

# Inland Port Special Planning Area

## Zoning Amendment Checklist

### What is a zoning amendment?

A zoning amendment is an amendment to the Zoning Regulation, a document that regulates the use and development of the Rosser CentrePort lands. A zoning amendment is typically a mapping amendment to rezone a particular area.

### How do I make a zoning amendment application?

Zoning amendment 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). Documentation and fee requirements to accompany a Zoning Amendment Application are outlined to the right.

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 senior planner, CentrePort, at 204-794-3817 or by email at [inlandportspa@gov.mb.ca](mailto:inlandportspa@gov.mb.ca).

### Documentation and Fee Requirements

- Current Status of Title** - available at Winnipeg Land Titles Office, 276 Portage Avenue. It 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)
- Title Plot** - required when there is more than one title affected by the proposal. The parcels are plotted on a map to ensure that all titles described in the proposal have been received.
- Plan of Development** including a detailed, fully-dimensioned site plan, drawn to scale, maximum size 11"x17". The site plan should include the following items, if applicable:
  - a boundary survey showing: the total acreage, present zoning classification(s) and proposed zoning classification, date and north arrow
  - all existing easements and rights-of-way
  - parking and loading areas
  - proposed and existing screening, including walls, fences, or planting areas, as well as treatment of any existing natural features and any proposed buffers or landscaped areas
  - information as to the number, height, size or location of structures
  - proposed phasing and timelines
- Caveats** that are registered on the title(s), if applicable
- Letter of Intent** (see Letter of Intent form)
- Sustainable Development Measures proposal**
- Application Fee** of \$1,500.00 (cash or cheque made payable to the Minister of Finance)