

Communication Facility Proposal Review Application Form

As required by the [Winnipeg Antenna Systems Policy](#), the Communication Facility Proposal Review is required to approve the location and siting of:

- All communication antennas or towers that are 15 metres or higher regardless of whoever operates it
- Antennas or towers that are less than 15 metres in height that are operated by telecommunications carriers, broadcasting undertakings or third-party tower owners

As per the *Winnipeg Antenna Systems Policy*, the purpose of the policy is “to outline the local land use consultation process and guidelines to be followed in evaluating antenna system proposals within the City of Winnipeg, providing guidance to the telecommunication industry, Industry Canada, City Council, City staff and members of the public. The policy will assist in defining the nature and type of implementation tools required to manage the introduction of antenna systems in the city, for example: by-laws, procedures and programs.”

How to reach us:

Address: Zoning and Permits Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7	Hours of operation: 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.
Phone: 204-986-5140	
Email: ppd-zdo@winnipeg.ca	

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 or email ppd-permitappointments@winnipeg.ca

By mail, courier or drop off:

You can mail, courier or drop off your application package to Zoning and Permits (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 office.

By email:

You can submit digital copies of your application documents to ppd-zdo@winnipeg.ca. Please note that the Zoning Development Officer will request paper copies in order to process the application.

How to submit payment:

Payments can be made in-person, by mail or by calling Permits Direct Line at 204-986-5140 and following the prompts 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”.

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.

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:

- 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 the *Winnipeg Antenna Systems Policy*. 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.

<p>Checklist of Required Items for Communication Antennas Mounted on a Building or Structure, including (but not limited to) a building wall, rooftop, water tower, utility pole or light standard, and which are exempted from public consultation in Section 4.1(3) of the <i>Winnipeg Antenna Systems Policy</i></p>		<p>Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.</p>
Number of Copies Required	Type of Document	
1	<p>Site plan of the location of the antenna system (address, name of building, rooftop or wall mounted, etc.) Maximum size 11 in. x 17 in.</p>	
1	<p>Description of proposed screening or stealth design measures with respect to the measures used by existing Antenna Systems on that site and/or the preferences expressed in Section 6 of the Winnipeg Antenna Systems Policy</p>	
1	<p>An elevation drawing showing the height of the antenna system Maximum size 11 in. x 17 in.</p>	
1	<p>An elevation drawing showing the height of any modifications to existing antenna systems Maximum size 11 in. x 17 in.</p>	
1	<p>For antenna systems requiring public consultation, a map showing all properties located within the prescribed distance from the proposed antenna system Maximum size 11 in. x 17 in.</p>	

<p>Checklist of Required Items for Additions that Increase the Height of the Freestanding Communication/Cell Towers</p>		<p>Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.</p>
Number of Copies Required	Type of Document	
1	<p>Site plan of the location, including its address and location on the lot or structure Maximum size 11 in. x 17 in.</p>	
1	<p>A short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed antenna system</p>	
1	<p>A description of how the proposal meets one of the Section 4.1 exclusion criteria in the Winnipeg System Antenna Policy</p>	
1	<p>For antenna systems requiring public consultation, a map showing all properties located within the prescribed distance from the proposed antenna system Maximum size 11 in. x 17 in.</p>	

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
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 Communication Facility Proposal Review 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 the *Winnipeg Antenna Systems Policy*. 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.