

## Pre-Application

In advance of making a formal development application, a prospective applicant may submit a “Pre-Application”, which is a draft form of a potential development application whereby preliminary, written input can be obtained from appropriate City departments as well as the Ward Councillor about the opportunities and constraints of a specific development proposal. A Pre-Application may be submitted by:

- The owner or owners of the site; or
- Any person on behalf of the owner or owners of the site with each owner’s signed permission.

In accordance with *the Development Procedures By-law No. 104/2020*, an applicant may submit a Pre-Application for the following application types:

- A rezoning
- A subdivision
- A variance
- A conditional use
- A secondary plan
- An amendment to an existing agreement imposed as a condition of approval of a previous development application
- An amendment to the Development Plan or Complete Communities
- Or any combination of the above.

**The City is authorized to require that a potential applicant submit a Pre-Application with respect to a proposed development if the City has determined that the development is particularly large or complex. This must be submitted before a formal development application.**

The outcome of a Pre-Application review does not imply or suggest a commitment or decision by City administration to either approve or refuse a proposal. Undertaking the complete formal development application process is the only way an applicant/developer will be provided with a decision by the City and/or Council.

### How to reach us:

<b>Address:</b> Zoning and Permits Branch Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7	<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.
<b>Phone:</b> 204-986-5140, select option 4	
<b>Email:</b> <a href="mailto:ppd-zdo@winnipeg.ca">ppd-zdo@winnipeg.ca</a>	

### 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:**

<p>Draft/Pre-Application 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><b>Note:</b> Fees paid on the Draft/Pre-Application will be credited toward the future development application fees imposed under the <i>Planning, Development and Building Fees By-law</i>.</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 *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
2	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>
2	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>
2	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. 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.
2	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.
2	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.
2	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.

**Checklist of Required Items, continued**

Plans of Development			
Number of Copies Required	Type of Document	Explanations & Notes	
2	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 (if applicable)		

### Checklist of Items that may be required

Number of Copies Required	Type of Document	Explanations & Notes	
2	Letter of Support (if applicable)	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development.	
2	Proposed Phasing (if applicable) Maximum size of 11 in. x 17 in.	Number of phases and anticipated time of completion.	
2	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.	
2	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.	
2	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 requirements</a> .	
2	Colour Renderings (if applicable) Maximum size of 11 in. x 17 in.	Learn more about <a href="#">colour renderings requirements</a>	
2	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	

## 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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