

## Consent (CA) Application Form

Consent means the consent of the City of Winnipeg to the conveyance of title without the registration at the Property Registry (Winnipeg Land Titles) Office of a new plan or for the registration at the Property Registry (Winnipeg Land Titles Office) of a lease that exceeds 21 years in length.

### What are the different types of consent applications?

A Consent Certificate is the Planning authority approval to separate a parcel from a title.

Consent applications are generally made for two (2) reasons:

1. To convey a portion of a title out to another title (consent to convey) or;
2. To allow for the registration of a long-term lease, (consent to lease) on a portion of a title

A **Consent to Convey** application is similar in fashion and process to a subdivision application. The applicant wishes to convey (transfer) a parcel, or part lot, from a title to a separate title. For zoning purposes, the land contained within each title that may be issued as a result of approval of the consent must meet the minimum lot width and area requirements of the zoning district, have frontage on a public street and comply with all development standards of the applicable zoning by-law.

A **Consent to Lease** application may be more complex.

- a) Is the lease over 21 years including renewal periods?
  - If less than 21 years, no consent from the City of Winnipeg is required.
- b) What area does the lease cover?
  - If it covers the whole title, then no consent is needed.
  - If it only covers the floor space of a building, then no consent is needed.
  - If it is only a portion of the title, then a [Plan of Survey](#) may be required.

### How to reach us:

**Address:** Zoning and Permits Branch  
Unit 31- 30 Fort St.  
Winnipeg, MB R3C 4X7  
**Phone:** 204-986-5140, select option 4  
**Email:** [ppd-zdo@winnipeg.ca](mailto:ppd-zdo@winnipeg.ca)

**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.

### 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.

**Fees:**

Consent Application Fee (See below for more information. *)	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.
Certificate of Consent Fee	
Certified Copy of Certificate of Consent	

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”.

**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.**

**\*Note:** Once the City of Winnipeg has determined that the application is complete for circulation, it will be sent to the Land Development Branch to process and review. Depending on the application type, please be advised that Land Development may require payment of **additional fees**. The fees can only be determined **after** the application has been circulated to various departments for review and could include the following:

- Advertising fees (on Public Hearing application types as determined by the local newspapers)
- Mylar signing/lot/parcel fees (per lot/parcel created on plan)
- Consent certificate fees
- 10% dedication fees (in lieu of dedicating land)
- Agreement fees
- Legal document preparation fees
- Administrative fees associated with a Development or Servicing Agreement
- Deposits for survey monuments, sod and/or tree planting
- Oiling & graveling fees where applicable
- Levies such as Charleswood Transportation Levy, Seine River Acquisition Charges
- Trunk service rates
- Securities/letter of credits associated with Development or Servicing Agreements
- Extensions of time
- Spatial separation review

**How long does the application process take?**

Your application may be processed for conditional approval in eight weeks. However, if approval of your plan requires you to enter into agreements, easements or amendments to an existing policy, it may take four to eight months before your plan can be registered with the Property Registry (Winnipeg Land Titles Office). Learn more information about the [development application process](#).

## 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 *Development Procedures By-law 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.

## Checklist of Required Items

Key Documents		
Number of Copies Required	Type of Document	Explanations & Notes
3	Current Status of Title	A Status of Title is a document that identifies property ownership and is available from the Winnipeg Land Titles Office. The copy provided must be dated within three months of the application date to verify current ownership, etc. For further information, please visit <a href="#">Teranet Manitoba</a>
3	City of Winnipeg caveats (if applicable)	Listed on the status of title as active instruments. Available from the Winnipeg Land Titles Office. For further information, please visit <a href="#">Teranet Manitoba</a>
3	Letter of Intent (including project vision, use(s), project statistics, number of employees, hours of operation, etc.)	This letter should provide a description of the proposal, planning rationale such as 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. Where applicable, 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.
3	Letter of Authorization	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 they are authorized to sign for that company. Please see template at the end of this document.
3	Building Location Certificate (if applicable) Maximum size of 11 in. x 17 in.	A Building Location Certificate (also known as a surveyor's certificate) is a document prepared by a Manitoba Land Surveyor illustrating the location of buildings or structures on the land with dimensions. An application may be accepted without a Building Location Certificate for use of vacant land if the applicant can demonstrate that the proposed use is in accordance with the Zoning By-law. Visit the <a href="#">Association of Manitoba Land Surveyors website</a> for more information.  Under certain circumstances, a detailed, well-drawn, fully dimensioned site plan may be substituted at the City's discretion.
3	Title Plot (if applicable) Maximum size of 11 in. x 17 in.	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.
3	Draft Lease Agreement (if applicable)	Required for Consent to Lease applications

**Checklist of Required Items, continued**

Plans of development			
Number of Copies Required	Type of Document	Explanations & Notes	
3	Site Plan Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale site plan including the following:	
		<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
		<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		

### Checklist of Items that may be required

Number of Copies Required	Type of Document	Explanations & Notes	
3	Letter of Support (if applicable)	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.	
3	Proposed Phasing (if applicable) Maximum size of 11 in. x 17 in.	Number of phases and anticipated time of completion.	
3	Plan of subdivision Maximum size of 11 in. x 17 in.	Plan outlining the dimensions and labels of the parcels or lots that are being created or amalgamated.	
3	Floor Plans (if applicable) Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.	
3	Building Elevations (if applicable) Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about <a href="#">building elevation</a> requirements.	
3	Landscaping Plan (if applicable) 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, continued**

<b>Planning and Design</b> (if applicable) Maximum size of 11 in. x 17 in. Number of copies required to be determined	
<input type="checkbox"/>	<a href="#">↻ Parking Study</a>
<input type="checkbox"/>	<a href="#">↻ Colour Renderings</a>
<input type="checkbox"/>	<a href="#">↻ Sun / Shadow Study</a>
<input type="checkbox"/>	<a href="#">↻ Street Level Visualization of Proposed Development</a>
<input type="checkbox"/>	<a href="#">↻ Public Consultation Program</a>
<input type="checkbox"/>	<a href="#">↻ Arborist Report</a>
<input type="checkbox"/>	Context Photos
<input type="checkbox"/>	Financial Impact Assessment
<input type="checkbox"/>	Cultural Heritage Impact Statement (Historical Resources)
<input type="checkbox"/>	Commercial Land Supply Study
<input type="checkbox"/>	Employment Land Supply Study
<input type="checkbox"/>	Residential Land Supply Study
<input type="checkbox"/>	Archeological Resource Assessment

<b>Engineering Studies</b> (if applicable) Maximum size of 11 in. x 17 in. Number of copies required to be determined	
<input type="checkbox"/>	Community Transportation Study and / or Transportation Impact Study
<input type="checkbox"/>	Assessment of Adequacy of Public Services / Site Servicing Study
<input type="checkbox"/>	Servicing Options Report
<input type="checkbox"/>	Stormwater Management Report
<input type="checkbox"/>	Geotechnical Study / Slope Stability Study
<input type="checkbox"/>	Groundwater Impact Study
<input type="checkbox"/>	Wind Study
<input type="checkbox"/>	Photometric Plans
<input type="checkbox"/>	<a href="#">↻ Noise / Vibration Study</a>
<input type="checkbox"/>	Parking Functionality Analysis (Vehicle Access Checks, Clearances, Swept Path Analysis - e.g., Auto Turn)

### 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

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