Subdivision Application

under The Planning Act C.C.S.M. c. P80

A Before You Start

Meet with a planner at your local Community and Regional Planning office to discuss your proposed subdivision.

B Application Requirements

- ☐ a subdivision application form with all questions answered, and signed by the registered owner and applicant
- ☐ a Subdivision Application Map (submitted as a TIFF image and a hard copy) prepared by a Manitoba land surveyor showing:
  - ties to a minimum of two survey monuments
  - proposed lot(s) with dimensions, area and angles
  - location of all buildings on foundations and fixed structures
  - driveway(s) including the current and proposed access
  - onsite wastewater management systems and distance to proposed lot lines
  - well
  - existing above-ground utilities
  - existing tree line and edge of field
  - major water bodies
  - title search
- ☐ Status of Title(s) for all land to be included in the subdivision from a Manitoba land surveyor. The Status of Title(s) cannot be more than 30 days old.
- ☐ a cheque or money order for $475 payable to the Minister of Finance

A Subdivision Application Map is a requirement for all subdivision applications under the Subdivision Regulation and it must be prepared by a Manitoba land surveyor. Refer to the *Planning Resource Guide: Subdivision in Manitoba* for more details on application and map requirements.

C Submission

Mail or drop off the completed application form, the required application fee, map, titles, and any supporting documents to your local Community and Regional Planning office.

Your application will be considered incomplete and returned if any of the above requirements outlined in Section B are missing.

Refund Policy: The application fee will only be refunded if the application has not been circulated to reviewing agencies.

Manitoba

1 Registered Owner(s)

Name(s): _____

_____

Address: _____

_____

City/Town/Village: _____

Province: _____

Postal Code: _____

Email: _____

Phone (daytime): _____

Cell Phone: _____

Applicant

Name(s): _____

_____

Address: _____

_____

City/Town/Village: _____

Province: _____

Postal Code: _____

Email: _____

Phone (daytime): _____

Cell Phone: _____

Your File No.: _____

2 Declaration

I, _____ hereby certify that I

☐ am the registered owner of the land proposed for subdivision

OR

☐ am authorized to act as the registered owner

and I hereby affirm that all statements contained within this application are complete and true, and I make this declaration conscientiously believing it to be true.

Registered Owner(s) signature: _____ Date: _____

_____

Applicant signature: _____ Date: _____

3 Lawyer Contact Information (if applicable)

Name: _____ Firm: _____

Address: _____ Your File No.: _____

City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

4 Land to be Subdivided

Municipality:_____ Roll Number: _____

Civic Address (if any):_____

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

Part of ☐ NW ☐ NE 1/4 of Section_____Township_____ Range_____ ☐ East ☐ West
☐ SW ☐ SE of the Principal Meridian

OR

River Lot No.:_____ Parish or Settlement:_____

5 Existing Land Use

a. What is the land currently used for? (check all that apply)

☐ agriculture

i. Is there a livestock operation? ☐ yes ☐ no

Type of livestock:_____ Number of animal units or animals: _____

Distance to nearest property boundary: _____

ii. Is there a manure storage facility? ☐ yes ☐ no

Distance to nearest property boundary: _____

A manure storage facility means a structure, earthen storage facility, molehill, tank or other facility for storing or treating manure.

☐ commercial

☐ industrial

☐ other (ex: woodland)_____

☐ residential (including cottages)

☐ single family

☐ multiple family

b. Are there existing buildings on this land? ☐ yes ☐ no

Tip: Show the location and type of all permanent buildings and onsite wastewater management systems. Show the distances to the closest new property boundary on the surveyor's subdivision application map.

6 Proposed Land Use

a. Is this a multi-phase development? ☐ yes ☐ no

If yes, how many phases?_____

Is this a multi-lot development? ☐ yes ☐ no

If yes, how many lots?_____

b. What is the intended use of the proposed lot(s)? (Check all that apply)

- ☐ agriculture
- ☐ commercial
- ☐ industrial
- ☐ other _____
- ☐ residential
  - ☐ single family
  - ☐ multiple family

c. Are there existing buildings on the proposed lot(s)? ☐ yes ☐ no

d. Describe the proposed lot(s). (Check all that apply)

- ☐ wooded/treed
- ☐ low/swampy
- ☐ cultivated
- ☐ pasture
- ☐ hilly
- ☐ level/flat
- ☐ near a waterbody (ex: lake, river, creek)
- ☐ other _____

e. Within 1.6 kilometres (1 mile) of the proposed lot(s) is there any of the following? (Check all that apply)

- ☐ livestock operations

  If nearby, what is the type, approximate size and distance?_____

- ☐ gravel pit or quarry
- ☐ pipeline
- ☐ sewage lagoon
- ☐ historic site or structure
- ☐ airport
- ☐ waste disposal ground (active or inactive)

7 Flooding and Drainage

a. Has any part of this land been flooded? ☐ yes ☐ no ☐ don't know

If yes, describe in more detail. _____

_____

b. How will the proposed lot(s) be drained?

☐ natural ☐ storm sewer

☐ ditches ☐ curb and gutter

c. Is a new private drainage works proposed? ☐ yes ☐ no

d. Do you have a water rights licence? ☐ yes ☐ no

If yes, date issued: _____

The Water Rights Act requires a person to obtain a valid licence to control water or construct, establish, or maintain any water control works. Water control works are defined as any dike, dam, drain, drainage, culvert, etc. that temporarily or permanently alters or may alter the flow or level of water.

8 Sewer and Water Supply

Indicate in the table the type of sewage disposal and water supply that is existing for any current structures and proposed for the new lot(s) shown on the sketch attached to your subdivision application.

Sewage Disposal	Existing Lot(s)	Proposed Lot(s)
municipal sewer		
holding tank		
septic field		
ejector		
other (please specify)		

Water Supply	Existing Lot(s)	Proposed Lot(s)
piped water		
shared well (indicate number of connections)		
individual well		
cistern		
other (please specify)		

For details on water supplies, refer to the *Planning Resource Guide: Subdivision in Manitoba* available online.

9 Utilities

Electrical power is: ☐ existing ☐ proposed ☐ not required ☐ not available

Natural gas is: ☐ existing ☐ proposed ☐ not required ☐ not available

Telephone service is: ☐ existing ☐ proposed ☐ not required ☐ not available

Utilities may still require an easement agreement for any existing facilities.

10 Access

a. Current access (ex: driveway, lane) to the lot is by (and check all that apply):

- ☐ municipal road
- ☐ provincial road # _____
- ☐ provincial trunk highway # _____
- ☐ no access

Show existing and proposed driveways on the surveyor's subdivision application map.

b. Will the lot(s) require a new driveway? ☐ yes ☐ no

If yes, new access to the lot will be by:

- ☐ municipal road
- ☐ provincial road # _____
- ☐ provincial trunk highway # _____
- ☐ no access

c. Will the driveway be shared? ☐ yes ☐ no

d. Will a new public road be created? ☐ yes ☐ no

11 Reason for Application and Other Comments

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

_____

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