**Planning, Property and Development Department**
**Service de l'urbanisme, des biens et de l'aménagement**
Unit 31-30 Fort Street / Rue Fort, Unité 31, Winnipeg, Manitoba, R3C 4X7

# Parking Management Plan (PMP)

**Effective January 1, 2020**

**"PARKING MANAGEMENT PLAN (PMP)"** is an application to approve an insufficient number of parking 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. As per Sections 171(4) and 171(5) of 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.** Seeking a reduction for these types of parking requires a variance.

**How to reach us / where to apply:**

**Hours of Operation:** Tuesday to Friday 8:30 am to 4:30 pm (Mondays 8:30 am to 4:30 pm are reserved only for telephone inquiries and completed application drop-offs. This enables Zoning and Permits staff to process building and development applications received throughout the week). ***An appointment must be arranged with a Zoning Development Officer who will be available to accept the application or answer any inquiries about it.*** To arrange a meeting, please contact the Appointment Desk at (204) 986-8113 or ppd-permitappointments@winnipeg.ca. ***Before you submit your application, please ensure that you contact the Area/District Planner to confirm whether they will support your proposal.***

**Location**
Please apply at the Zoning and Permits Branch located in Unit 31 – 30 Fort Street. Free customer parking is located in the in the surface parking lot off Assiniboine Avenue at Garry Street and designated customer parking stalls are available. Please register your vehicle license number with the receptionist at the Zoning and Permits office.

If you are unable to come in-person through an appointment, you can mail or courier the submission package to:

Zoning and Permits
Unit 31- 30 Fort St.
Winnipeg, MB R3C 4X7

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**Fees**

- **PARKING MANAGEMENT PLAN FEE: $269.00 + $13.45 (GST) = $282.45**

  ***(All fees are subject to change)***

Once the Zoning Officer has entered the application, it must be paid for before it can be circulated. You can pay the Cashier in-person, by phoning (204) 986-5120 or by emailing ppd-cashier@winnipeg.ca. If you are paying by cheque, please make it payable to the "City of Winnipeg."

****** Please refer to the checklist under the "Submission Requirements" to ensure that you have supplied the required documentation and plans for an application. It is important that all required documentation is provided to prevent delays in processing.***

**APPLICANT INFORMATION**

| | | | |
|---|---|---|---|
| **Project Address:** | No. | Street Name | |
| **Legal Description:** | Lot | Block | Plan Number |
| **Applicant:** | Name | | |
| **Contact:** | Address | | |
| | Daytime Phone No.<br>(  ) | Email Address | |

## SUBMISSION REQUIREMENTS

**Note:** Items that "may be required" are items that may be requested of the applicant to assess the development application. Items that are "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 by ensuring that each set contains one copy of each required document. In other words, the required documents should be separated out into individual sets, with the first set containing one (1) copy of the letters and plans, the second set containing one (1) copy of the letters and plans, and so on.

| KEY DOCUMENTS | | | | |
|---|---|---|---|---|
| **Document** | **Copies required** | **Notes** | **Required** | **May be required** |
| **Letter of intent** (including project vision, use(s), project statistics, number of employees, hours of operation, etc.) | 3 | This letter should provide a Planning Rationale such as how the proposal 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. | X | |
| **Floor Plans** Detailed, fully dimensioned plans, drawn to scale (maximum size of 11''x 17'') | 3 | Plans showing the interior layout of the building including labels and dimensions of all rooms | | X |
| **Site Plan** Detailed, fully dimensioned site plan, drawn to scale (maximum size of 11''x 17'') | 3 | Includes:<br>• project name<br>• proposed use<br>• municipal address<br>• scale<br>• north arrow<br>• dimensioned property lines<br>• land parcel area (*if applicable)*<br>• boundary survey (total acreage, zoning, date, north arrow and vicinity map)-*if applicable*<br>• easements and utility rights of way (depth, width, location, type and registration number)-*if applicable*<br>• streets labeled<br>• pedestrian connections<br>• existing and proposed structures (number, location and height)-*if applicable*<br>• dimensioned setbacks (*if applicable)*<br>• features adjacent to parcel (City streets, sidewalks, curb cuts, median breaks)-*if applicable*<br>• vehicular circulation (parking, accessible parking, ingress / egress, loading etc.)<br>• nearby transit stops (*if applicable)*<br>• screening or treatment of any natural features<br>• proposed buffers or landscaped yards<br>• garbage enclosures (*if applicable)*<br>• free standing signs (*if applicable*)<br>• exterior lighting<br>• mechanical equipment (*if applicable)*<br>• floodway and flood fringe levels (*if applicable*) | X | |
| **Parking Study** | 3 | | | X |