

Extension of Time Application Form

An Extension of Time is an application procedure initiated by the applicant and/or land owner of an existing subdivision and/or rezoning development application whereby the application is not able to proceed expeditiously and achieve the time limit expiry conditions imposed under Council’s approval. Extensions may be applied for under the following conditions:

- The application has not proceeded expeditiously and the by-law will not be not passed within two years after adoption of the report by Council
- The by-law has not come into force and effect by the registration of the Plan of Subdivision and/or rezoning in the Winnipeg Land Titles Office by caveat against the subject land along with related agreement(s), if applicable, all within one year from the date the by-law was passed by Council.

In both cases, the extension of time shall be applied for prior to the expiry of periods imposed by Council (minimum three months recommended).

How to reach us:

<p>Address: Land Development Branch Main Floor, 65 Garry St. Winnipeg, MB R3C 4K4</p> <p>Phone: 204-986-7394</p>	<p>Hours of Operation: Monday to Friday 8:30 a.m. to 4:30 pm.</p>
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How to apply:

<p>By mail, courier or drop off: You can mail, courier or drop off your application package to the Land Development Branch (Main Floor, 65 Garry St., Winnipeg, MB, R3C 4K4), Attention: Land Development Branch Administrator. 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 Land Development Branch office.</p>

Fees:

<p>Extension of Time Fee – to extend time limit for passage of a By-Law by Council</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>
<p>Extension of Time Fee – to extend an existing By-Law coming into force expiry date</p>	
<p>Mylar Re-Approval Fee (if required)</p>	

Application Submission Requirements

Date: _____

Address Information:

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

Application 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

Number of Copies Required	Type of Document	Explanations & Notes
1	Letter of Intent (including project vision & explain reason(s) in detail why the extension is necessary)	This letter should provide a detailed explanation outlining the logistical, financial or other rationale for the development application's inability to proceed within the time limit adopted by Council. This letter should include a proposed timeline for completion (not more than one-year extension recommended).
1	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.

Checklist of Items that may be required

Number of Copies Required	Type of Document	Explanations & Notes
1	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 Teranet Manitoba
1	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 Teranet Manitoba
1	Letter of Support (if applicable)	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.

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
Land Development Branch
Main Floor, 65 Garry Street
Winnipeg, Manitoba R3C 4K4

RE: _____ (address or legal description of application)

I (we) hereby give authorization to:

_____ (Applicant's name)

To apply for an Extension of Time application for the above address under Development Application File No. _____

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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