

## Residential and Commercial Tolerance (DAV “A”) Application Form

### What is a variance and what is a tolerance?

A variance is a request to modify the dimensional standards of the Zoning By-Law (i.e. yards or building setbacks, height requirements and lot coverage) that apply to a specific property. When these standards cannot be met due to unique circumstances related to a property, a variance is an option to ensure that a property owner is not deprived of normal rights to use their property. A variance allows an exemption to one of more of the zoning requirements under certain circumstances but it does not change the zoning designation of the property.

A tolerance is a minor variance granted by the Zoning Administrator. The *Development Procedures By-law* defines a tolerance as a variance to vary a dimensional standard contained in the *Winnipeg Zoning By-law*:

- (a) in respect of any yard requirement or spatial separation requirement, by no more than 5% or 0.3 metres (1 foot), whichever is the greater; or
- (b) in respect of any other dimensional standard, by no more than 5%.

If the variance exceeds the parameters described above, it cannot qualify as a tolerance and would be considered a major variance subject to a public posting and/or public hearing.

As the tolerance is approved internally by the Zoning Administrator and does not require a public posting and/or public hearing, a letter of support will be required for residential single family and two-family dwelling uses. The letter must be signed by the registered owner(s) of the adjoining property/properties affected by the tolerance.

Failure to provide this letter could result in denial of the tolerance. The tolerance could also be denied by the Zoning Administrator if they determine that complying with the applicable zoning regulation does not create a hardship on the property. In these cases, the tolerance would have to undergo a full variance process to approve it.

### 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](mailto: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.

### 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](mailto: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](mailto:ppd-zdo@winnipeg.ca). Please note that the Zoning Development Officer will request paper copies in order to process the application

### Fees:

Please refer to the [Planning, Development and Building Fees and Charges](#) schedule for more information about fees referenced in this document. Fees will be assessed at the time of application.

#### Single and Two-Family Dwellings

##### New Single Family or Two-Family Dwellings (New Construction or Additions)

Before Construction or Post-Construction (work without an approved permit)

- 1st Tolerance
- Each Additional Tolerance (same lot)

##### Accessory Structures

Before Construction or Post-Construction (work without an approved permit)

- 1st Tolerance
- Each Additional Tolerance (same lot)

#### Other Residential (e.g. multi-family dwelling) & Commercial Uses

Before Construction or Post-Construction (work without an approved permit)

- 1st Tolerance
- Each Additional Tolerance (same lot)

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 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 of the applicant if it applies 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 (only required for residential single and two-family dwelling uses)	<a href="#">Letter of Support</a> (if applicable)	Written support or signatures of support from adjoining property owners who may be adversely affected by the proposed development. Please see template at the end of this document.			
1 (only for applications submitted prior to building or development permit)	<a href="#">Site Plan</a> 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"/>	<a href="#">Pedestrian connections</a> (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 signs (if applicable)
<input type="checkbox"/>	Mechanical equipment (if applicable)				
1 (only for applications submitted prior to building or development permit)	<a href="#">Floor Plans</a> (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 (only for applications submitted prior to building or development permit)	<a href="#">Building Elevations</a> (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.			

## 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 <a href="#">Teranet Manitoba</a>
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 <a href="#">Teranet Manitoba</a>
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 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. Please see template at the end of this document.
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.
1	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.
1	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.
1	Proposed Phasing (if applicable) Maximum size of 11 in. x 17 in.	Number of phases and anticipated time of completion.
1	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.

## 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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## Request for Support of a Zoning Tolerance

Signatures of support from adjoining impacted neighbours

Date: \_\_\_\_\_

To: The City of Winnipeg  
Planning, Property and Development Department  
Zoning and Permits  
31 – 30 Fort Street  
Winnipeg, Manitoba R3C 4X7

RE: \_\_\_\_\_ (address or legal description of application)

I consulted with my neighbours on my request for relief on the following zoning restriction(s) at the above referenced premises.

Please provide a brief description of the tolerance application in the space provided below.

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The following neighbours support/do not oppose my request for a Zoning Tolerance:

Name	Address	Daytime Phone Number	Signature(s)

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## Letter of Intent – City of Winnipeg – Zoning & Permits

Date		File Number	
Name of Applicant			
Property Address			
Proposed Structure/ Renovation			

What is/are the reason(s) for this development? (Please attach any additional information if more room is required)

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How would it impact you, if you cannot proceed with this proposed development?

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How will the new development impact your neighbours/neighbourhood?

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## Letter of Intent – City of Winnipeg – Zoning & Permits

Date		File Number	
Name of Applicant			
Property Address			
Proposed Structure/ Renovation			

Does this new development affect any current developments on your lot?


Have you discussed your plans with City staff or other industry professionals familiar with City of Winnipeg By-law requirements?


Describe how the current by-laws create a hardship specifically to the proposed development (why your new development cannot meet by-law requirements).


## Letter of Intent – City of Winnipeg – Zoning & Permits

Date		File Number	
Name of Applicant			
Property Address			
Proposed Structure/ Renovation			

### Additional Comments


### Signature(s) of Applicant(s)

Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

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