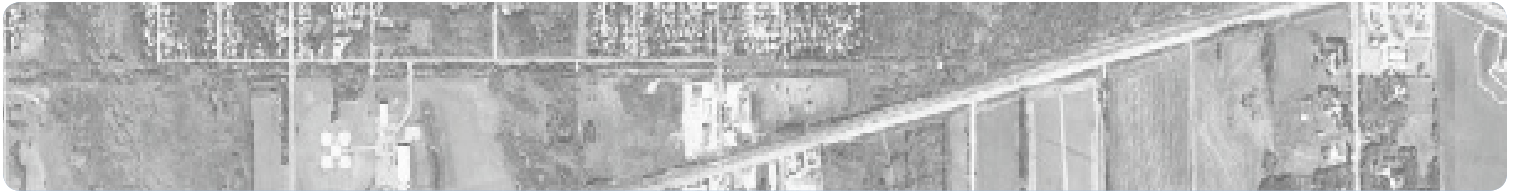


# Subdivision Application

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



## Before You Start

Meet with a planner at the Brandon and Area Planning District office, located at 638 Princess Ave, Brandon MB, to discuss your proposed subdivision.



## 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.

Application fee payable to the Brandon and Area Planning District

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.



## Submission

Mail or drop off the completed application form, the required application fee, map, titles, and any supporting documents to the Brandon and Area Planning District 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**Refund Policy:** The application fee will only be partially refunded if the application is withdrawn before submission to the Municipality for consideration.

### FOR PLANNING OFFICE USE ONLY:

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Planning File No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

# 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: \_\_\_\_\_

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: \_\_\_\_\_





## 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)
pipled 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.

