



SOUTH INTERLAKE PLANNING

Visit us online at www.sipd.ca

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SUBDIVISION APPLICATION

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?

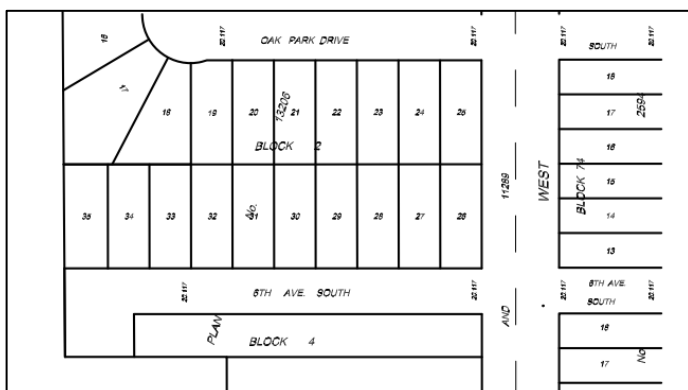
With a few exceptions, a subdivision must be approved under The Planning Act before it can be accepted for registration at the Land Titles Office.

WHO APPROVES A SUBDIVISION?

The South Interlake Planning District (SIPD) Board is the subdivision approving authority for the entire Planning District, excluding lands located within the Inland Port Special Planning Area (CentrePort).

Before the Board makes a final decision on a proposed subdivision, the application is considered by the Council of the affected municipality. Municipal Council may reject an application or approve the application with or without conditions in accordance with The Planning Act.

Before you submit a subdivision application to the SIPD, it is recommended that you discuss your proposal with SIPD staff to determine if the proposal complies with applicable planning policies and regulations.



STANDARD SUBDIVISIONS

The following process applies to all subdivision applications filed with the SIPD:

1. The applicant submits their complete subdivision application to the office of the subdivision approving authority (i.e., South Interlake Planning District).
2. The SIPD's planner reviews the subdivision application and circulates it to various government departments and agencies for review.
3. Government departments and agencies have 20 days to complete their review of the application and provide comments.
4. The SIPD's planner forwards the comments to Manitoba's Community Planning Branch planner for review, who then prepares a planning report and recommendation.
5. The SIPD Board receives the application and Community Planning Branch report, which are then referred to the affected municipal Council for consideration. Council approves the subdivision application with or without conditions or rejects the application.
6. Council provides the SIPD Board with Council's resolution outlining their decision and conditions of approval (if applicable). The SIPD Board then makes a final decision on the application. The Board may add additional conditions of approval.
7. If the SIPD Board approves the application, a Conditional Approval Letter is issued to the applicant. The letter outlines all conditions to be satisfied prior to registration of the subdivision at the Land Titles Office (LTO). It is the applicant's responsibility to fulfill all conditions.
8. Once the applicant has fulfilled all conditions within the specified time frame, the SIPD shall issue a Certificate of Approval to the applicant to enable registration at the LTO.
9. The applicant submits the Certificate of Approval and approved Plan to the LTO to complete the registration process.

SUBDIVISION APPLICATION REQUIREMENTS

EFFECTIVE SEPTEMBER 01, 2017

An amendment to the Provincial Subdivision Regulation M.R. 137/2006 was approved in February 2017. As a result, a Subdivision Application Map (SAM), prepared by a licensed Manitoba Land Surveyor, is required to be submitted to the South Interlake Planning District (SIPD) with all subdivision applications filed after September 1, 2017.

The SAM will provide assurance to the applicant, the SIPD, the municipality, and review departments and agencies that it accurately reflects existing and proposed property boundaries and does not create physical encroachments or omit important information. As a result, authorities can process subdivision applications more efficiently knowing all the necessary and correct information is provided.

WHAT IS A SUBDIVISION APPLICATION MAP (SAM)?

A subdivision application map (SAM) is a map prepared by a Manitoba land surveyor showing the proposed lot lines and key features of the land involved in the subdivision. The SAM must include all applicable features, such as:

- survey monuments
- lot dimensions and areas
- permanent buildings and structures nearest to existing and proposed lot lines
- well
- current and proposed driveway(s)
- existing above-ground utilities
- existing tree line and edge of field
- water bodies
- all affected registered plans

SUBDIVISION APPLICATION CHECKLIST:

A complete subdivision application shall include the following:

- ☐ Subdivision Application Map
- ☐ Completed Subdivision Application Form
- ☐ Status of Title (dated within 1 month of the application)
- ☐ Letter of Authorization (if applicable)
- ☐ Application Fee

SUBDIVISION FEES

Please refer to the South Interlake Planning District's website (www.sipd.ca/p/fees-1) for the most current copy of the SIPD's Fee Structure By-law.

Applicants can expect to incur other costs associated with the subdivision process, including but not limited to:

- Surveying
- Legal
- Land Titles registration
- Provincial lot fees
- Municipal lot levies
- Development Agreement preparation



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1. Registered Owner(s)

Name(s):

Mailing Address:

Postal Code:

Email:

Cell Phone (Daytime):

1b. Applicant(s)

Name(s):

Mailing Address:

Postal Code:

Email:

Cell Phone (Daytime):

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(s): _____

Firm: _____

Mailing Address: _____

Postal Code: _____

Email: _____

Cell Phone (Daytime): _____

4. Land to be Subdivided

Municipality/Town: _____ Roll Number (s): _____

Civic 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. 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: _____

☐ Commercial ☐ Industrial

☐ Residential (including cottages) ☐ Other (ex. Woodland) _____

☐ Single Family ☐ Multi Family

Describe current land use in detail: _____

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

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 phases? _____

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

- ☐ Agriculture
☐ Commercial
☐ Industrial
☐ Residential
 ☐ Single Family
 ☐ Multi Family
☐ Other

Describe 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? _____

- ☐ Gravel Pit or Quarry ☐ Historic Site or Structure
☐ Pipeline ☐ Airport
☐ Sewage Lagoon ☐ 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: _____

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)		

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

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

[illegible]

The personal information you are providing is being collected under the authority of the Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. For inquiries regarding the collection or use of this information, contact the South Interlake Planning District.

FEES ARE PAYABLE BY CASH, CHEQUE OR DEBIT. NO CREDIT CARDS

FOR OFFICE USE ONLY		
DEVELOPMENT PLAN: By-Law No. 3/10 (as amended)		ZONING BY-LAW NO.:
APPLICATION RECEIVED BY:		DATE RECEIVED:
AMOUNT RECEIVED:	RECEIPT NO.:	FILE NO.:
CASH:	CHECK:	DEBIT: