

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 No: (Work): _____ (Home): _____

Secondary Holder: (if applicable) _____ Client # _____
 (Please Print Name) LAST FIRST MIDDLE (no initials) E-mail address
 Mailing Address: _____ Postal Code: _____
 Phone No: (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 Present: Municipal Sewer Holding Tank Septic Field Ejector Other
 DISPOSAL Proposed: Municipal Sewer Holding Tank Septic Field Ejector Other

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

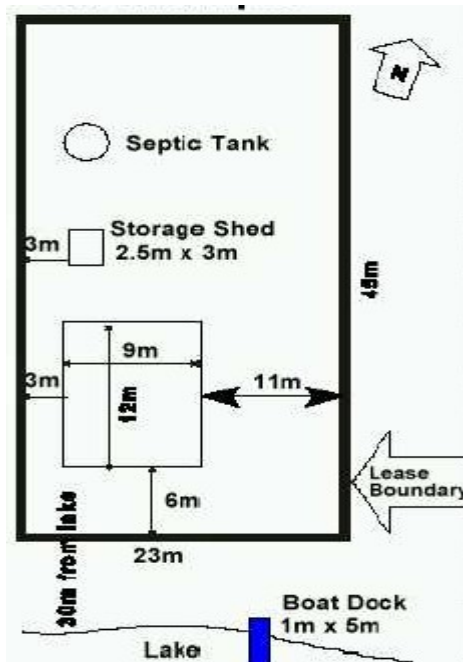
The appropriate application fee must accompany this application. If this application is approved, additional fees may be charged for preparation of documents and other administrative services in accordance with the Administration Fee Regulation under *The Crown Lands Act*.

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 Natural Resources and Northern Development, Labour, Consumer Protection and Government Services, Agriculture, Environment, Climate and Parks, 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*.

7(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 Natural Resources and Northern Development? Yes No
- An Employee of Manitoba Labour, Consumer Protection and Government Services? Yes No
- An Employee of Manitoba Agriculture? Yes No
- An Employee of Manitoba Environment, Climate and Parks 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 Natural Resources and Northern Development? Yes No
- An Immediate Family Member of an Employee or Officer of Labour, Consumer Protection and Government Services? 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 Environment, Climate and Parks? 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 Natural Resources and Northern Development? Yes No
- An Employee of Manitoba Labour, Consumer Protection and Government Services? Yes No
- An Employee of Manitoba Agriculture? Yes No
- An Employee of Manitoba Environment, Climate and Parks? 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 Natural Resources and Northern Development? Yes No
- An Immediate Family Member of an Employee or Officer of Manitoba Labour, Consumer Protection and Government Services? 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 Environment, Climate and Parks? 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 Natural Resources and Northern Development? Yes No
- An Employee of Manitoba Labour, Consumer Protection and Government Services? Yes No
- An Employee of Manitoba Agriculture? Yes No
- An Employee of Manitoba Environment, Climate and Parks? 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 Natural Resources and Northern Development? Yes No
- An Immediate Family Member of an Employee or Officer of Labour, Consumer Protection and Government Services? 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 Environment, Climate and Parks? 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 7(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 fee for Change in Land Use or Terms for Permit, Lease or Licence of Occupation: \$52.50 (include 5% GST)

Submit Fee with Application to:

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

Crown Land Management Specialists:

- 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