

## Communication Facility Proposal Review Application Form

As required by the [Winnipeg Antenna Systems Policy](#), the Communication Facility Proposal Review is required to approve the location and siting of:

- All communication antennas or towers that are 15 metres or higher regardless of whoever operates it; and
- Antennas or towers that are less than 15 metres in height that are operated by telecommunications carriers, broadcasting undertakings or third-party tower owners

As per the *Winnipeg Antenna Systems Policy*, the purpose of the Policy is “to outline the local land use consultation process and guidelines to be followed in evaluating Antenna System proposals within the City of Winnipeg, providing guidance to the telecommunication industry, Industry Canada, City Council, City staff and members of the public. The Policy will assist in defining the nature and type of implementation tools required to manage the introduction of Antenna Systems in the city, for example: by-laws, procedures and programs.”

### HOW TO REACH US:

<p><b>Address:</b> Zoning and Permits Office Unit 31- 30 Fort St. Winnipeg, MB R3C 4X7</p> <p><b>Phone:</b> 204-986-5140, press option 4</p> <p><b>Email:</b> <a href="mailto:ppd-zdo@winnipeg.ca">ppd-zdo@winnipeg.ca</a></p>	<p><b>Hours of Operation:</b> Tuesday to Friday 8:30 am to 4:30 pm. Please note the Zoning and Permits Office is not open to the public on Mondays. However, staff will be available to receive telephone and email inquiries and completed applications may be dropped-off in person.</p>
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### HOW TO APPLY:

#### **By appointment (recommended option):**

We recommend that you arrange an appointment with a Zoning Development Officer who will be available to accept the application or answer any inquiries. To arrange a meeting, please phone the Appointment Desk at 204-986-5140 and press option 1 or email [ppd-permitappointments@winnipeg.ca](mailto:ppd-permitappointments@winnipeg.ca).

#### **By mail, courier or drop off:**

You can mail, courier or drop off your application package to the Zoning and Permits Office (Unit 31 – 30 Fort Street, Winnipeg, MB, R3C 4X7). Free customer parking is located 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 Front Desk clerk at the Zoning and Permits Office.

#### **By email:**

You can submit digital copies of your application documents to [ppd-zdo@winnipeg.ca](mailto:ppd-zdo@winnipeg.ca). However, please note that the Zoning Development Officer will eventually request hard copies to be submitted in order to process the application.

## Application Submission Requirements

### ADDRESS INFORMATION:

Project Address	Street No.:	Street Name:	
Legal Description	Lot No.:	Block No.:	Plan No.:

### APPLICANT INFORMATION:

Applicant info	Applicant Name: (print)		
	Mailing Address:	City & Province:	Postal Code:
	Daytime Phone No.:	Email Address:	

# of Copies Required	Type of Document	FEE: \$1,300 + \$65.00 GST = \$1,365.00
<b>3</b>	A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for Co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal	
<b>3</b>	Visual rendering(s) of the proposed Antenna System superimposed to scale (max. size 11"x17")	
<b>3</b>	Site plan showing the proposed development situated on the site (max. size 11"x17")	
<b>3</b>	A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use (max. size 11"x17")	
<b>3</b>	For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System (max. size 11"x17")	
<b>3</b>	Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land (see template at the end of this document)	
<b>3</b>	An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices	
<b>3</b>	Any other documentation as identified by the City following the site investigation meeting	

<b>CHECKLIST OF REQUIRED ITEMS FOR COMMUNICATION ANTENNAS MOUNTED ON A BUILDING OR STRUCTURE</b> including (but not limited to) a building wall, rooftop, water tower, utility pole or light standard, and which are exempted from public consultation in Section 4.1(3) of the Winnipeg System Antenna Policy		<b>FEE: \$555.00 + \$27.75 GST = \$582.75</b>
<b># of Copies Required</b>	<b>Type of Document</b>	
1	Site plan of the location of the Antenna System (address, name of building, rooftop or wall mounted, etc.) (max. size 11"x17")	
1	Description of proposed screening or stealth design measures with respect to the measures used by existing Antenna Systems on that site and/or the preferences expressed in Section 6 of the <a href="#">Winnipeg System Antenna Policy</a>	
1	An elevation drawing showing the height of the Antenna System (max. size 11"x17")	
1	An elevation drawing showing the height of any modifications to existing Antenna Systems (max. size 11"x17")	
1	For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System (max. size 11"x17")	

<b>CHECKLIST OF REQUIRED ITEMS FOR ADDITIONS THAT INCREASE THE HEIGHT OF THE FREESTANDING COMMUNICATION/CELL TOWERS</b>		<b>FEE: \$555.00 + \$27.75 GST = \$582.75</b>
<b># of Copies Required</b>	<b>Type of Document</b>	
1	Site plan of the location, including its address and location on the lot or structure (max. size 11"x17")	
1	A short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed Antenna System	
1	A description of how the proposal meets one of the Section 4.1 exclusion criteria in the <a href="#">Winnipeg System Antenna Policy</a>	
1	For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System (max. size 11"x17")	

Payments can be made in-person, by mail or by calling Permits Direct Line at 204-986-5140, selecting option 7 and then 1 to speak to the cashier. Please note that the individual invoices of more than \$10,000 must be paid by cheque or bank draft, which can be made payable to the “City of Winnipeg”.

**The application fees must be paid up front before the application can be circulated to the other City departments for review. Please ensure that you have supplied the required documentation and plans in order to avoid delays in processing.**

## Letter of Authorization

(Registered owner(s) of the property whose name(s) appear on the title)

Date: \_\_\_\_\_

To: The City of Winnipeg  
Planning, Property & Development Department  
Zoning and Permits Branch  
31 – 30 Fort Street  
Winnipeg, Manitoba R3C 4X7

RE: \_\_\_\_\_ (address or legal description of application)

I (we) hereby give authorization to:

\_\_\_\_\_ (Applicant's name)

To apply for a Communication Facility Proposal Review application for the above address.

Registered Owner(s) on the Current Status of Title or Certificate of Title:

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name (if applicable)

\_\_\_\_\_  
Signature

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for the administration of *The Winnipeg Antenna Systems Policy*. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.