

# Inland Port Special Planning Area

## Sample Letter of Intent

This sample letter is to be used for development plan and zoning amendments.

Please use this document as a guide to assist you in describing your proposal. Not all information noted will be required, depending on the type of application.

A letter of intent should provide as much detail as possible about the proposal.

Include attachments or maps as necessary.

Date

Inland Port Special Planning Area  
610-800 Portage Avenue  
Winnipeg, MB R3J 0N4  
inlandportspa@gov.mb.ca

### **RE: Letter of Intent for Planning Application (include detail on specific application)**

#### **Applicant information**

- Applicant information such as contact name, address, email, etc.

#### **Location and legal description**

- Where is the land? Include a legal description and the registered owner(s) information.
- What is the physical description of the land (ex: flat, wooded, cultivated, low, etc.)?
- Are there existing buildings on the land?

#### **Description of application**

- What is the proposal?
- Items to address may include existing and proposed drainage, water supply, sewage disposal and public road access.
- What are the neighbouring uses in the area? Is your proposal a good fit?

If you are proposing a specific business, you may wish to include the following information:

- What is the specific business you are proposing?
- How much traffic (customers, employees, deliveries) will be generated?
- How is parking addressed?
- Do you require loading spaces?
- Are there any environmental concerns?
- What type of traffic will be generated (car, semi-truck)? Can you provide hourly or time-of-day traffic volume projections?
- How many new jobs are associated with this development?
- What is the capital investment proposed?

#### **Additional information**

- Have you done any studies to determine market demand or drainage and engineering reports that may be useful to share?
- Are there adjacent uses that are worth making note of (ex: residential, gravel pit or quarry, airport, rail, etc.)?

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Applicant's Signature

If you would like more information on what to include in a letter of intent for a specific planning application, please contact the senior planner, CentrePort, at 204-794-3817 or by email at: [inlandportspa@gov.mb.ca](mailto:inlandportspa@gov.mb.ca).