

## Urban (Downtown) Design Review Application Form

Urban Design Review is required for all development, redevelopment, expansion, demolition or exterior alterations within public streets, public lanes, public walkways, rivers and public rights-of-way within downtown Winnipeg under Zoning By-law No. 100/2004, regardless of whether the proposal requires a building permit, development permit, variance order, conditional use order or other approval. Interior building elements whose arrangement impacts on the exterior pedestrian circulation and/or safety aspects and those within the designated Weather Protected Walkway System will also be subject to Urban Design Review.

### Demolition

An application for the demolition of a building, erection or structure in downtown Winnipeg requires an application for Urban Design Review. Any UDR application for demolition will require an interim and/or future development site plan(s) with a supporting timeline that indicates when the subject land will be redeveloped, prior to any demolition permit being issued.

For assistance or additional information, please contact the Urban Planning and Design Division at 204-986-2636.

### 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.

**Fees:**

New Buildings or New Additions Fee	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.
Second and Each Subsequent Review Fee	
Signs	
All Other Development Applications	
Appeal of a Decision	
<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 *Downtown Winnipeg Zoning By-law No. 100/2004*. 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	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.																								
1	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.																								
1	Colour Renderings (if applicable) Maximum size of 11 in. x 17 in.	Learn more about <a href="#">colour renderings</a> requirements.																								
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="553 919 1568 1858"> <tbody> <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</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> </tbody> </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	<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	<p>Colour Photographs</p> <p>Maximum size of 11 in. x 17 in.</p>	<p>Should reference the proposed development application to the context. It is important to consider why you are taking a particular photo. What is it that you are trying to illustrate? In the case of a signage application for example, if the photos are taken perpendicular to the building face, the photo can be enlarged to a known scale (such as ¼" = 1') if an architectural building elevation is not available. The sign can then be overlaid on the photo to create a composite image. If the photos are taken at an angle to the building face, the photo cannot be scaled properly and the resulting images are usually distorted. Applicant is discouraged from submitting perspective renderings too.</p> <p><b>Typical photos required</b></p> <ul style="list-style-type: none"> <li>• Primary street frontage</li> <li>• Secondary street frontages</li> <li>• Adjacent property (what impact will your application have on the adjacent properties)</li> </ul> <p><b>Note:</b> When photos and building elevations are provided, the applications can usually be expedited since site visits are not as likely to be required for the staff to properly assess the application in every applicant's interest, and therefore can spend more time on the front end of the process.</p>

**Checklist of Items that may be required**

Number of Copies Required	Type of Document	Explanations & Notes	
1	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	

<b>Planning and Design</b> (if applicable) Maximum size of 11" x 17" # of required copies to be determined	
<input type="checkbox"/>	<a href="#">↻ Parking Study</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" x 17" # of required copies 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)