



308-25 Tupper Street North
Portage la Prairie, MB R1N 3K1
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Toll Free 1-866-210-9589

Date:

We are returning the attached application and payment to you as we cannot process it for the reasons checked off below. If you wish to resubmit an application, please make sure it is fully completed and that you have also sent in the required fee and any required additional documents.

Application checklist/reasons for rejection:

- Application is not the original (applications cannot be submitted via fax, email or as a photocopy)
- Application must be completed in ink
- Required application fee has not been submitted _____
- Client account (Lands Branch) to be paid prior to acceptance of application
- Application is not signed in all required areas, contains information that is difficult to read or details are incomplete for the land use identified
 - _____
 - _____
 - _____
 - _____
- Application does not have a use specified (land use must be specified)
- Applicant eligibility requirements are not met (eligibility of the person, age, province of residence (as applicable))
 - _____
 - _____
- 8. The land use applied for requires applicant to hold a licence/lease to meet eligibility requirement. Supporting documentation must be provided. (i.e. copy of license/lease)
 - Current agricultural lessee, minimum 2 years
 - Commercial Trapline Holder
 - Commercial Fisherman
 - Wild Rice License
 - Licensing Advisory Committee license/permit (or proof of application)
- 9. Legal Description is incomplete
- 10. Location map must be provided that shows location marked with an X or other method that clearly pin points the location on a 1:50K NTS map sheet or air photo map that shows site in relationship to surrounding area
- 11. Site Plan must identify the dimensions of the area, how and where the area will be accessed, dimensions and location of the proposed and/or existing structure(s) within the area being applied for and distances to water's edge if applicable, signed and dated. A template for your site diagram and a sample diagram are enclosed.

If any of the below are checked off the application is denied.

- Land is not under the administration of Crown Lands. Please contact _____
- Applications cannot be accepted for Crown land required for the on-going maintenance of the Portage Diversion
- Applications cannot be accepted for Crown land required for the on-going maintenance of the future expansion of the Red River Floodway
- Applications cannot be accepted as the Crown land has previously been denied for the proposed use and the denial decision has been upheld.
- Land is located within a Treaty Land Entitlement Selection or Other First Nation or Indigenous Community Settlement Agreement site being negotiated for fulfillment of an outstanding obligation. No new applications or applications for a change in land use or boundary adjustment can be accepted.
- New applications are not currently accepted for remote recreational cottages
- Applications for non use including speculation or private resource protection purposes are not accepted
- The land applied for is not Crown Land, and is not owned by the Province of Manitoba.