

## Development Permit Application Checklist Commercial and Multi-unit Residential\*

\*includes residential buildings with more than two units and row house buildings

Use this checklist to make sure your application has all the documents needed for the work you plan to do. You must include this checklist when you send in your development permit application.

### Project scope: (select all that apply)

Application type:		
<input type="checkbox"/> Multi-unit residential (including row housing)	<input type="checkbox"/> Commercial	
Project type:		
<input type="checkbox"/> Construct new	<input type="checkbox"/> Alter exterior	<input type="checkbox"/> Accessory structure General - other/Install
<input type="checkbox"/> Construct addition	<input type="checkbox"/> Alterations	
<input type="checkbox"/> Locate	<input type="checkbox"/> Repair	
New building/addition information:		
<input type="checkbox"/> N/A	<input type="checkbox"/> MBC Code Part 3 <input type="checkbox"/> MBC Code Part 9	<input type="checkbox"/> Sprinklered <input type="checkbox"/> Not sprinklered
<p><b>Note:</b> If there are multiple future buildings on-site, the above information is required for each building to assess fire department access requirements for the development.</p>		

### Change of use and interior alterations:

Changes on the inside of a building can affect the outside requirements, such as parking or entrances. Every parcel of land in the City of Winnipeg is zoned and determines how the land may be developed. In each zoning district, certain land uses are permitted outright, others are conditional upon approval, and some are prohibited. In each zoning district there are also rules for the location and the size of buildings, including lot coverage, required parking, etc. If you are changing the use of a building or doing an interior alteration that includes changing the occupiable floor area (ex. addition of a mezzanine), a development permit is required.

### Construction and private access:

<p>Is construction access crossing City property? If crossing City property, other than where a private approach exists, a Crossing Permit must be obtained. Contact the Public Works Department <b>204-986-6006</b> or <a href="mailto:pwd-uos-permits@winnipeg.ca">pwd-uos-permits@winnipeg.ca</a> to obtain a permit.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Are you adding, removing or modifying private access (private approach, private walk, turning lane, loading bay, or median opening)? If yes, a Private Access Permit must be obtained. To start this process, complete the application form found at <a href="http://winnipeg.ca/publicworks/permitsApprovals/approaches/commercialApproach.stm">winnipeg.ca/publicworks/permitsApprovals/approaches/commercialApproach.stm</a> and submit to <a href="mailto:pwdprivateaccess@winnipeg.ca">pwdprivateaccess@winnipeg.ca</a>.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes

### Development near a waterway:

<p>Is your property located near a waterway (i.e. within 110 m of a river, or 77 m of a creek)</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>If yes, a Waterway Permit application may be required under the City of Winnipeg Waterway By-law 5888/92. In support of your Waterway Permit application, you may need to pay additional permit fees and may be required to submit a geotechnical engineer's report that provides an assessment of riverbank stability conditions and associated recommendations for the development.</p> <p>Contact Waterways at <a href="mailto:ppd-waterwaysapplications@winnipeg.ca">ppd-waterwaysapplications@winnipeg.ca</a> to determine whether a Waterway Permit is required, and what the submission requirements are for your specific project.</p>	



**Development in the Malls and Corridors Planned Development Overlay (PDO):**

Malls and Corridors PDO Eligibility	
Is your property located within the Malls and Corridors PDO area?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, do you wish to use the Malls and Corridors PDO to enable your development?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, are you proposing a residential density of at least 14 dwellings per acre?	<input type="checkbox"/> No <input type="checkbox"/> Yes
*Winnipeg Property Map with PDO boundary is found here: <a href="http://winnipeg.ca/PropertyMap">winnipeg.ca/PropertyMap</a>	
Malls and Corridors User's Guide Checklist	
Have you submitted the completed Malls and Corridors User's Guide Checklist	<input type="checkbox"/> No <input type="checkbox"/> Yes
* The Malls and Corridors User's Guide Checklist is found here: <a href="http://winnipeg.ca/media/4477">winnipeg.ca/media/4477</a>	
Framework Plan requirement	
Is your site 10 acres in area or greater?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, have you submitted the required Framework Plan as outlined in the Malls and Corridors PDO?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Rail Proximity Mitigation	
Does your property abut a rail line or rail yard?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is your property separated from a rail line or rail yard by a public lane?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes to either of the above, have you submitted the required Development Viability Assessment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
*Rail proximity regulation information found here: <a href="http://fcm.ca/en/resources/land-use-planning-around-rail-corridors">fcm.ca/en/resources/land-use-planning-around-rail-corridors</a>	
Traffic Impact study	
Are you proposing to establish 300 or more dwelling units on site?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, have you submitted the required traffic impact study?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Airport Zoning Regulations	
Is your property located within the area governed by the <i>Winnipeg International Airport Zoning Regulations</i> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, it is your obligation to ensure proposed building heights are in alignment with Federal regulations outlined in the <i>Winnipeg International Airport Zoning Regulations</i>	
For assistance in the early planning stages, please contact the Winnipeg Airports Authority at: <a href="mailto:permits@waa.ca">permits@waa.ca</a> or Transport Canada at: <a href="mailto:aviation.pnraaf-rpnfea@tc.gc.ca">aviation.pnraaf-rpnfea@tc.gc.ca</a>	
Note: The Malls and Corridors PDO grants by-right development entitlements based on the ability to meet rigorous, design regulations. To facilitate expedient review and prevent incomplete applications, it is imperative applicants clearly demonstrate compliance with PDO regulations on submitted plans and through completion of the User's Guide checklist. Inability to do so will increase permit processing times.	
If you have questions related to the use of the Malls and Corridors PDO please call 204-986-5140 and speak to a Zoning Development Officer or email questions to <a href="mailto:ppd-zdo@winnipeg.ca">ppd-zdo@winnipeg.ca</a>	







**Project information:**






Are you changing barrier free entrances?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Are you adding or removing loading doors?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Are you doing fire repair?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**Document and digital submission requirements:** To submit your application via email, provide a separate PDF file, named as indicated, for each of the documents that are applicable to your application.

 Required	Documents must be submitted with the initial application package, unless they are not applicable to the context of the proposed development application.
 May be required	Documents do not need to be submitted with the initial application package. Once your application is received, you will be notified if any of the “may be required” documents need to be submitted for the application to be deemed complete for processing.

**Key documents**

Type of document	Explanations & notes
 Letter of authorization	From the owner/property manager or <b>Owner Statement</b> (not required if owner is the applicant)
 Status of title	Dated within six months of the application date along with any City of Winnipeg interests (e.g. caveats) – not required for interior alterations or change of use applications
 Site and landscape plans	<ul style="list-style-type: none"> <li><input type="checkbox"/> Street/lane locations and names</li> <li><input type="checkbox"/> Property lines and lot dimensions</li> <li><input type="checkbox"/> All existing and proposed structures, including offsets/setbacks from property lines</li> <li><input type="checkbox"/> All proposed landscaping</li> <li><input type="checkbox"/> All proposed exterior lighting and parking lighting</li> <li><input type="checkbox"/> Legal description</li> </ul> <p>If scope includes new structures/buildings (other than solar photovoltaic panels), additions or site work, additional information may be required. Refer to the site plan checklist in Appendix A for details.</p> <p>If scope includes roof mounted solar photovoltaic panels that do not extend past the roof line, only the following information is required on the site plan:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of the solar photovoltaic panels on the roof</li> </ul> <p><b>Note:</b> A Building Location Certificate may be requested.</p>
 Development design summary	If scope includes new structure/building, addition or change or use. Refer to page 3.
 Letter of Intent	From the business owner/tenant describing the function and services of the business, if scope includes change of use
 Building elevations	<p>if scope includes new structure/building or impacts the exterior of existing structures (addition, new windows/doors, altered finish material, etc.):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Height of structure above grade (e.g. building height, ground solar photovoltaic panel height, etc.)</li> <li><input type="checkbox"/> Exterior window/door locations</li> <li><input type="checkbox"/> Exterior finish material (e.g. hardie board, stucco)</li> <li><input type="checkbox"/> Exterior design features and materials, including window type, entrances, canopies, balconies, doors, roof lines, rooftop equipment, etc.</li> </ul> <p>If scope includes roof mounted solar photovoltaic panels that are greater than 6 in. high:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building elevations, including height of structure to top of the solar panel</li> </ul> <p><b>Note:</b> If roof mounted solar photovoltaic panels are less than 6 in. high, no building elevations are required.</p>

Type of document	Explanations & notes
 Site or building key plan	If scope includes change of use or large site <input type="checkbox"/> Location of work in relation to overall building or site
 Interior floor plans (all levels)	If scope includes adding interior floor space or change of use: <input type="checkbox"/> Interior layout of the building (walls, doors, and window locations) <input type="checkbox"/> Room labels (intended use)
 Civil drawings	If scope includes site work  Lot Grading Plan and Site Servicing Plan: <input type="checkbox"/> Refer to the lot grade plan checklist and site servicing plan checklist in Appendix A.  <b>Note:</b> Applicants are encouraged to submit a single drawing, where possible, combining both the lot grading and site servicing plan.
 Geodetic survey (and grading design for flood protection)	May be requested if your property is located in the Designated Floodway Fringe Area or at flood risk. This survey does not need to be provided with your complete application package. You will be contacted if it's required to assess your proposal.
 Fuel dispensing station checklist	If installing a stand-alone fuel dispensing station without canopy – refer to the Commercial Permit Resources webpage <a href="http://Winnipeg.ca/CommercialPermitResources">Winnipeg.ca/CommercialPermitResources</a> for template
<b>Note:</b> If the proposed development requires supporting development applications (e.g. variance, plan approval) or permits (e.g. waterway permit, flood fringe variation permit), other documentation may be required for the supporting application. Supporting applications must be approved before a development permit can be issued.	

### Development location considerations:

Depending on the location of your project, unique bylaws, regulations or guidelines may apply to your development (e.g. the Small-Scale and Low-Rise Residential Development Guidelines for Mature Communities, Designated Floodway Fringe Area Regulation, etc.). Learn more about zoning and development permits [winnipeg.ca/developmentpermits](http://winnipeg.ca/developmentpermits), including policy considerations

If you have questions about development permit application requirements, call Permits Direct Line **204-986-5140** or email [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca).

## Development Design Summary

This document must be completed and attached to the application submission.

1. Legal description:	
2. Existing or previous use(s):	
3. Proposed use(s):	
4. Existing floor area (all floors):	
New floor area (all floors):	

### Change of use:

5. Tenant / business name:			
6. Tenant floor area:		<input type="checkbox"/> sq. ft.	<input type="checkbox"/> m <sup>2</sup>
Building floor area:		<input type="checkbox"/> sq. ft.	<input type="checkbox"/> m <sup>2</sup>
7. Building type:	<input type="checkbox"/> Single storey, single tenant building		
	<input type="checkbox"/> Single storey, multi-tenant Building (strip mall, CRU's, etc.)		
	<input type="checkbox"/> Multi-storey, single tenant building		
	<input type="checkbox"/> Multi-storey, multi-tenant building identify floor (office tower, large shopping centre, etc.):		
	<input type="checkbox"/> Other:		
8. Construction location <input type="checkbox"/> N/A	<input type="checkbox"/> Interior of building		
	<input type="checkbox"/> Interior and exterior of building		
	<input type="checkbox"/> Exterior of building		

**Parking and Loading:** Refer to section 161-177 in Zoning By-law No. 200/2006 or section 230 in Downtown Zoning By-law No. 100/2004.

9. Parking surface (specify):			
10. Parking stalls:	Required:	Provided:	
	Parking stall dimensions:		
11. Loading spaces:	Required:	Provided:	
	Loading space dimensions:		

### Existing approvals:

12. Variance:	Conditional use:
13. Zoning agreements:	Other approvals:

### Floor area ratio:

14. Total area:	All floors:	<input type="checkbox"/> sq. ft.	<input type="checkbox"/> m <sup>2</sup>	
	Lot area:	<input type="checkbox"/> sq. ft.	<input type="checkbox"/> m <sup>2</sup>	
	Maximum floor area ratio per bylaw:			%
15. Floor area ratio (provided):	_____ / _____ = _____			
	Total area of all floors	Lot area	Floor area ratio	
16. Building height:	Required:	<input type="checkbox"/> ft. <input type="checkbox"/> m	Provided:	<input type="checkbox"/> ft. <input type="checkbox"/> m

### Yard setbacks:

17. Front:	Required:	Provided:	
	Sides:	Required:	Provided:
	Corner:	Required:	Provided:
	Rear:	Required:	Provided:
18. Encroachments:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, specify type (ex. door swing, eave):	

**Landscaping and buffering:**

19. Street edge landscaping Refer to Sections 190(2) to 190(4) of the Winnipeg Zoning By-law 200/2006	<input type="checkbox"/> Required	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
20. Foundation landscaping Refer to Section 190(5) of the Winnipeg Zoning By-law 200/2006	<input type="checkbox"/> Required	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
21. Parking lot interior landscaping Refer to Section 190(6) of the Winnipeg Zoning By-law 200/2006	<input type="checkbox"/> Required	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
22. Site and Rear side edge buffering Refer to Section 190(7) of the Winnipeg Zoning By-law 200/2006	<input type="checkbox"/> Required	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
23. Buffering of Parking & Loading areas Refer to Sections 190(8) & (9) of the Winnipeg Zoning By-law 200/2006	<input type="checkbox"/> Required	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
24. Design Standards Refer to Sections 205 to 210 of the Winnipeg Zoning By-law 200/2006	<input type="checkbox"/> Required	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A

## Appendix A

**Site and landscape plan checklist:** This document must be completed and attached to the application submission if scope includes new structures/buildings, additions or site work.

Required Information	Status (Yes or N/A)
1. North Arrow	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2. Drawing scale (metric and not less than 1:500)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
3. Civic Address (if not assigned, contact <a href="mailto:PropertyAddressing@winnipeg.ca">PropertyAddressing@winnipeg.ca</a> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4. Legal Description	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5. Street names	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6. Property lines, lot lines and all adjacent public rights-of-way	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7. Lot Dimensions	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8. Total lot area	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
9. Indicate and label City and/or Private Easements on subject property	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
10. Construction access route(s) (indicated)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
11. Existing structures with dimensions and offsets/setbacks from property lines	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
12. Proposed structures, with dimensions and offsets/setbacks from property lines	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
13. Access routes / lanes for fire fighting / existing or new fire hydrant locations / construction article(s) for all buildings on site	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
14. Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. Refer to Part 5: Development and Design Standards of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
15. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
16. Garbage enclosure(s)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
17. Proposed on-site lighting	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
18. Proposed signage	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
19. Dimensions, location and type of surface of existing and proposed approaches, private walks within boulevard, loading bays, turning lanes, median openings, drive aisles/driveways, storage, etc. (refer to Private Access By-law 49/2008)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
20. All existing trees and obstructions within City right-of-way abutting the subject property	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
21. Proposed and existing private sidewalks or pedestrian connections with dimensions	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
22. Accessory structures (e.g. booths, fences, parking areas, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
23. Indicate dimensions and total number of parking spaces. Spaces must be 8 ft. wide x 20 ft. deep, or 10 ft. wide if abutting a wall or a fence. (Refer to Tables 5- 9, 5-10, and 5-12 of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
24. Indicate total number of bicycle parking spaces. (Refer to Section 169 of Zoning By-law No. 200/2006)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
25. Indicate total number of loading spaces. Spaces must be 12 ft. wide x 33 ft. deep, or 50 ft. deep depending on use and floor area. (Refer to Tables 5-13 and 5-14 of Zoning By-law No. 200/2006 or Section 240 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
26. Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Sections 188 to 193 of Zoning By-law No. 200/2006 or Sections 230 and 250 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
27. For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

28. Vent racks and underground storage tanks complete with fuel re-filling areas	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
29. Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
30. Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing. (Refer to Appendix B)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
31. Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections. (Refer to Appendix B).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
32. Construction equipment site access and site protection (e.g. temporary chain link fencing)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**Lot grading plan checklist:** This document must be completed and attached to the application submission.

**Note:** Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans.

Required Information	Status (Yes or N/A)
1. Lot grading plan(s) prepared and sealed by a Professional Engineer, Manitoba Land Surveyor (MLS), Landscape Architect, or Architect in accordance with the Lot Grading By-law.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2. Drawing scale in metric	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
3. Indicate civic address and legal description. Include civic addresses of adjacent neighbouring properties.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4. Indicate existing lot grade elevations on the subject property, adjacent properties and in the right-of-way. Indicate proposed elevations at all property corners, along lot lines, swales and other drainage features. <ul style="list-style-type: none"> <li>Mark drainage patterns with flow arrows and percent slope.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5. Indicate location of roof drain downspouts, rainwater leaders and sump pump discharge outlet(s). <ul style="list-style-type: none"> <li>If sump pit/pump not applicable based on the building design, indicate not applicable</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6. Indicate locations of all retaining walls/curbs that are being used to contain stormwater on property. <ul style="list-style-type: none"> <li>Retaining walls/curbs shall be located a minimum 0.15m inside of subject property.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7. Indicate locations of all existing and proposed manholes and catch basins on property complete with rim and invert elevations.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8. Indicate 25-year ponding limit and elevation on plans <ul style="list-style-type: none"> <li>Indicate location of 25-year ponding limit and spill out (overflow)</li> <li>5-year ponding limit over top of wastewater sewer manholes is not permitted.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
9. Indicate and label City and/or private easements.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
10. If property is located within the Designated Floodway Fringe Area ( <a href="#">DFFAR 266/91</a> ), backing onto a stormwater retention basin (SRB), or at flood risk an additional review for flood protection will be required.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
For questions, contact the Water and Waste Department by email at <a href="mailto:WWD-Permits@winnipeg.ca">WWD-Permits@winnipeg.ca</a>	

**Site servicing plan checklist:** This document must be completed and attached to the application submission.

**Note:** Applicants are encouraged to submit a single drawing (where possible) combining both the lot grading and site servicing plan.

Required Information	Status (Yes or N/A)
1. Site Servicing Plan(s) prepared and sealed by a Professional Engineer experienced in municipal design works and licensed to practice in the Province of Manitoba.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2. Indicate the following: <ul style="list-style-type: none"> <li>• Size, location and material types of proposed sewer service(s) (wastewater or land drainage) including percent slope, connection type and invert elevations.</li> <li>• Size, location and material type of proposed water service(s) (label as domestic, fire or combined fire/domestic) including connection type.</li> <li>• Any proposed fire hydrants and/or fire department connections.</li> <li>• Size and location of all existing sewer and water services and label as to be reused or abandoned.</li> <li>• Size, location and material type of City sewer mains and water mains in the right-of-way or in easements.</li> </ul> <p><b>Note:</b> If new services are in close proximity, or are crossing a large diameter water main (&gt;300mm), a feeder main or an aqueduct, you will be required to submit additional information upon our request.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
3. Provide estimated peak pre and post development wastewater flows (PWWF) with calculations, prepared and stamped by a Professional Engineer licensed to practice in the Province of Manitoba. Wastewater flows for multi-family residential, commercial, and industrial properties shall be estimated using the City’s wastewater flow estimation and service guidelines at: <a href="http://www.winnipeg.ca/waterandwaste/dept/wastewaterFlow.stm">www.winnipeg.ca/waterandwaste/dept/wastewaterFlow.stm</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4. Stormwater runoff must be controlled in accordance with the Sewer By-law. Runoff rates to be restricted to the 5-year City of Winnipeg design storm using a “c” value coefficient. The “c” value coefficient will be supplied by the Water and Waste Department and must be obtained in advance by contacting <a href="mailto:WWD-Permits@winnipeg.ca">WWD-Permits@winnipeg.ca</a> . Stormwater management design/calculations must be stamped by a professional engineer. <ul style="list-style-type: none"> <li>• Refer to MacLaren Manual (1974) <a href="http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf">winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf</a>.</li> <li>• Site must be able to store, up to and including, a 1 in 25-year design storm event. In areas where gravel parking lots are permitted, the same stormwater control conditions shall apply.</li> <li>• Indicate the size, location and configuration of all stormwater flow restriction devices (orifices, roof control locations), including calculations, with plan showing stormwater catchment areas.</li> <li>• Maximum depth and extent of ponding is not to exceed 0.3 meters.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5. If property is located in a combined sewer district (CSD), or discharges into a combined sewer district, Clause 8 of Environmental Act License Number 3042 will apply. For more information see: <ul style="list-style-type: none"> <li>• <a href="http://winnipeg.ca/waterandwaste/pdfs/sewage/csoLicense.pdf">winnipeg.ca/waterandwaste/pdfs/sewage/csoLicense.pdf</a></li> <li>• <a href="http://gov.mb.ca/sd/eal/registries/3205.1citywpgcso/clarification_letter_june23.pdf">gov.mb.ca/sd/eal/registries/3205.1citywpgcso/clarification_letter_june23.pdf</a></li> <li>• <a href="http://gov.mb.ca/sd/eal/registries/3205.1citywpgcso/2017_07_17_file3205_10_letterofclarification.pdf">gov.mb.ca/sd/eal/registries/3205.1citywpgcso/2017_07_17_file3205_10_letterofclarification.pdf</a></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6. The size, location and configuration of drainage safety features must be constructed in accordance with City of Winnipeg Culvert and Drainage Inlet/Outlet Safety Guidelines <a href="http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/safetyguidelines.pdf">winnipeg.ca/waterandwaste/pdfs/drainageFlooding/safetyguidelines.pdf</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

<p>7. Show details of proposed water meter (including location(s) proposed for multiple metering) as per requirements of the City of Winnipeg Standard Construction Specifications SD-027.</p> <ul style="list-style-type: none"> <li>• Fixture counts included on the drawing</li> </ul> <p><b>Note:</b> If you do not provide fixture counts with your submission, you can expect delays at the time you request a water meter installation. Send fixture counts to the Water and Waste Department via email to <a href="mailto:WWD-Permits@winnipeg.ca">WWD-Permits@winnipeg.ca</a>.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>8. Indicate size, and location of grit/sediment interceptors where applicable</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>9. Indicate size and location of oil interceptor device(s). Note –an oil interceptor device is required where a property discharges or is likely to discharge motor oil to the wastewater sewer system. (Examples – oil change repair businesses, vehicle repair garage stations, buildings with a hydraulic elevator system).</p> <p>For more information and examples of typical oil interceptor devices, refer to: <a href="http://winnipeg.ca/waterandwaste/dept/elevatorReq.stm">winnipeg.ca/waterandwaste/dept/elevatorReq.stm</a></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>10. If elevator being installed indicate;</p> <ul style="list-style-type: none"> <li>• Hydraulic</li> <li>• Electric</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>For questions, contact the Water and Waste Department by email at <a href="mailto:WWD-Permits@winnipeg.ca">WWD-Permits@winnipeg.ca</a></p>	

## Appendix B

### Site plans supplementary information:

1. In addition to obtaining the required building permits, the applicant must obtain approvals and Street Cut Permits from the Public Works Department for all remedial work and improvements that occur in the street right-of-way including underground, surface and overhead work. Drawings and specifications shall be submitted for approval through the Underground Structures Branch, [ugsapproval@winnipeg.ca](mailto:ugsapproval@winnipeg.ca), identifying the scope and details of the work. Work in the right-of way shall not commence until approvals are received through the Underground Structures review and the required Street Permits are in place. Failure to obtain the necessary approval, permits or inspections will result in removal of the works by the applicant at their own cost.
2. Crossing permits are required when crossing a City right-of-way onto private property at a location other than at an existing driveway approach, such as mounting a curb and/or crossing a sidewalk. Crossing permits can be obtained by emailing [pwd-uos-permits@winnipeg.ca](mailto:pwd-uos-permits@winnipeg.ca).
3. Private Access By-law No. 49/2008 regulates the modification of rights-of-way to provide access to private real property in the City. An approval is required for the construction, modification, relocation or removal of a private access (private approach, private walk, turning lane, loading bay, or median opening). A private access permit is required prior to the construction of all private accesses. Access applications can be submitted to [pwdprivateaccess@winnipeg.ca](mailto:pwdprivateaccess@winnipeg.ca).
4. The City of Winnipeg Standard Construction Specifications are available online at [winnipeg.ca/matmgt/Spec/Default.stm](http://winnipeg.ca/matmgt/Spec/Default.stm) and are applicable to all works within the City right-of-way.
5. Permission to construct and maintain an encroachment must be obtained independently from the building permit approval. Encroachment applications are processed at:  
Planning, Property and Development Department, Zoning & Permits  
Unit 31 – 30 Fort Street Winnipeg, MB R3C 4X7  
For more information, call Permits Direct Line at **204-986-5140**.
6. A 'Use of Streets' permit will be required where any portion of a street (public right-of way) is encumbered, obstructed or occupied. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law No 1481/77.

We are collecting your personal information to manage and administer your application. *The Freedom of Information and Protection of Privacy Act (FIPPA)* section 36(1)(b) allows us to collect it for this purpose, while FIPPA section 44(1)(a) allows us to disclose it. FIPPA gives you privacy rights, and we do not use or share your personal information for any other purpose unless it is authorized by law or with your consent. Contact the City of Winnipeg Corporate Access and Privacy Officer at [FIPPA@winnipeg.ca](mailto:FIPPA@winnipeg.ca) or dial 311 if you have questions about this collection of your personal information.