

**Real Estate Services Branch  
Application for Change in Land Use or Terms  
under *The Crown Lands Act c.C340***

Please check one (✓)  
 Permit  
 Lease  
 Licence of Occupation



**1 (a) YOUR CROWN LAND PERMIT/LEASE/LICENCE NO.**

Permit No. \_\_\_\_\_  Lease No. \_\_\_\_\_  Licence of Occupation No. \_\_\_\_\_

**1 (b) GENERAL LEGAL DESCRIPTION OF PARCEL** (Please use Lot/Block/Plan; Section/Township/Range, etc)

\_\_\_\_\_

**2 CLIENT INFORMATION**

**Primary Holder:** \_\_\_\_\_ Client # \_\_\_\_\_

(Please Print Name) LAST FIRST MIDDLE (no initials) E-mail address \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

**Secondary Holder:** (if applicable) \_\_\_\_\_ Client # \_\_\_\_\_

(Please Print Name) LAST FIRST MIDDLE (no initials) E-mail address \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

**If two applicants – Please Specify:**

Specify:  As Joint Tenants - Referred to as the Law of Survivorship - Upon the death of one, the remaining Tenant acquires ownership. Property does not form part of the Estate of the Deceased.  
 As Tenants in Common – Law of Survivorship does not apply. Upon the death of one, the property does not automatically go to the remaining Tenant.

**3 LAND USE** (Check appropriate boxes and describe as indicated)

a) What is the land use authorized under your **current** Crown Land permit, lease or licence of occupation?

- Agriculture                       Residential                       Seasonal Recreation (Cottage)  
 Commercial                       Industrial                       Other \_\_\_\_\_

Describe current use in full detail \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Attach separate sheet if necessary

b) Are there any existing buildings on the land? Yes  No

Describe: Provide Full Details – showing size of buildings (length & width) and what buildings are used for – also any other development on the land. Attach a sketch showing locations of buildings in relation to shore, road, etc. (Year Built, Number of Buildings, Total Area of Buildings):  
 \_\_\_\_\_  
 \_\_\_\_\_

c) What is your **intended** use of the above noted land?

- Agriculture                       Residential                       Seasonal Recreation (Cottage)  
 Commercial                       Industrial                       Other \_\_\_\_\_

Describe intended use in full detail \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Attach separate sheet if necessary

d) Are you proposing any expansion of existing buildings or construction of new buildings? Yes  No

Describe: (Size/Type of Construction/Value of each):  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR LANDS BRANCH USE ONLY:**  
 CQ/MO/CA\$ \_\_\_\_\_ MRO \_\_\_\_\_  
 CD: \_\_\_\_\_ CN: \_\_\_\_\_  
 Rev Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Parcel ID # \_\_\_\_\_  
 Disposition Type & # \_\_\_\_\_

**FOR CASHIER USE ONLY:** (Rev Code: 8-15-10)

**3 LAND USE – continued**

e) Are you proposing to expand the land area? If so, provide the legal description of the proposed lands to be added:

f) Will any Drainage Improvements be required?  Yes  No

If yes, provide details: \_\_\_\_\_

g) Has any part of this land ever been flooded (if known)?  Yes  No  Unknown

If yes, describe & year: \_\_\_\_\_

**4 SERVICES (Check appropriate boxes and describe as indicated)**

a) SEWAGE DISPOSAL Present:  Municipal Sewer  Holding Tank  Septic Field  Ejector  Other  
 Proposed:  Municipal Sewer  Holding Tank  Septic Field  Ejector  Other

b) WATER SUPPLY Present:  Piped Water  Community Well  Individual Well  Cistern  Other  
 Proposed:  Piped Water  Community Well  Individual Well  Cistern  Other

c) Not Applicable

If you answered "Other" to any of the above, please describe : \_\_\_\_\_

d) ROADS Is there public road access to the existing lot(s) or parcel(s) Yes  No   
 Is there any existing driveway to the existing lot(s) or parcel(s) Yes  No   
 Is there an existing driveway to the residual parcel? Yes  No

Indicate if you propose to build a new driveway connection onto any of the following:

Provincial Trunk Highway  Provincial Road  Municipal Road

**5 OTHER REQUIREMENTS**

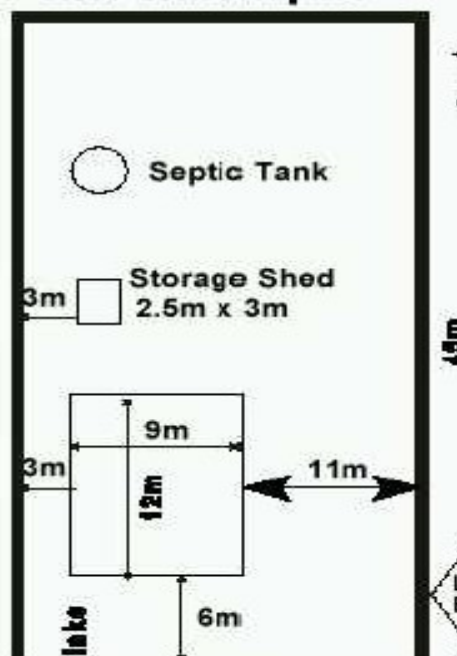
The appropriate application fee must accompany this application. If this application is approved, additional fees may be charged for preparation of documents and other administrative services in accordance with the Administration Fee Regulation under *The Crown Lands Act*.

**6 SKETCH**

Draw a sketch map of the land to scale on an attached sheet (example shown below). Include on your sketch the information and features listed below:

- a) If affected land is NOT a full quarter section or a surveyed lot - a full geographical description, complete sketch detail and a Land Ownership Map (available at most Municipal offices), a 1:50000 Topographical map (available at most Regional offices) or an air photo must be attached.
- b) If a surveyed lot – please provide a part copy of the applicable plan, clearly showing the affected lot.
- c) Identify and label all existing and proposed structures and features on the land and in the immediate vicinity, including: buildings, roads (including road name or number), lakes, rivers, creeks, swamps, wooded areas, wells, holding tanks, septic fields, sewage ejectors, driveways, etc; and
- d) Indicate uses of all land shown on your map and show dimensions of buildings and approximate distance from buildings to shoreline, boundary of lot, etc.

**Forms that are not completed in full will be returned.**



**7 DECLARATION FOR APPLICANTS**

**Definitions:**

**“Employee”** means a person employed in the departments of Sustainable Development, Manitoba Agriculture, or Manitoba Finance, and includes casual, departmental, part-time, term, and regular employees.

**“Immediate Family Member”** of an Employee or Officer means his or her mother, father, brother, sister, son, daughter, spouse, common-law partner, ward, or relative permanently living in the Employee’s or Officer’s household.

**“Officer”** means a person who holds an office under *The Crown Lands Act*.

**8 (a) DECLARATION PRIMARY APPLICANT – please complete this section**

Individual applicants (this includes any unincorporated business entity) must answer the following questions:

Are you: - An Employee of Manitoba Sustainable Development?  Yes  No  
- An Employee of Manitoba Agriculture?  Yes  No  
- An Employee of Manitoba Finance?  Yes  No

Do you: Hold an office under *The Crown Lands Act*?  Yes  No

Are you: - An Immediate Family Member of an Employee or Officer of Sustainable Development?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Finance?  Yes  No

**If yes:** Name of Employee \_\_\_\_\_  
Relationship to Primary Applicant: \_\_\_\_\_

(A separate form of declaration may be required to be completed by the Employee)

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application. “Witness” is to be over 18 years of age, non-relative, and NOT be named as an applicant.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature of Primary Applicant

\_\_\_\_\_  
Witness Name (printed)

\_\_\_\_\_  
Date

**7 (b) DECLARATION SECONDARY APPLICANT (if applicable)**

Individual applicants (this includes any unincorporated business entity) must answer the following questions:

Are you: - An Employee of Manitoba Sustainable Development?  Yes  No  
- An Employee of Manitoba Agriculture?  Yes  No  
- An Employee of Manitoba Finance?  Yes  No

Do you: Hold an office under *The Crown Lands Act*?  Yes  No

Are you: - An Immediate Family Member of an Employee or Officer of Manitoba Sustainable Development?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Finance?  Yes  No

**If yes:** Name of Employee \_\_\_\_\_  
Relationship to Secondary Applicant: \_\_\_\_\_

(A separate form of declaration may be required to be completed by the Employee)

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application. “Witness” is to be over 18 years of age, non-relative, and NOT be named as an applicant.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature of Secondary Applicant

\_\_\_\_\_  
Witness Name (printed)

\_\_\_\_\_  
Date

**7 (c) DECLARATION - PRIVATE CORPORATE APPLICANTS (if applicable):**

Is any shareholder of the applicant corporation:

- An Employee of Manitoba Sustainable Development?  Yes  No
- An Employee of Manitoba Agriculture?  Yes  No
- An Employee of Manitoba Finance?  Yes  No
- An Officer under *The Crown Lands Act*  Yes  No

Is any shareholder of the applicant corporation:

- An Immediate Family Member of an Employee or Officer of Manitoba Sustainable Development?  Yes  No
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?  Yes  No
- An Immediate Family Member of an Employee or Officer of Manitoba Finance?  Yes  No

If yes: Name of Employee \_\_\_\_\_ Relationship to Shareholder: \_\_\_\_\_

(A separate form of declaration may be required to be completed by the Employee).

If the answer to any questions under 9(c) is "No", the following undertaking is applicable and the applicant corporation agrees to comply with it: The applicant corporation hereby undertakes not to permit any of its shares to be issued or transferred to an Employee or Officer or Immediate Family Member, as defined herein, without first obtaining the approval of Manitoba.

**Please include a current Corporation Status Report verifying that your company is in valid status.**

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Not required if Sealed)

**Application for Change in Land Use or Terms for Permit, Lease or Licence of Occupation: \$52.50 (All fees include 5% GST)**

**Submit Application, sketch and fees to:**  
Real Estate Services Branch  
308 – 25 Tupper Street North  
Portage la Prairie MB R1N 3K1

Please do not send cash.  
Cheque or money order should be made payable to:  
The Minister of Finance

**Inquiries/Assistance:**

Real Estate Services Branch  
308 – 25 Tupper Street North  
Portage la Prairie MB R1N 3K1  
Phone: (204) 239-3510 Fax (204) 239-3560

Crown Land Management Specialists (Agriculture and Resource Development):

- Central Region - Gimli: (204) 641-1176
- Eastern Region - Winnipeg: (204) 945-7781
- Western Region - Brandon: (204) 761-7538
- Northwest Region - The Pas: (204) 627-8252
- Northeast Region - Thompson: (204) 679-0987