

Plan Approval/Design Review Application Form

The requirement for a Plan Approval or Design Review is typically specified as part of the conditions of a development application (e.g. zoning agreement, variance, conditional use) or as dictated by the Zoning By-law (e.g. Planned Development Overlay (PDO)) and must be approved prior to the issuance of any building or development permits for the property. Depending on what the development application or Zoning By-law specifies, the plan approval/ design review must be approved by the Community Committee for the area and/or the Director of Planning, Property and Development. They will need to approve the location and design of any of the following:

- Buildings
- Accessory parking and/or loading areas
- Private approaches
- Driveways
- Exterior lighting
- Garbage enclosures
- Fencing
- Landscaping
- Signage

Please refer to the property's Status of Title for any City of Winnipeg caveats that may be registered against it as there could be a Zoning Agreement that dictates the requirement for a plan approval. You can search for this information by contacting the Property Registry Office (i.e. Winnipeg Land Titles Office):

Address: 276 Portage Avenue, Winnipeg, MB R3C 0B6

Phone: 1-844-737-5684 (toll free)

Email: clientservice@teranet.ca

How to reach us:

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 hard 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:

Plan Approval Fees	
Director Plan Approval Fee	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Community Committee Plan Approval Fee	
Second and Each Subsequent Review Fee	
Design Review Fees (including boulevard Provencher)	
New Building or Addition	Fees will be assessed at the time of application. Refer to the Planning, Development and Building Fees and Charges schedule for more information.
Signs	
All Other Development Applications	
<p>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”.</p> <p>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.</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

Number of Copies Required	Type of Document	Explanations & Notes			
1 (if reviewed by Director only); 2 (if reviewed by Community Committee)	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 as to 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.			
1 (if reviewed by Director only); 2 (if reviewed by Community Committee)	Landscaping Plan (if applicable) Maximum size of 11 in. x 17 in. Site Plan Maximum size of 11 in. x 17 in.	Detailed, fully dimensioned, drawn to scale landscape plan including the following:			
1 (if reviewed by Director only); 2 (if reviewed by Community Committee)		<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
1 (if reviewed by Director only); 2 (if reviewed by Community Committee)		<input type="checkbox"/>	fencing		
		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)	
<input type="checkbox"/>	Mechanical equipment (if applicable)	<input type="checkbox"/>	Bicycle parking		

<p>1 (if reviewed by Director only);</p> <p>2 (if reviewed by Community Committee)</p>	<p>Building Elevations (if applicable) Maximum size of 11 in. x 17 in.</p>	<p>Detailed, fully dimensioned, drawn to scale building elevations outlining the exterior appearance of the building. Learn more about building elevation requirements.</p>
<p>1 (if reviewed by Director only);</p> <p>2 (if reviewed by Community Committee)</p>	<p>Colour Renderings (if applicable) Maximum size of 11 in. x 17 in.</p>	<p>Learn more about colour renderings requirements.</p>

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 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.
<p>1 (if reviewed by Director only);</p> <p>2 (if reviewed by Community Committee)</p>	<p>Floor Plans (if applicable) Maximum size of 11 in. x 17 in.</p>	<p>Detailed, fully dimensioned, drawn to scale floor plans showing the interior layout of the building including labels and dimensions of all rooms.</p>

Checklist of Items that may be required, continued

Planning and Design (if applicable) Maximum size of 11 in. x 17 in. Number of copies required to be determined	
<input type="checkbox"/>	☛ Parking Study
<input type="checkbox"/>	☛ Sun / Shadow Study
<input type="checkbox"/>	☛ Street Level Visualization of Proposed Development
<input type="checkbox"/>	☛ Public Consultation Program
<input type="checkbox"/>	☛ Arborist Report
<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

Engineering Studies (if applicable) Maximum size of 11 in. x 17 in. Number of copies required 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"/>	☛ Noise / Vibration Study
<input type="checkbox"/>	Parking Functionality Analysis (Vehicle Access Checks, Clearances, Swept Path Analysis - e.g., Auto Turn)

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
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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