



The owner of land, or a person authorized in writing by the owner, may apply to the approving authority for subdivision approval in accordance with the regulations. The land that is proposed to be subdivided must be suitable for which the subdivision is intended.

A GUIDE TO THE SUBDIVISION PROCESS IN MANITOBA

HOW TO DIVIDE YOUR LAND

WHAT IS A SUBDIVISION?

A subdivision is the division of a parcel of land described on a certificate of title. A subdivision can occur 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 that has the effect of subdividing the parcel.

WHEN IS SUBDIVISION APPROVAL REQUIRED?

With a few exceptions, a subdivision must be approved under *The Planning Act* before it can be accepted for registration at the Land Titles Office.

WHO APPROVES A SUBDIVISION?

The Minister of Municipal Government is the approving authority for subdivisions outside the City of Winnipeg. This responsibility has been delegated to certain planning district boards or to the regional offices of the Community and Regional Planning (CRP) Branch of Municipal Government. Refer to the map and list of offices for the subdivision approving authority in your area.

It is recommended that you discuss your proposal with your local municipal or planning district board staff, or the CRP Regional office to determine the policies and regulations that may relate to your application. The advice is free and may save you time and money.

Subdivisions also require approval from the affected municipality. Standard subdivisions must be granted approval by Council. Minor subdivisions may be granted approval by Council or a designated employee. The following outlines the steps for Standard and Minor Subdivisions.

STANDARD SUBDIVISIONS

Standard Subdivisions are all subdivisions that create two or more lots (and single-lot subdivisions that do not meet the criteria of the Minor Subdivision process). The Standard Subdivision process follows nine steps:

1. The applicant submits their subdivision application and supporting information to the office of the approving authority (either the CRP regional office or Planning District office).
2. The planner reviews the subdivision application and circulates the application to government departments and agencies.
3. Government departments and agencies have 30 days to provide comments.
4. The planner reviews comments and prepares a Planning Report with recommendations for municipal council.
5. Council approves subdivision application with or without conditions, or rejects application.
6. If Council approves subdivision, the approving authority may issue a conditional approval letter and send it to the applicant. If Council approves the application despite outstanding objections from any commenting department or agency that cannot be resolved, the approving authority may reject application.
7. The conditional approval letter is divided into two parts, requirements and conditions. It is the applicant's responsibility to complete all items listed in both parts.
8. Once the applicant has completed the requirements and conditions within the required time frame, the approving authority issues the Certificate of Approval and returns the approved plan to the applicant.
9. The applicant submits the Certificate of Approval and approved Plan to the Land Titles Office (LTO) for registration.

MINOR SUBDIVISIONS

SINGLE LOT SUBDIVISIONS IN URBAN OR RURAL AREAS

Single-lot subdivisions that meet pre-determined government criteria may follow the Minor Subdivision process, which reduces processing time by approximately two-and-a-half months. The reduction in processing time is achieved by the approving authority issuing conditional approval prior to municipal approval. The Minor Subdivision process follows six steps:

1. The applicant submits their subdivision application to the office of the approving authority.
2. The planner reviews the subdivision application, and evaluates against the criteria.
3. If eligible, the approving authority issues a conditional approval letter and sends it with a copy of the application to the municipality. Government departments will be copied on applications and conditional approval letters.
4. If approved by the municipality it sends the approval to applicant. The applicant is responsible for completing the remaining requirements and conditions of the conditional approval letter.
5. Once all conditions and requirements are completed, the approving authority issues the Certificate of Approval.
6. The applicant submits the Certificate of Approval and approved plan or legal description to the Land Titles Office.

SUBDIVISION FEES

APPLICATION, EXTENSION, APPROVAL

General Fees:

Application fee: \$475

Revised application fee: \$200

Conditional approval/certificate of approval extension: \$200

Re-issuing certificate of approval: \$115

Approval Fees: \$200, plus \$200 for each additional lot created after the first new lot.

Fees are subject to change. Planning Districts with Approving Authority may establish fees that are equal to or higher than those set out in the Subdivision Regulation. Please contact your planning district directly for up-to-date fee information. Also note additional fees will be incurred throughout the subdivision process in addition to the Provincial or Planning District fees. Additional costs to consider are: surveying costs; legal costs; land title registration cost; etc.

The legal requirements for subdividing land are governed by Part 8 of *The Planning Act* and *The Subdivision Regulation*.



A Certificate of Approval is valid for 12 months after it has been issued, but may, within that 12 - month period, be extended by the approving authority for one additional period of not more than 12 months.

Subdivision Application

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



Before You Start

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



Application Requirements

☐ a subdivision application form with all questions answered, and signed by the registered owner and applicant

☐ a cheque or money order for \$475 payable to the Minister of Finance

☐ a sketch or air photo of the proposed subdivision showing:

- existing and proposed lot lines
- lot dimensions and areas
- all permanent buildings and structures
- onsite wastewater management systems and distance to nearest existing and proposed lot lines
- well
- driveway(s)
- existing utilities
- existing tree line and edge of field
- waterbodies

☐ Status of Title(s) for all land to be included in the subdivision from The Property Registry at 204-945-2042. Status of Title(s) cannot be more than 30 days old.

Refer to the *Guide to Subdivision in Manitoba* for more details on application and sketch requirements.



Submission

Mail or drop off the completed application form, the required application fee, sketch, 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.



1 Registered Owner(s) Applicant

Name(s): _____

Name(s): _____

Address: _____

Address: _____

City/Town/Village: _____

City/Town/Village: _____

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

Email: _____

Email: _____

Phone (daytime): _____

Phone (daytime): _____

Cell Phone: _____

Cell Phone: _____

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: _____ 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. Has this land been subdivided before? ☐ yes ☐ no

b. 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: _____

☐ commercial

☐ industrial

☐ other (ex: woodland) _____

☐ residential (including cottages)

☐ single family

☐ multiple family

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

Describe current land use in detail: _____

c. 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 your sketch, or submit a surveyor's sketch.

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

Describe the proposed land use in more detail: _____

- 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)

Describe the physical nature in more detail: _____

- 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? _____

- | | |
|---|---|
| <input type="checkbox"/> gravel pit or quarry | <input type="checkbox"/> historic site or structure |
| <input type="checkbox"/> pipeline | <input type="checkbox"/> airport |
| <input type="checkbox"/> sewage lagoon | <input type="checkbox"/> 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)
pipel water		
shared well (indicate number of connections)		
individual well		
cistern		
other (please specify)		

You may keep an existing ejector system if you get a Certificate of Exemption from Manitoba Sustainable Development. The application can be found online or at one of the Manitoba Sustainable Development regional offices.

For details on water supplies, refer to the *Guide to 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 required sketch.

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

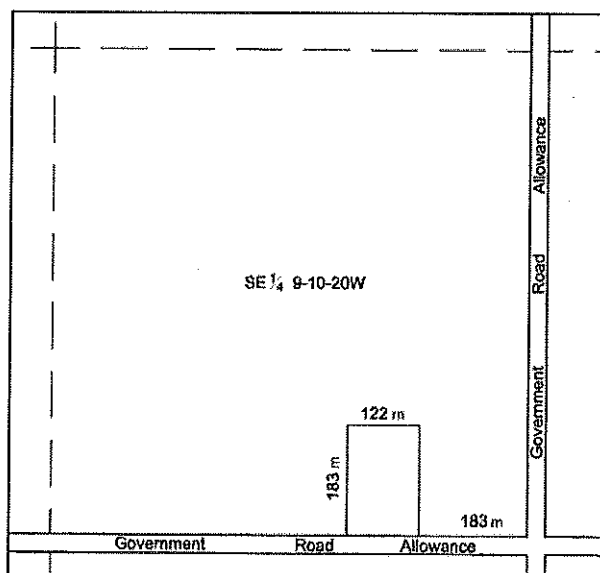
c. Will the driveway be shared? ☐ yes ☐ no

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

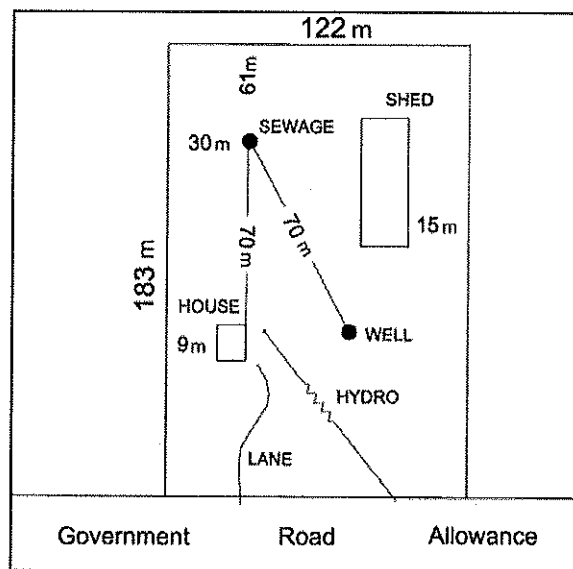
11 Reason for Application and Other Comments

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

SAMPLES OF ACCEPTABLE MAPS FOR SIMPLE RURAL SUBDIVISIONS

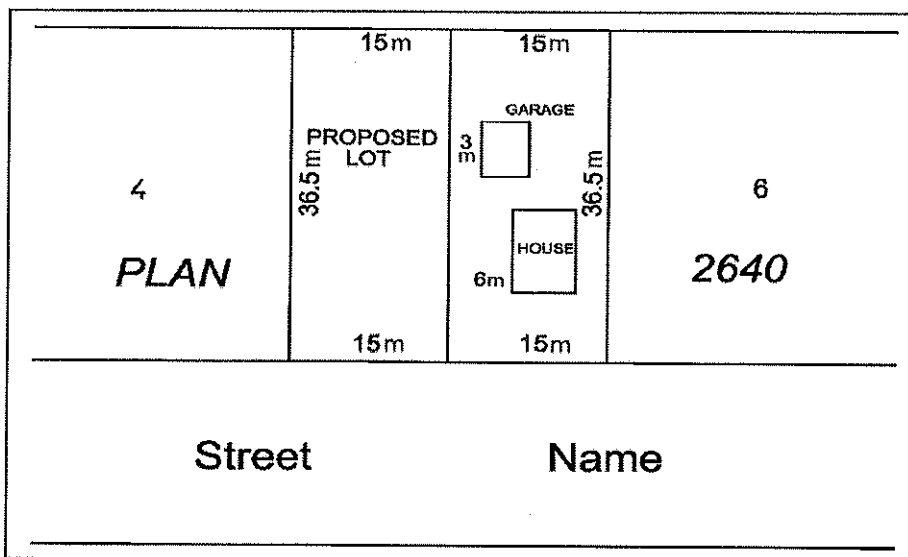


This map locates the proposed lot in the $\frac{1}{4}$ section. Show dimensions of the parcel and distance to either corner of the $\frac{1}{4}$ section. For river lots similar dimensions will be required.



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 R0E 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

SOUTH INTERLAKE PLANNING DIST.

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

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

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

