

Parking Management Plan (PMP) Application Form

Parking Management Plan (PMP) is an application to approve an insufficient number of parking spaces for a property provided that the District Planner supports it. If the Planner does not support the PMP, a parking variance must be applied for to address the deficient parking count. As per sections 171(4) and 171(5) of *Winnipeg Zoning By-law No. 200/2006*:

- (4) An applicant may propose to the Director a parking management plan prepared by a professional traffic engineer or parking consultant, documenting that a lower amount of automobile parking is adequate to meet the needs of the proposed use or combination of uses and to prevent traffic or parking congestion on surrounding streets or public lanes: because of unique patterns of peak hour use, the proximity of other public parking areas, proximity to major public transportation routes, the provision of enhanced bike parking, the use of a car share program, or other factors, without the imposition of additional parking management tools.
- (5) If the Director concludes that the proposed parking management plan will provide automobile parking adequate to meet the needs of the proposed use or combination of uses and to prevent traffic or parking congestion on surrounding streets and public lanes, the Director may approve the parking management plan and may reduce the amount of required off-street parking required to conform with the approved plan.

Please note that the PMP cannot approve a reduction in the total number of accessible parking spaces or bicycle parking spaces below the requirements dictated by the Zoning By-law. A reduction in these types of parking requires a [Variance](#) application.

How to reach us:

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| Address: Zoning and Permits Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7 Phone: 204-986-5140 Email: 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. |
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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 or email ppd-permitappointments@winnipeg.ca.

By mail, courier or drop off:

You can mail, courier or drop off your application package to Zoning and Permits (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 office.

By email:

You can submit digital copies of your application documents to ppd-zdo@winnipeg.ca. Please note that the Zoning Development Officer will request paper copies in order to process the application.

Before you submit your application, please ensure that you contact the Area/District Planner to confirm whether they will support your proposal. Please view the planning assignments map at winnipeg.ca/PlanningAssignments to determine the planner for your area.

Fees:

Parking Management Plan
(PMP) Fee

Fees will be assessed at the time of application. Refer to the [Planning, Development and Building Fees and Charges](#) schedule for more information.

Payments can be made in-person, by mail or by calling Permits Direct line at 204-986-5140 and following the prompts 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”.

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.

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 *Winnipeg Zoning By-law No. 200/2006*. 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, use(s), project statistics, number of employees, hours of operation, etc.) | This letter should provide a planning rationale, such as how the proposed number of parking is still adequate to meet the needs of the proposed use or combination of uses and a description of proposed measures to mitigate expected on- and off-site impacts (e.g. ways to prevent traffic or parking congestion on surrounding streets or public lanes, describing unique patterns of peak hour use, the proximity of other public parking areas with proof of parking leasing arrangements being made with adjacent properties, proximity to major public transportation routes, the provision of enhanced bike parking, the use of a car share program, or other parking management tools). 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. | | | |
| 1 | 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 (if applicable) | <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) |

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|--|--|---|--|
| | | <input type="checkbox"/> Mechanical equipment (if applicable) | <input type="checkbox"/> Bicycle parking (if applicable) |
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Checklist of Items that may be required

| 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 | Parking Study | Learn more about parking study requirements |