type="checkbox"/> Features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks - if applicable)	<input type="checkbox"/> Boundary survey (total acreage, zoning, date, north arrow and vicinity map - if applicable)	<input type="checkbox"/> Easements and utility rights of way (depth, width, location, type and registration number - if applicable)	<input type="checkbox"/> Vehicular circulation (parking spaces, drive aisles, driveways, accessible parking, ingress / egress, loading etc.)	<input type="checkbox"/> Nearby transit stops (if applicable)	<input type="checkbox"/> Screening or treatment of any natural features	<input type="checkbox"/> Garbage enclosures (if applicable)	<input type="checkbox"/> Proposed buffers or landscaped yards	<input type="checkbox"/> Free standing and accessible parking signs (if applicable)	<input type="checkbox"/> Mechanical equipment (if applicable)	<input type="checkbox"/> Bicycle parking (if applicable)
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### Checklist of Required Items, continued

Number of Copies Required	Type of Document	Explanations & Notes			
1	Landscaping Plan Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale landscape plan including the following:			
		<input type="checkbox"/>	plant list (number, size and species)	<input type="checkbox"/>	open space
		<input type="checkbox"/>	planting to be removed or kept (number, size and species)	<input type="checkbox"/>	ground cover
		<input type="checkbox"/>	new planting (number, location and species)	<input type="checkbox"/>	screening
		<input type="checkbox"/>	fencing		

### Checklist of Items that may be required

Number of Copies Required	Type of Document	Explanations & Notes			
1	Arborist Report	Learn more about <a href="#">arborist report</a> requirements			
1	Context Photos Maximum size of 11 in. x 17 in.				