

Subdivision Application Map FAQs for Manitoba Land Surveyors

August 2017

Manitoba Regulation 137/2006 requires that a subdivision application map (SAM) prepared by a Manitoba land surveyor accompanies all subdivision applications. As of September 1, 2017, applications that do not have a SAM will be considered incomplete and not processed until a SAM is submitted.

The SAM is required as part of the subdivision application in all urban and rural municipalities outside the City of Winnipeg, including those municipalities that are part of a planning district that has been delegated subdivision approving authority. The Manitoba land surveyor will conduct a field survey to gather all the relevant information to prepare the SAM for their client's subdivision application, prior to submission of the subdivision application to the approving authority.

For additional information about the subdivision process see the [Planning Resource Guide: Subdivision in Manitoba](#).

What features are required on a SAM?

The SAM is intended to provide stakeholders with all necessary information to make an informed recommendation regarding the proposed subdivision application. The SAM must include the following:

1. Ties to a minimum of two survey monuments along any limit to located the subdivision relevant to the limit. Survey monuments will not be required where:
 - a. Monument restoration is required
 - b. Preliminary monument location would unnecessarily delay the subdivision application
 - c. The proposed subdivision is all or part of a registered plan

A note on the SAM must clearly state why no survey monuments are shown.

2. Proposed lot(s) with dimensions, area and angles
3. Locate all buildings on foundations and fixed structures. Main use buildings are to be labelled as to use. Exceptions are to be discussed with the approving authority.

Buildings on the residual parcel within 15 m in rural areas or within allowable building sidelines in urban areas of the proposed subdivision limit must be located relative to the limit.

4. Driveway(s):
 - a. Include the location of the current access, access to the proposed lot and any other proposed accesses
 - b. Include the distance from the centre line of the current access to the next access (within 800 metres) if on a Provincial Trunk Highway or (within 400 metres) on a Provincial Road
5. Onsite wastewater management systems and distance to proposed lot lines
6. Well
7. Existing above-ground utilities (located)
8. Existing underground utilities (listed)
9. Existing tree line and edge of field
10. Major water bodies (includes rivers, creeks, lakes and water bodies reserved in Crown grants)
11. Title search

Does the residual of title need to be shown on the SAM?

Not for the first two subdivisions out of a complete ¼ section. There may be exceptions.

Will the SAM requirement necessitate more than one site visit by the Manitoba land surveyor?

If the proposed subdivision is to be registered at the Land Titles Office under Section 128(3) of The Real Property Act, generally additional visits will not be required.

If an easement plan is required, the data collected from the field survey can be used and additional site visits may not be required.

If the proposed subdivision is to be registered as a regular Plan of Subdivision, additional site visits may be required for posting.

Are metes and bounds descriptions allowed for subdivisions requiring planning approval?

Subdivisions subject to approval under ss. 121(1) of *The Planning Act* generally will require a plan of subdivision. A metes and bounds description may be allowed where no new limits are created such as where the subject land is subdivided by a preexisting plan limit

Does the SAM require the surveyor's signature?

No signature is required however the SAM must

state which Manitoba land surveyor it was prepared by.

What if amendments to the SAM are required?

Amendments to the SAM may be required by the approving authority, municipality or applicant prior to the issuance of the conditional approval letter. If possible, the changes should be made in office and not require a second site visit.

Amendments required after the issuance of conditional approval should be discussed further with the approving authority.

What is the role of The Property Registry?

The requirement of the SAM for subdivision applications does not alter the current role of TPR. TPR will continue to examine Plans and to register subdivisions. TPR will examine SAMs for subdivision application purposes only and will not ask for amendments to the SAM.

Will the SAM be used for any purpose other than subdivision application approval?

No. The SAM is prepared for subdivision application purposes only.

What are the benefits of the SAM?

There are many benefits:

1. Accurate, reliable and objective information supplied by a qualified professional;
2. The SAM will clearly show the approving authority what is being proposed, thereby improving communication and reducing processing times;
3. Commenting agencies will readily locate the information they require to assess the proposed subdivision;
4. Variances and other zoning requirements will be easily identified;
5. Easement needs for utilities will be more quickly identified;
6. Plan of Easement costs are reduced because the Manitoba land surveyor has already acquired the necessary information from the field survey;
7. Current and future landowner are protected from erroneous legal descriptions;
8. The survey fabric is improved and maintained; and
9. The SAM can easily be converted to a Plan of Subdivision and registered at the Land Titles Office.

SUBDIVISION APPLICATION MAP
OF PART OF
S.E. 1/4 SECTION 11,
TOWNSHIP 13, RANGE 6 E.P.M.
BEING PART OF
LOT 3, BLOCK 8, PLAN 928
MUNICIPALITY OF BROKENHEAD,
MANITOBA
LOCATED AT ASH AVENUE AND
SECOND STREET,
TYNDALL, MANITOBA

RURAL MUNICIPALITY OF BROKENHEAD
ZONING REGULATIONS:

ZONE RA: Suburban Residential Zone
Site Area: Minimum 7,500 square feet
Site Width: Minimum 75.0 feet

NOTE:
All Proposed Lots shown hereon are in compliance
with the above noted Zoning Regulations.

Proposed Lot Area Table

Lot	Sq. ft
1	10532
2	10501
3	10470
4	10438
5	11888
6	15617
7	13225
8	11459
9	11025
10	10350
11	10350
12	10350
13	10350
14	10542
15	10455
16	10492
17	10528
18	10625
STREET	33090

Total Area 232288
(5.33 Ac)

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NOTE:
THIS MAP HAS BEEN PREPARED
FOR SUBDIVISION APPLICATION
PURPOSES ONLY.

THIS IS NOT A FINAL SURVEY.

Our File: 2017/0001
Acad dwg: 17-0001 sketch
Field Book: -
Drafter: -

PREPARED BY:

, M.L.S.

SKETCH - all distances are in feet and decimals of a foot.

