

# Inland Port Special Planning Area

## Variance Application Checklist

### What is a zoning variance?

A variance is a request to modify a dimensional standard of the Zoning Regulation for a specific property (ex: requirements related to yard or building setbacks, signage, glazing, lot coverage, etc.). While zoning classification of the property remains unchanged, a variance ensures that a property owner is not deprived of normal rights to use their property when requirements cannot be met because of unique circumstances related to a property.

### Documentation and Fee Requirements

- Current Status of Title** - available at Winnipeg Land Titles Office and is required for each title affected.
- Letter of Authorization** - required from the registered owner(s) of the land whose name(s) appear on the title(s), if different from applicant (see Letter of Authorization form).
- Current Building Location Certificate** prepared by a Manitoba Land Surveyor.
- Plan of Development / Site Plan** drawn to scale, maximum size 11"x17". Include floor plans, building elevation dimensions, all clear and non-clear glazing dimensions for all elevations, sign dimensions as applicable.
- Caveats** that are registered on the title(s), if applicable.
- Statement of Intent** (see description to right).
- Application Fee** (cash or cheque made payable to the Minister of Finance).

Variance, first application	\$200.00
Variance, second application*	\$625.00
Variance, third or subsequent application*	\$2,500.00

\*In two years and submitted by the same person

Variance applications should be submitted to the Inland Port Special Planning Area at 610-800 Portage Avenue, Winnipeg, MB R3G 0N4 or by email at [inlandportspa@gov.mb.ca](mailto:inlandportspa@gov.mb.ca).

### Statement of Intent

Include the following information in your statement of intent:

- Applicant information such as contact name, address, email, etc.
- Legal description
- Registered owner(s) information
- Requirement being varied based on zoning and transportation overlay

For the following, include the specified information:

#### Glazing

- Proposed total clear (vision) and non-clear (spandrel) glazing
- Identify front elevation direction and dimensions

#### Signs

- Proposed sign height
- Proposed number of signs
- Proposed sign area
- Proposed letter height
- Minimum clearance

All variance applications must include an explanation on how your request for variance is consistent with the following:

- Will it be compatible with the general nature of the surrounding area?
- Is it the minimum modification of the zoning by-law required to relieve the injurious affect of the zoning by-law on the property?
- Is it generally consistent with the applicable provisions of the development plan and zoning by-law?
- It will not be detrimental to the health or general welfare of people living or working in the surrounding area, or negatively affect other properties or potential development in the surrounding area.

You may be asked for additional information to support your application.

If you have any questions on the requirements of the application, please contact the planner, CentrePort, at 204-945-2150 or by email at [inlandportspa@gov.mb.ca](mailto:inlandportspa@gov.mb.ca).