

Application for Approval of Subdivision under *The Planning Act*

C.C.S.M. c. P80

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REQUIREMENTS

The application form ***must be*** completed in full. Incomplete forms will be returned. For help with this form, see Appendix A.

Make sure these items are included with your application:

- the application fee, made payable to the “Minister of Finance”
- a current copy dated (within 30 days) of each status of title or deed covering the land to be subdivided from the Lands Title Office

Map(s) showing:

- the existing property boundaries
- proposed property boundaries
- proposed lot dimensions
- location of all permanent structures
- location of onsite wastewater management systems

You may be asked for more information to support of the application.

2

APPLICANT

Name: _____

Attention: _____ Your File No: _____

Mailing Address: _____ Postal Code: _____

Phone (Daytime): _____ Cell: _____

Email: _____

Do you want correspondence by email? Yes No

If there is more than one registered owner, go to Section 3. If you are the only registered owner go to Section 4.

3

REGISTERED OWNER(S)

Name(s): _____

Mailing Address: _____ Postal Code: _____

Phone (Daytime): _____ Cell: _____

As a registered owner(s) of the subject land, I/We authorize the applicant named above to prepare and submit this application on my/our behalf:

Signature(s) _____ Date _____

_____ Date _____

4

LOCATION

Municipality _____ Community _____

Street Address (if any) _____

Lot or Parcel No. _____ Block No. _____ Plan No. _____

Part of NW NE SW SE ¼ of Section _____ Township _____ Range _____ East West
of the Principal Meridian

OR,

River Lot No. _____ Parish or Settlement _____

5

LAND USE

a. What is the land described in the title currently used for?

Agriculture Commercial Industrial Residential (including cottage uses) Other

If land is used for agriculture, is there a livestock operation? Yes No

Describe current land use in detail: _____

b. Are there any existing buildings on this land? Yes No

Show the location of all permanent buildings and onsite wastewater management systems. Show the distances to the closest new property boundary on the map (see Section 1), or submit a surveyor’s building location certificate.

c. What is the intended use of the proposed lot(s) or parcel(s)?

Agriculture Commercial Industrial Residential (including cottage uses) Other

Describe the proposed land use in detail: _____

d. Give the physical description of the proposed lot(s) or parcel(s).

Wooded/Treed Cultivated Pasture Hilly Level/Flat
 Low/Swampy Near a water body (ex: lake, river, creek)

Describe the physical nature in detail: _____

e. Are any of the following within 1.6 kilometers (one mile) of the proposed lot(s) or parcel(s)?

Livestock operations Sewage Lagoon Pipeline Airport
 Gravel Pit or Quarry Historic Site or Structure Waste Disposal Ground (active or inactive)

If a livestock operation is nearby, note the approximate distance, type and size.

FLOODING AND DRAINAGE

- a. Has any part of this land ever been flooded?** Yes No Don't know

If yes, describe: _____

b. Drainage

How will the proposed lot(s) or parcel(s) be drained?

- Natural Ditches Curb and Gutter Storm Sewer

Do you propose to send surface water into a provincial highway ditch or waterway?

- Yes No

- c. Do you have a Water Rights Licence?** Yes No If yes, date issued: _____

(A Water Rights Licence is required to build drainage or, water control: or divert and use ground water.)

SERVICING AND ACCESS**a. Sewage Disposal**

Existing: Municipal Sewer Holding Tank Septic Field Ejector Other

Proposed: Municipal Sewer Holding Tank Septic Field Ejector Other

(You may keep an existing ejector system if you get a Certificate of Exemption from Manitoba Conservation and Water Stewardship. For details, go to <http://www.gov.mb.ca/conservation/envprograms/wastewater>).

b. Water Supply

Existing: None Piped Water Shared Well Individual Supply Cistern Other

Proposed: Piped Water Extension New Piped Water Shared Well Individual Supply
 Cistern Other

What is the name of the water system for piped water services? If you answered Other to any of the above, give a detailed description: _____

Show the location of the existing sewage disposal system on the map. Note the distances from the disposal system to the closest new property lines, the dwelling and the well. (For details on water supplies, see Section 7 of the subdivision instruction manual.)

c. Road Access

Current legal and physical access to the land parcel(s)(including residual) is by:

- Municipal Road Provincial Road (PR) Provincial Trunk Highway (PTH) No access

Will the land parcel(s) (including residual) require a new driveway to a:

- Municipal Road Provincial Road (PR) Provincial Trunk Highway (PTH)

Is the existing driveway intended for joint use?

- Yes No

Is the proposed driveway intended for joint use?

- Yes No

8

REASON FOR APPLICATION AND OTHER COMMENTS

Indicate the reason for making this application and provide any other information or comments you think may be useful.

9

DECLARATION

I CERTIFY that the information provided on this form and the attached information is full and complete. It is to the best of my/our knowledge, a true statement of the facts for this proposed subdivision.

Applicant's Signature: _____ Date: _____

Appendix A:

Directions for the Application for Approval of Subdivision under *The Planning Act*

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This application is for subdivision approval for land outside the City of Winnipeg. The Manitoba government is the subdivision approving authority. In some areas, subdivision approving authority has been delegated to a planning district board. See the map for the subdivision approving authority in your area.

Planning district boards may have their own application forms and specific requirements. Contact your local planning district board for information on its subdivision approval process.

Completing the Application Form

Find the form online at http://www.gov.mb.ca/ia/land_use_dev/sra.html

1

REQUIREMENTS

Send the completed application to the approving authority for your area. Your application must include:

1. the application fee (\$425) payable to the Minister of Finance. If your application is approved, you must also pay an approval fee (\$200) and a fee for each new lot created (\$200)
2. a current copy (dated within 30 days) of each status of title or deed covering the land to be subdivided, from the Land Titles Office
3. maps showing the existing and proposed features of the land being subdivided (must be drawn at a scale that clearly shows the features, see page 3 for examples)

To ensure the map accurately shows the proposed lots and the existing and proposed features you may want to hire a Manitoba land surveyor.

2

APPLICANT

This is the person making the application. Only the owner (or a person authorized in writing by the owner) can apply for subdivision approval. If you want correspondence about your application by email, include your email address.

3

REGISTERED OWNERS

This is the name of the owner(s) registered with the Land Titles Office. The name(s) is shown on the status of title, the certificate of title or the deed.

If the person who owns the land is not the applicant, the registered owner(s) must sign the application authorizing the person to apply for them.

4

LOCATION

The location of the land being subdivided is shown on the title. The land being subdivided may be described by:

- lot or parcel, block and plan numbers
- section, township and range
- river lot number and parish name

5

LAND USE

Check all the boxes that apply and describe them in the space provided. If you check Other explain in the space provided. If you want to use the land for specialized agriculture, check with your local Manitoba Agriculture Food and Rural Development (MAFRD) Go office. MAFRD may need a business plan from you for the proposed development.

6

FLOODING AND DRAINAGE

Check the appropriate box to identify if your land has been flooded.

Check the appropriate box to identify how the proposed lot will be drained.

7

SERVICING AND ACCESS

Check the appropriate boxes to identify all existing or proposed sewage disposal systems and water supply systems for the land being subdivided. **Note: New ejector systems will not be permitted.**

Provide the system name, if applicable, for the water supply.

A piped water system is an existing water supply regulated under *The Drinking Water Safety Act*.

A new water system is a new water supply system with piped distribution to more than four private residences or commercial facilities.

A shared well is a well servicing two to four private residences.

An individual supply is a well or intake (lake or river) serving one private residence only.

Public road access means the land being subdivided and the proposed lots or parcels have frontage on a road that allows public vehicle access.

Residual property is the rest of the land being subdivided that is not included in the proposed lots.

8

REASON FOR APPLICATION AND OTHER COMMENTS

State why you want the subdivision and any other information you think may be useful to the approving authority in assessing your application.

9

DECLARATION

You, as the applicant, must certify that the information you have given is true and complete.

ADDITIONAL INFORMATION

The approving authority may ask for more information to support your application and can include:

- a survey certificate, showing existing buildings and structures
- geotechnical and related engineering reports
- elevations and contour lines
- high water marks, shorelines and elevation of water
- other material needed to make an informed decision

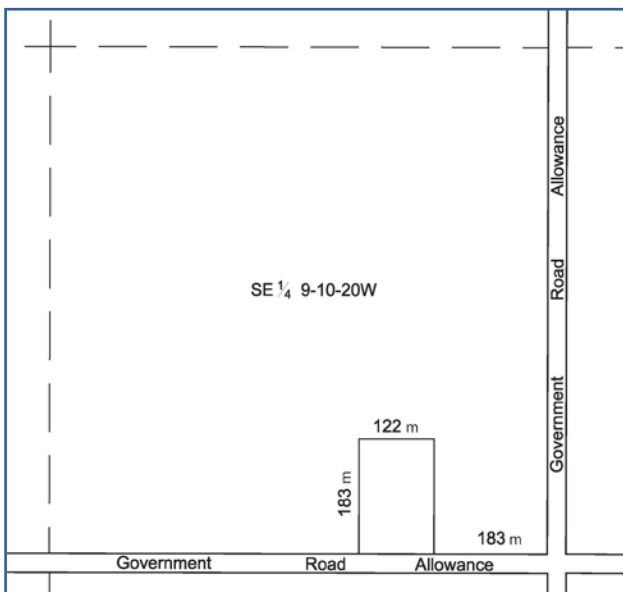
[Note: any alterations to a subdivision application at any time during the review and approval process, will require a \$200 revision fee.]

Survey Plan

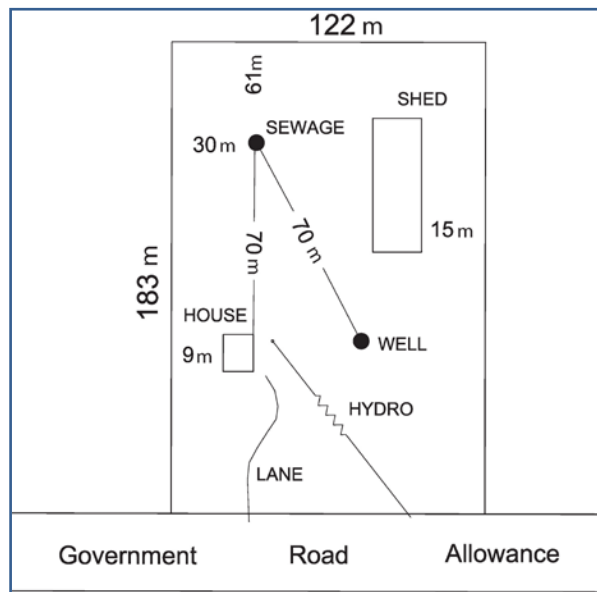
Many subdivision applications will need a plan done by a Manitoba land surveyor to be registered at the Land Titles Office. The Land Titles Office will determine if a survey plan is required or if a legal description is acceptable.

Usually, the only subdivisions that do not require a survey plan are the first and second regular-shaped parcels to be transferred out of a whole quarter section. If a legal description of the parcels is acceptable to the Land Titles Office, the description must conform to the Land Titles Office's regulations about the simplicity of land descriptions. See page 8 for examples of appropriate subdivision maps.

SAMPLES OF ACCEPTABLE MAPS FOR SIMPLE RURAL SUBDIVISIONS

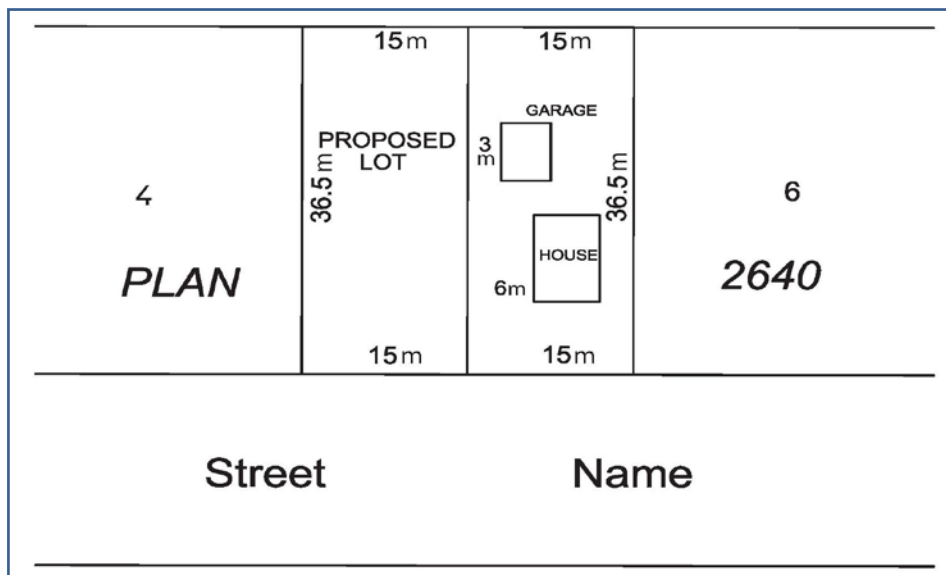


This map locates the proposed lot in the 1/4 section. Show dimensions of the parcel and distance to either corner of the 1/4 section. For river lots similar dimensions will be required.



This map shows existing features in the proposed lot. Distances are required from permanent buildings to the new property lines (if within 30 metres), from the sewage system to the residence, well, and all property lines.

SAMPLE OF ACCEPTABLE MAP FOR SIMPLE URBAN SUBDIVISION



This map is to divide one new lot from an existing urban lot. The map shows existing permanent buildings with distances to the new property line, and the dimensions of both the new and the residual lot.

COMMUNITY AND REGIONAL PLANNING OFFICES

BEAUSEJOUR
 Box 50, 125-20 First Street
 Beausejour MB ROE 0C0
 Phone: 204- 268-6058

BRANDON
 Box 22147
 2022 Currie Boulevard
 Brandon MB R7A 6Y9
 Phone: 204-726-6267

DAUPHIN
 27-2nd Avenue S.W.
 Dauphin MB R7N 3E5
 Phone: 204-622-2115

MORDEN
 323 North Railway Street
 Morden MB R6M 1S9
 Phone: 204-822-2840

PORTAGE
 1-2210 Saskatchewan Ave W
 Portage la Prairie MB R1N 0X1
 Phone: 204-239-3348

SELKIRK (INTERLAKE)
 103-235 Eaton Avenue
 Selkirk MB R1A 0W7
 Phone: 204-785-5090

STEINBACH
 240-323 Main Street
 Steinbach MB R5G 1Z2
 Phone: 204-346-6240

THOMPSON
 604-800 Portage Avenue
 Winnipeg MB R3G 0N4
 Phone: 204-945-4988

PLANNING DISTRICTS WITH APPROVING AUTHORITY THAT ACCEPT SUBDIVISION APPLICATIONS

BRANDON AND AREA PLANNING DIST.
 (Brandon, Elton and Cornwallis)
 421 Ninth Street
 Brandon, MB R7A 4A9
 Phone: 204-729-2110

RED RIVER PLANNING DIST.
 (Dunnottar, Selkirk, St. Andrews, St. Clements, West St. Paul and East St. Paul)
 806-A Manitoba Avenue
 Selkirk, MB R1A 2H4
 Phone: 204- 482-3717

SOUTH INTERLAKE PLANNING DIST.
 (Stonewall, Teulon, Rockwood and Rosser)
 P.O. Box 1219
 Stonewall, MB ROC 2Z9
 Phone: 204-467-5587

LAC DU BONNET PLANNING DIST.
 (Town and R.M. of Lac Du Bonnet)
 P.O. Box 309
 Lac Du Bonnet, MB ROE 1E0
 Phone: 204-345-6724

