

**Section II - Site Plan Checklists**

NOTE: All applications for new construction and building additions must be accompanied by a well-drawn, legible, detailed site plan that matches the construction drawings submitted with the application, and the City will not begin processing the permit application until the following information is provided:

**A. General Site Plan** *(This checklist MUST be completed and attached to the submission)*

**This General Site Plan addresses the requirements of all departments involved in plan review**

<b>General Information</b>	<b>Yes</b>	<b>NA</b>
1. North Arrow	<input type="checkbox"/>	
2. Drawing scale (metric and not less than 1:500)	<input type="checkbox"/>	
3. Civic Address (if assigned)	<input type="checkbox"/>	<input type="checkbox"/>
4. Legal Description	<input type="checkbox"/>	
5. Street names	<input type="checkbox"/>	
6. Property lines, lot lines and all adjacent public rights-of-way	<input type="checkbox"/>	
7. Lot Dimensions	<input type="checkbox"/>	
8. Total lot area	<input type="checkbox"/>	
9. Construction access route(s) (indicated)	<input type="checkbox"/>	
10. Existing structures with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	
11. Proposed structures, with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	
12. Access routes / lanes for fire fighting	<input type="checkbox"/>	
13. Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. (Refer to Part 5: Development and Design Standards of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004.	<input type="checkbox"/>	
14. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)	<input type="checkbox"/>	<input type="checkbox"/>
15. Garbage enclosure(s)	<input type="checkbox"/>	<input type="checkbox"/>
16. Proposed on-site lighting	<input type="checkbox"/>	<input type="checkbox"/>
17. Proposed signage	<input type="checkbox"/>	<input type="checkbox"/>
18. Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.	<input type="checkbox"/>	
19. Proposed and existing private sidewalks with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
20. Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	<input type="checkbox"/>

**A. General Site Plan cont'd**

	<b>Yes</b>	<b>NA</b>
21. Indicate total number of parking spaces. Spaces must be 9 ft. wide x 20 ft. deep, or 10 ft. wide if abutting a wall or a fence. (Refer to Tables 5-9, 5-10, and 5-12 of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
22. Indicate total number of bicycle parking spaces. (Refer to Section 169 of Zoning By-law No. 200/2006)	<input type="checkbox"/>	<input type="checkbox"/>
23. Indicate total number of loading spaces. Spaces must be 12 ft. wide x 33 ft. deep, or 50 ft. deep depending on use and floor area. (Refer to Tables 5-13 and 5-14 of Zoning By-law No. 200/2006 or Section 240 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
24. Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Sections 188 to 193 of Zoning By-law No. 200/2006 or Sections 230 and 250 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
25. For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)	<input type="checkbox"/>	<input type="checkbox"/>
26. Vent racks and underground storage tanks complete with fuel re-filling areas	<input type="checkbox"/>	<input type="checkbox"/>
27. Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.	<input type="checkbox"/>	<input type="checkbox"/>
28. Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>
29. Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections. (Refer to Appendix "A").	<input type="checkbox"/>	<input type="checkbox"/>
30. Construction equipment site access and site protection (e.g. temporary chain link fencing)	<input type="checkbox"/>	<input type="checkbox"/>
31. Areas of the public right-of-way that will be encumbered, occupied or obstructed as a result of the proposed construction, including the installation of any hoarding, fencing, covered walkways, piles or shoring, or any portion of a construction crane that occupies or projects into the right-of-way. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>

Signed : \_\_\_\_\_ Dated: \_\_\_\_\_

**(Applicant)**

Applicant Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Office Use Only:**

*Modifications made to this Section must be initialed by the applicant, and signed and dated below:*

**Modified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section II - Site Plan Checklists cont'd**

**B. Lot Grade Plan** (This checklist *MUST* be completed and attached to the submission).

**Note:** Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

The City will not begin processing the permit application until the following information is provided:

	<b>Yes</b>	<b>N/A</b>
1. Lot grading plan(s) prepared and sealed by a Professional Engineer, Landscape Architect, or Architect in accordance with the Lot Grading By-law.	<input type="checkbox"/>	
2. Indicate civic address and legal description of the property	<input type="checkbox"/>	
3. Drawing scale must be (in metric and not less than 1:500) Include North arrow	<input type="checkbox"/>	
4. Indicate project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations	<input type="checkbox"/>	
5. Mark legal dimensions of all property lines and total gross area	<input type="checkbox"/>	
6. Show building location(s) and distances to other buildings, property lines, driveways, etc.	<input type="checkbox"/>	
7. Show existing and proposed geodetic lot grade elevations (in metric) both on the site and on adjacent property, public right-of-ways, easements, including all property corners, along all lot lines, swales and other drainage features, plus entrances to buildings and proposed finished floor elevations.	<input type="checkbox"/>	
8. Mark drainage patterns indicated by flow arrows and slopes (described in percentages) for all swales and other areas within the property.	<input type="checkbox"/>	
9. Indicate location of roof drain downspouts, rainwater leaders and sump pump discharge outlets (Note – rainwater leaders and sump pump outlets are not permitted to discharge onto adjacent property. All storm water must discharge onto the subject property).	<input type="checkbox"/>	
• If sump pit not applicable based on the building design, indicate not applicable		<input type="checkbox"/>
10. Include dimensions and locations of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.	<input type="checkbox"/>	
11. Indicate catch basin locations (existing and proposed) with rim and invert elevations including location of sewer (land drainage) connections.	<input type="checkbox"/>	
12. Mark distances to flood line if development is located within the designated Floodway Fringe Area	<input type="checkbox"/>	<input type="checkbox"/>
13. Indicate Flood Protection Level (FPL) if development is located within the designated Floodway Fringe Area	<input type="checkbox"/>	<input type="checkbox"/>
14. Indicate size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages	<input type="checkbox"/>	<input type="checkbox"/>
15. Indicate size and location of solid waste containers, external enclosures and interior waste storage facilities	<input type="checkbox"/>	<input type="checkbox"/>
• Containers must provide sufficient solid waste (garbage and recycling) storage capacity for the property		
• Collection vehicles must be able to safely access and service the containers		

For questions and/or additional information contact: **Water and Waste Department**  
**Customer Technical Services Branch**  
**110-1199 Pacific Avenue**  
**Winnipeg, Manitoba R3E 3S8**  
**Phone: (204) 986-3484**

**Responsibility of the Designer:** Professional Engineer, Landscape Architect, or Architect completing this form (include seal)

\_\_\_\_\_  
 Affix Seal with signature and date

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Section II - Site Plan Checklists cont'd**

**C. Site Servicing Plan** (This checklist **MUST** be completed and attached to the submission).

**Note:** Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

The City will not begin processing the permit application until the following information is provided:

	Yes	N/A
1. Site Servicing Plan(s) prepared and sealed by a Professional Engineer <u>experienced in municipal design works (Municipal Engineer preferred)</u> .	<input type="checkbox"/>	
2. Show size and location of sewer (waste water and/or land drainage) and water (domestic, fire or combined fire/domestic) service connections, fire hydrants, and siamese connections, including percent slope and connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater and land drainage connections shall be separate connections to the common sewer mains.	<input type="checkbox"/>	
3. Indicate size and location of all existing services (sewer and water) not planned for re-use which are then to be abandoned in accordance with the City of Winnipeg Standard Construction Specifications	<input type="checkbox"/>	<input type="checkbox"/>
4. Indicate size, location, and material type of common sewer and water mains and other underground utilities in the street or easement(s).	<input type="checkbox"/>	<input type="checkbox"/>
5. Indicate the size, location, and configuration of storm water control devices including overflow locations. Properties greater than 1,000 m <sup>2</sup> must be serviced with an internal land drainage system including catch basin(s). (Normally, sites less than or equal to 1,000 m <sup>2</sup> , with no potential for future expansion may be drained overland through private approach). Note – See Mechanical Site Servicing section (item 2) if roof storage is applicable.	<input type="checkbox"/>	<input type="checkbox"/>
6. Site design criteria (storm water runoff) must be controlled in accordance with the Sewer By-law. Runoff rates to be restricted to the 5 year City of Winnipeg design storm using a “c” value coefficient. The “c” value coefficient will be supplied by the Water and Waste Department and must be obtained in advance. (Contact 204-986-3484). Site must be able to store, up to and including, a 1 in 25 year design storm event. In areas where gravel parking lots are permitted, the same storm water control conditions shall apply. Storm water management design/calculations must be stamped by a Professional engineer. Refer to MacLaren Manual (1974).  <a href="http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf">http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
7. The maximum depth and extent of ponding (not to exceed 0.3 metres of depth on paved surfaces) for a 1 in 25 year City of Winnipeg design storm. 25-year ponding limit to be indicated on the drawings.	<input type="checkbox"/>	<input type="checkbox"/>
8. The size, location, and configuration of drainage safety features must be constructed in accordance with City of Winnipeg Culvert and Drainage Inlet/Outlet Safety Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
9. Construction note (recommended) indicating services are to be installed in accordance with latest revision of the City of Winnipeg Standard Construction Specifications	<input type="checkbox"/>	<input type="checkbox"/>

**Responsibilities of the Designer:**

Engineer completing this form (include seal)

\_\_\_\_\_  
**Affix Seal with signature and date**

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_



**E. Appendix A – Site Plans (Approaches)**

SUPPLEMENTARY INFORMATION

1. The Private Approaches By-law No. 6546/95 regulates the location, dimensions, and material types. An approval is required for new private walks and approaches or for relocating or widening existing private walks and approaches. A construction permit is required prior to the construction of private walks and approaches.
2. The City of Winnipeg Standard Construction Specifications which are available in Adobe Acrobat (pdf) format @ <http://www.winnipeg.ca/matmgt>, are applicable to work in the public right-of-way including private walks and approaches.
3. Permission to construct and maintain an encroachment must be obtained independently from the Building Permit Approval. Encroachment applications are received at the following office:  

Planning, Property and Development Department  
Zoning and Permits Branch  
Unit 31 – 30 Fort Street  
Winnipeg, MB R3C 4X7

For further information, call 986-5140
4. A 'Use of Streets' permit will be required where any portion of a street (public right-of way) is encumbered, obstructed or occupied. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law No 1481/77.
5. Cutting, breaking, tearing or removing of a road surface, or excavating within the right-of-way requires the City's permission, an excavation permit and the payment of street cut repair fees prior to commencing any work. Only Contractors licensed by the City are permitted to work within the City's right-of-way. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law, Sewer By-law and Water By-law.
6. For any work within the street right-of-way (not including private sewer and/or water service connections) drawings must be submitted to the City of Winnipeg, Underground Structures Branch to obtain approval for construction.