

Appendix A:

Instructions for the *Application for Approval of Subdivision*

Under *The Planning Act*

This is the application for subdivision approval outside the City of Winnipeg, where 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 below for the Subdivision Approving Authority in your area.

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

Completing the Application Form

The form can be found online at http://www.gov.mb.ca/ia/land_use_dev/sra.html

Section 1 – 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 receive correspondence related to your application by email, include your email address.

Section 2 – Registered Owners

This is the name of the owner (or owners) as registered at the Land Titles Office. The name 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 then the registered owner must sign the application authorizing the person to apply on the owner's behalf.

Section 3 – Location

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

- Lot or parcel, block and plan numbers, or
- Section, township and range, or
- River lot number and parish name.

Section 4 – Land Use

Check all the boxes that apply and describe in the space provided. If you check "other" please explain in the space provided. If you want to use the land for specialized agriculture, check with your local Manitoba Agriculture Food and Rural Initiatives (MAFRI) office. MAFRI may need you to show them a business plan for the proposed development.

Section 5 – Services

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

The term "public road access" means the land being subdivided and the proposed lots or parcels have frontage on a road that the public is able to use for their vehicles.

The term "residual property" refers to the rest of the land being subdivided that is not included in the proposed lots.

Section 6 – Reason for the application and other comments

You should give the reason you want the subdivision and any other information you think may help the Approving Authority make a decision on your application.

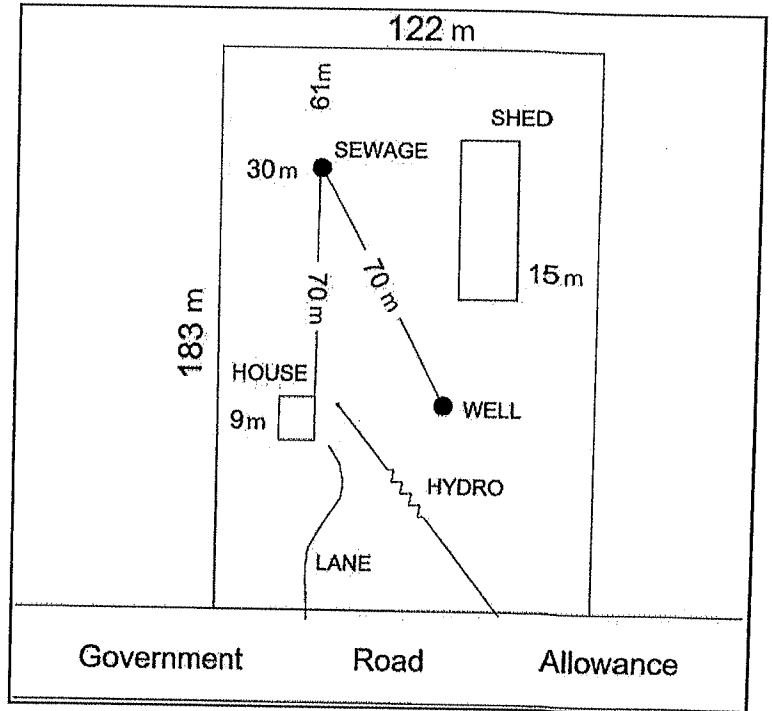
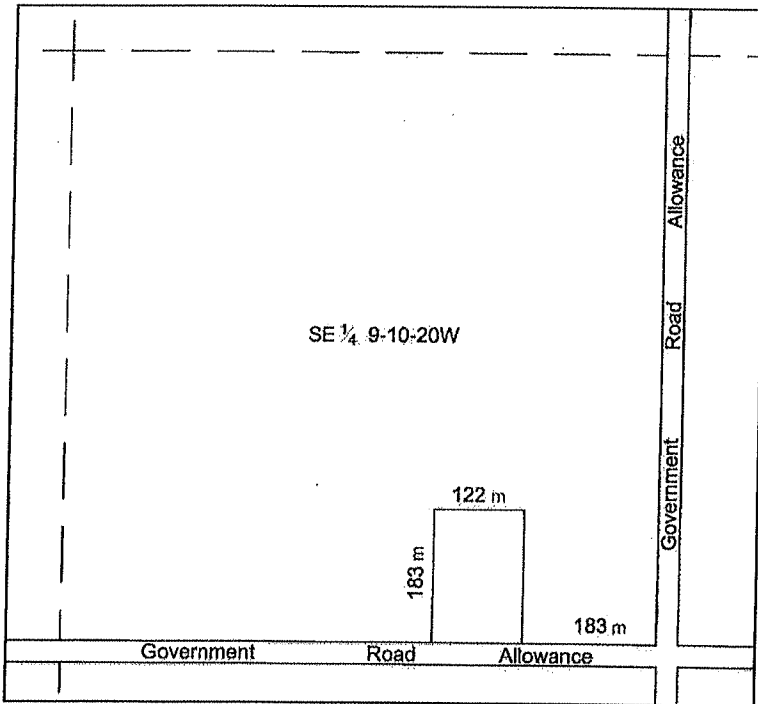
Section 7 – Other Requirements

Send the completed application to the Approving Authority for your area. You must include the following with your application:

1. The application fee (\$325) payable to the "Minister of Finance". If the application is approved, there will be 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 issued by the Land Titles Office.
3. A map (or maps) showing the existing and proposed features of the land being subdivided drawn at a scale that clearly shows the features.

To ensure the map accurately shows the proposed lots and the existing and proposed features you should consider hiring a Manitoba Land Surveyor.

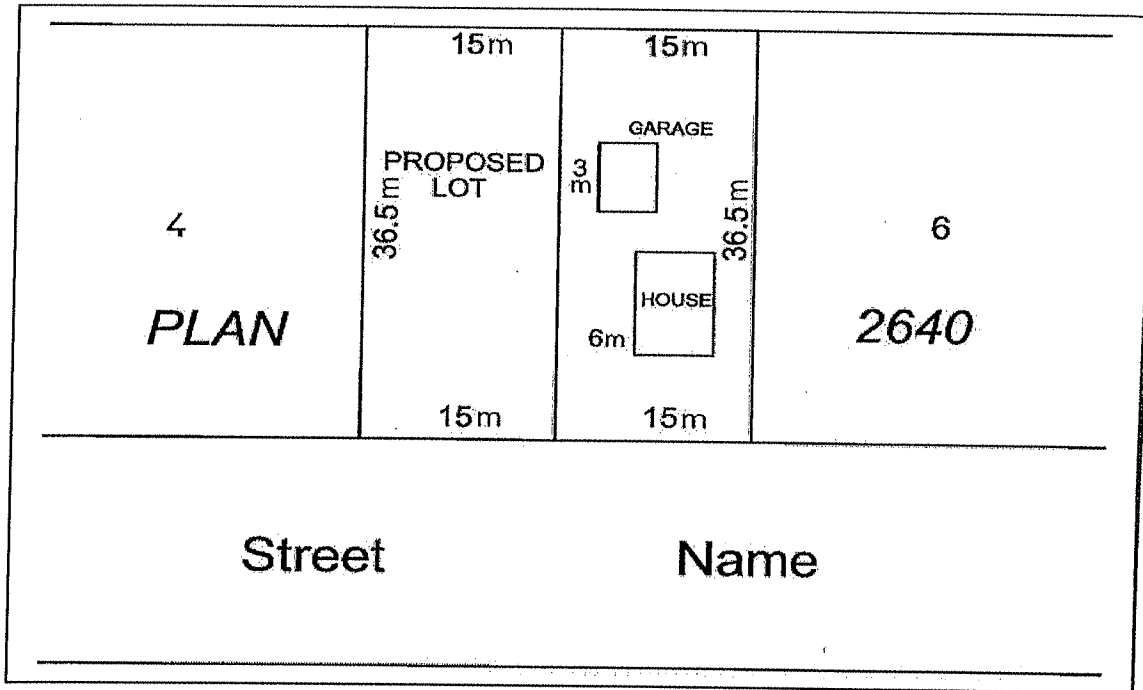
Sample of acceptable maps for a simple rural subdivision:



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 100 feet), from the sewage system to the residence, well, and all property lines.

Sample of acceptable map for a 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 lot and the residual lot.

[Please note that any alterations to a proposed subdivision at any time during the review and approval process will be subject to a \$200 revision fee]

Section 8 – Declaration

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

Additional Information

The Approving Authority may require additional information in support of the application. This information may 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 the Approving Authority considers necessary for an informed decision.

Survey Plan

Many subdivisions 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 metes and bounds description is acceptable.

In general, 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 metes and bounds 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.

Application For Approval Of Subdivision Under The Planning Act



1. APPLICANT

Name _____

Attention _____ Your File No. _____

Mailing Address _____ Postal Code _____

Phone (Daytime) _____ Cell _____

If you wish to receive correspondence by email, please provide your

Email _____

If you are the registered owner please go to question 3.

2. REGISTERED OWNER(S)

Name(s) _____

Mailing Address _____ Postal Code _____

Phone (Daytime) _____ Cell _____

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

Signature(s) _____ Date _____

_____ Date _____

3. LOCATION

Name of Municipality _____ Name of Community _____

Street Address (if any) _____

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

Part of the NW NE East West
 SW SE 1/4 of Section ___ Township ___ Range ___ Of the Principal Meridian

OR,
River Lot No. _____ Parish or Settlement _____

4. LAND USE

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

- Agriculture Residential Seasonal Recreation (Cottage)
 Commercial Industrial Other

Describe current land use in more detail: _____

b.) Are there any existing buildings on the land described in the title? Yes No

Show the location of all permanent buildings, with a distance to the closest new property boundary on the map in Section 7, or submit a surveyor's building location certificate.

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

- Agriculture Residential Seasonal Recreation (Cottage)
 Commercial Industrial Other

Describe the proposed land use in more detail: _____

d.) What is the physical nature of the proposed lot(s) or parcel(s)?

- Wooded/Treed Cultivated Pasture Next to a Lake, River or Creek
 Hilly Level/Flat Low/Swampy

Describe the physical nature in more detail: _____

e.) Are any of the following located within 1.6 kilometers (1 mile) of the proposed lot(s) or parcel(s):

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

If a livestock operation, please indicate the approximate distance, type and size of operation.

f.) Has any part of this land ever been flooded? Yes No Don't know

If yes, describe: _____

5. SERVICES

a.) Sewage Disposal

- Existing: Municipal Sewer Holding Tank Septic Field Ejector Other
- Proposed: Municipal Sewer Holding Tank Septic Field Ejector Other

b.) Water Supply

- Existing: Piped Water Community Well Individual Well Cistern Other
- Proposed: Piped Water Community Well Individual Well Cistern Other

If you answered 'Other' to any of the above, please describe: _____

Show the location of the existing sewage disposal system on the map in Section 7, with distances from the disposal system to the closest new property lines, the dwelling and the well.

c.) Roads

- Is there public road access to the proposed lot(s) or parcel(s)? Yes No
- Is there an existing driveway to the proposed lot(s) or parcel(s)? Yes No
- Is there an existing driveway to the residual property? Yes No
- Is the existing or proposed driveway intended to be for joint use? Yes No

If no driveway exists for any of the above, do you propose to build a new driveway onto any of the following:

- Provincial Trunk Highway Provincial Road Municipal Road or street

Show existing and proposed driveways and roads on the map in Section 7.

d.) Drainage

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

- Natural Ditches Curb and Gutter Storm Sewer

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

- Yes No

6. REASON FOR APPLICATION AND OTHER COMMENTS

Indicate the reason for making this application and provide any other information or comments you believe relevant.

7. OTHER REQUIREMENTS

The application form must be accompanied by:

- a) The application fee payable to the Minister of Finance.
- b) A current copy of each "Status of Title" or Deed covering the land to be subdivided issued by the Lands Title Office within 30 days of the application.
- c) A map or maps showing the existing property boundaries, proposed property boundaries, and the location of all permanent structures on the lands involved in the subdivision application.

The approving authority may require additional information in support of the application.

8. DECLARATION

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

APPLICANT'S SIGNATURE _____ Date _____

Applications which are not complete will be returned. Instructions for completing this form are found in the attached Appendix A.

SAVE

PRINT

For Internal Use Only

SUBDIVISION FILE NO. _____

Date Application Received _____

Date accepted as complete _____

Planning District Name _____

No. of Additional New Lots _____

Consolidation: Yes No

Proposed Use: UR RR FR C

I SR A O

PARCEL INFORMATION

Existing Title(s)

Area _____

Dimensions _____

Proposed Lot(s)

Area _____

Dimensions _____

Residual Parcel(s)

Area _____

Dimensions _____

Certificate of Title No(s). _____

Roll No(s). _____

DEVELOPMENT PLAN

Designation: _____

Applicable Section(s): _____

ZONING

Zone: _____ Min. Area Required: _____

Min. Width Required: _____ Permitted Use Yes No Appears to Conform Yes No

Other Requirements:

Variation Order(s) Conditional Use Order(s) Zoning By-law Amendment

SUBDIVISION REGULATIONS Appears to Conform Yes No Section No. _____

Public Road Hearing Required

Additional Information: _____

**COMMUNITY & REGIONAL
PLANNING OFFICES:**

BEAUSEJOUR
Box 50, 125-20 First Street
Beausejour MB
ROE OCO
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
204-59 Elizabeth Drive
Thompson MB
R8N 1X4
Phone: (204) 945-2150

PLANNING DISTRICTS WITH APPROVING AUTHORITY THAT ACCEPT SUBDIVISION APPLICATIONS

BRANDON AND AREA PLANNING DIST.
(Brandon, Elton & Cornwallis)
421-9th Street
Brandon, MB R7A 4A9
Phone: (204) 728-2116

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

SELKIRK AND AREA PLANNING DIST.
(Dunnottar, Selkirk, St. Andrews,
St. Clements & West St. Paul)
200 Eaton Ave.
Selkirk, MB R1A 0W6
Phone: (204) 482-3717

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

