



Inland Port Special Planning Area (CentrePort)

Developer's Handbook

CentrePort Canada lands located within the RM of Rosser have been designated the Inland Port Special Planning Area (IPSPA) under *The Planning Act*, legislation that guides sustainable land use and development in Manitoba. The IPSPA-designated land parcels are subject to a Development Plan and a Zoning Bylaw. They must conform to specified land use and development policies and requirements.

Contact the CentrePort Senior Planner by calling 204-794-3817 or by email at inlandportspa@gov.mb.ca if you have questions about a specific piece of land. The advice is free and could save you time and money.

1 Development Plan

The development plan outlines the long term vision and goals of the IPSPA. There are several designations within the industrial inland port, including:

- service-oriented industrial
- manufacturing and logistics industrial
- rail serviced industrial
- open space

There are also objectives and policies that affect general development matters, including:

- sustainability
- environmental protection
- transportation
- municipal services
- urban design
- landscaping

Next Step: Look up your land on the map to determine the designation. You may then refer to the policies for that particular designation.

To be approved, development must be compatible with the land use designation and must generally conform to the policies of the development plan. Changes to the designation of a land parcel would require amending the development plan. Please contact the CentrePort senior planner by calling 204-794-3817 to discuss your proposal if you have any questions or feel a development plan amendment may be required.

2 Zoning

The zoning bylaw regulates the use of land and the use and location of buildings and structures within the industrial inland port. There are several zones within the IPSPA including:

- industrial centre (I1)
- industrial general (I2)
- industrial heavy (I3)
- open space

Most IPSPA lands are currently zoned as CentrePort Rural Zone, which is intended to preserve and protect lands for future industrial and commercial uses. In most cases, land will have to be rezoned to an appropriate zone once a development is proposed. The zoning bylaw also contains requirements for:

- parking
- building setbacks
- landscaping
- signage
- roads
- sustainable development measures
- performance standards

Next Step: Look up your land on the map to determine the zone. You may then refer to the land uses permitted and the requirements for that particular zone. You may also look at the Use Table to determine which use best fits with your proposal. That will help determine the zoning that would be required before the development could proceed.

Do I require re-zoning?

The answer is normally yes, because most of the IPSPA was initially zoned CentrePort Rural Zone.

Next Step: Request to have your property rezoned by making an application to the CentrePort senior planner.

Your proposal will be subjected to a development review and a public hearing will be held by the IPSPA. The authority will make recommendations to the minister to approve your proposal, either with or without amendments or conditions, or reject the proposal.

Variance orders

In specific situations where compliance with the zoning bylaw is considered unreasonable or impractical because of conditions unique to a specific parcel of land, a property owner can apply to the CentrePort senior planner for a variance. Typically, a variance applicable to an individual site might provide specific relief from the zoning requirements governing things like minimum yards, parking or building frontage requirements.

Next Step: Request a variance by making an application to the CentrePort senior planner. The senior planner will review the application and approve or reject it, with or without conditions.

Should a variance application be rejected by the senior planner, the applicant may appeal the decision to the IPSPA. The appeal will then be the subject of a public hearing held by the authority. The IPSPA decision on the variance is final.

Note: neighbouring property owners are notified of a variance approval and are advised that they may appeal the variance to the IPSPA. An applicant may also appeal conditions on an approval. If there is an appeal on a variance approval, the authority will hold a public hearing and decide if the variance application should proceed, with or without conditions, or be rejected. An IPSPA decision on a variance appeal is final.

3 Secure your Subdivision Approval

Subdivision means the division of a parcel of land described on a certificate of title. A subdivision occurs when a single land title is split into two or more parts, property boundaries are rearranged or a lease, mortgage or other instrument is registered to subdivide the parcel.

The owner of land, or a person authorized in writing by the owner, may apply to the approving authority for a subdivision in accordance with regulations. The land proposed for subdivision must be suitable for a purpose that is consistent with the development plan and zoning bylaw.

Next Step: Request a subdivision by making an application to the CentrePort senior planner. Download a subdivision application at http://www.gov.mb.ca/ia/land_use_dev/pubs/subd_appl.pdf.

Note: It is normal throughout the development process to incur costs other than application or lot fees.

These may include fees for:

- surveying
- legal services
- engineering
- land title registration
- capital lot levies

Such additional costs can be substantial and should be understood by developers.

4 Negotiate your Development Agreement

The RM of Rosser is responsible for IPSPA development agreements.

The development agreement is used to define municipal requirements with respect to construction or maintenance of works including:

- sewer and water
- waste removal
- land drainage
- public roads
- connections to existing services

A development agreement may also address requirements respecting uses of land and existing or proposed buildings. The IPSPA may also have requirements that will be reflected in development agreements.

Capital Lot Levies

The RM of Rosser's *Capital Lot Levy Bylaw 16-14* applies to the IPSPA lands. The requirements of the bylaw will be applied to development during approval of a zoning amendment, variance, permitted use with specific standards or subdivision. Fixed fees include:

- administration fees
- dedication fees
- legal fees
- consulting fees
- engineering fees
- advertising costs

Per acre fees include:

- fire, water and sewer infrastructure
- development studies
- parks and walkways
- transit infrastructure
- municipal roads infrastructure

Developers should be aware of this bylaw and its potential cost implications. The bylaw may be viewed on the RM of Rosser website at

<http://www.rmofrosser.com/docs/201416-14CapitalLotLevyCentrePort.pdf>.

Next Step: Contact the RM of Rosser at info@rmofrosser.com or 204-467-5711 to discuss your development agreement.

5 Apply for your Development/Building Permits

This is typically the last step in the development process. Development permits are required for:

- erection, construction or placement of any building or structure
- addition, extension, structural alteration or conversion of any building or structure
- relocation, removal or demolition of any building or structure
- use of vacant land, buildings or structures
- change of use for lands, buildings or structures

Next Step: Access to development permit information may be obtained from:

South Interlake Planning District,
Box 1219, 285 Main Street,
Stonewall, MB ROC 2Z0
Phone: 204-467-5587 or email: info@sipd.ca.

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. 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.

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 and 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)
- Application Fee** of \$1,500.00 (cash or cheque made payable to the Minister of Finance)

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?

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.)?

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.

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Letter of Authorization

What is a letter of authorization?

A letter of authorization is required when the person(s) applying for a planning application is not the registered owner(s) of the subject property. The letter of authorization ensures that the registered owner(s) of

the subject property has knowledge of, and authorizes, the planning application. The registered owner(s) of the property is the name that appears on the Certificate of Title.

TO: Inland Port Special Planning Area
610-800 Portage Avenue
Winnipeg, MB R3G 0N4
or by email at inlandportspa@gov.mb.ca.

RE: _____
(civic address or legal description of property)

I/we hereby give authorization to:

(Applicant's name)

to apply for a planning application for the above property.

Registered owner(s) on the current Status of Title or Certificate of Title:

(please print name)

(signature) (date)

Inland Port Special Planning Area

Variance Application Checklist

What is a zoning variance?

A variance is a request to modify a dimensional standard of the Zoning Regulation for a specific property (ex: yard or building setbacks, signage requirements or lot coverage, etc.). When requirements cannot be met because of unique circumstances related to a property, a variance ensures that a property owner is not deprived of normal rights to use their property. Although the zoning classification of the property remains unchanged, an exemption of one or more of the requirements may be allowed under certain circumstances.

How do I make a Variance Application?

Variance 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. Documentation and fee requirements to accompany a Variance Application are outlined to the right.

What is a Statement of Intent?

When you submit your application, the senior planner requires a written explanation on how your request for variance is consistent with the following:

- Will it be compatible with the general nature of the surrounding area?
- Is it the minimum modification of the zoning by-law required to relieve the injurious affect of the zoning by-law on the property?
- Is it generally consistent with the applicable provisions of the development plan and zoning by-law?
- It will not be detrimental to the health or general welfare of people living or working in the surrounding area, or negatively affect other properties or potential development in the surrounding area.

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.

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)
- Current Building Location Certificate** prepared by a Manitoba Land Surveyor
- Plan of Development**, including a detailed, fully-dimensioned site plan, drawn to scale, maximum size 11"x17". The site plan should include floor plans with building elevations, if applicable to the variance being sought.
- Caveats** that are registered on the title(s), if applicable
- Statement of Intent** (see description)
- Application Fee** (cash or cheque made payable to the Minister of Finance)

Variance, first application	\$200.00
Variance, second application*	\$625.00
Variance, third or subsequent application*	\$2,500.00

*In two years and submitted by the same person