


<div>Real Estate Services Branch</div> <div>Application for Change in Land Use or Terms</div> <div>(under <i>The Crown Lands Act c.C340</i>)</div>		
<div>Please check one (✓)</div> <div><input type="checkbox"/> Permit</div> <div><input type="checkbox"/> Lease</div> <div><input type="checkbox"/> Licence of Occupation</div>	<div>Manitoba</div> <div></div>	
<div>1(a) YOUR CROWN LAND PERMIT/LEASE/LICENCE NO.</div> <div><input type="checkbox"/> Permit No. <div></div><input type="checkbox"/> Lease No. <div></div><input type="checkbox"/> Licence of Occupation No. <div></div></div>		
<div>1(b) GENERAL LEGAL DESCRIPTION OF PARCEL (Please use Lot/Block/Plan; Section/Township/Range, etc.)</div> <div><div></div></div>		
<div>2 CLIENT INFORMATION</div> <div>Primary Holder:</div> <div>Name: <div></div><div>LAST</div><div>FIRST</div><div>MIDDLE (no initials)</div></div> <div>Mailing Address: <div></div> Postal Code: <div></div></div> <div>Phone No: (Work): <div></div> (Home): <div></div> Email: <div></div></div> <div>Secondary Holder: (if applicable)</div> <div>Name: <div></div><div>LAST</div><div>FIRST</div><div>MIDDLE (no initials)</div></div> <div>Mailing Address: <div></div> Postal Code: <div></div></div> <div>Phone No: (Work): <div></div> (Home): <div></div> Email: <div></div></div> <div><div>If two applicants – Please Specify:</div><div>Specify: <input type="checkbox"/> 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.</div><div><input type="checkbox"/> 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.</div></div>		
<div>3 LAND USE (Check appropriate boxes and describe as indicated)</div> <div>a) What is the land use authorized under your current Crown Land permit, lease or licence of occupation?</div> <div><div><input type="checkbox"/> Agriculture</div><div><input type="checkbox"/> Residential</div><div><input type="checkbox"/> Seasonal Recreation (Cottage)</div><div><input type="checkbox"/> Commercial</div><div><input type="checkbox"/> Industrial</div><div><input type="checkbox"/> Other <div></div></div></div> <div>Describe current use in full detail: <div></div></div> <div><div></div> Attach separate sheet if necessary.</div> <div>b) Are there any existing buildings on the land? Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>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. (<u>Year Built</u>, <u>Number of Buildings</u>, <u>Total Area of Buildings</u>):</div> <div><div></div></div> <div>c) What is your intended use of the above noted land?</div> <div><div><input type="checkbox"/> Agriculture</div><div><input type="checkbox"/> Residential</div><div><input type="checkbox"/> Seasonal Recreation (Cottage)</div><div><input type="checkbox"/> Commercial</div><div><input type="checkbox"/> Industrial</div><div><input type="checkbox"/> Other <div></div></div></div> <div>Describe intended use in full detail: <div></div></div> <div><div></div> Attach separate sheet if necessary.</div> <div>d) Are you proposing any expansion of existing buildings or construction of new buildings? Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Describe: (<u>Size/Type of Construction/Value of each</u>)</div> <div><div></div></div>		
<div>FOR LANDS BRANCH USE ONLY:</div> <div>CQ/MO/CA\$ <div></div> MRO <div></div></div> <div>CD: <div></div> CN: <div></div></div> <div>Rev Code: <div></div></div> <div>Signature: <div></div></div> <div>Parcel ID # <div></div></div> <div>Disposition Type & # <div></div></div>	<div>FOR CASHIER USE ONLY:</div> <div>(Rev Code: 8-15-10)</div>	

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 parcels(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

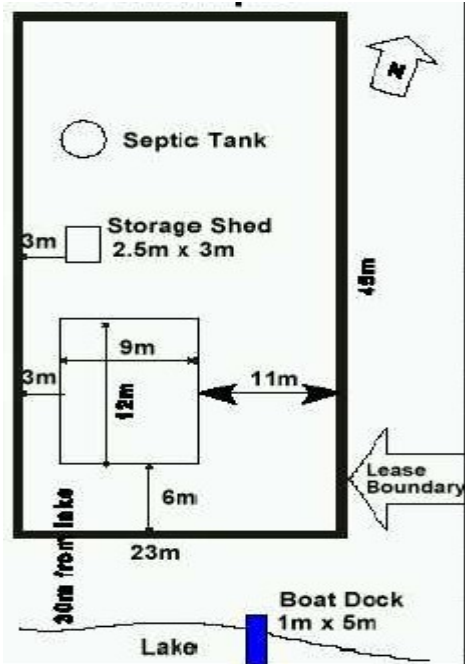
The appropriate application fee must accompany this application. If this application is approved, additional fees may be charged for preparation of documents and other administrative services in accordance with the Administration Fee Regulation under The Crown Lands Act.

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 - is a person employed in the departments (as listed below) and includes seasonal, casual, departmental, part-time, term, and regular employees.

Immediate Family Member - is an employee’s parent, sibling, offspring, spouse, common-law partner, ward, or relative permanently living in the employee’s household.

Senior Public Executive - is a person employed as:

- a) the Clerk of the Executive Council;
- b) a deputy minister;
- c) an assistant deputy minister;
- d) a person in a prescribed senior executive position, this includes:
 - i. an associate deputy minister;
 - ii. the Provincial Comptroller appointed under subsection 13(1) of *The Financial Administration Act*;
 - iii. any other position classified in the executive officer series; or
- e) in respect of a prescribed reporting organization, a chairperson, president, vice-president, chief executive officer or deputy chief executive officer or other person in a prescribed senior executive position, in the organization, including:
 - i. Manitoba Hydro;
 - ii. the Manitoba Liquor and Lotteries Corporation;
 - iii. the Manitoba Public Insurance Corporation;
 - iv. Efficiency Manitoba.

7(a) DECLARATION PRIMARY APPLICANT – please complete this section
(including any unincorporated business entity).

I am an employee or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands and Planning Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Section 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” in the Immediate Family Member of an Employee column above, please provide the following:

Name of the Employee: _____ Relationship to Primary Holder: _____

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 Holder

Witness Name (printed)

Date

7(b) DECLARATION SECONDARY APPLICANT (if applicable) – please complete this section

(including any unincorporated business entity)

I am an employee or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands and Planning Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Section 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” in the Immediate Family Member of an Employee column above, please provide the following:

Name of the Employee: _____ Relationship to Secondary Applicant: _____

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 Holder

Witness Name (printed)

Date

7(c) DECLARATION - PRIVATE CORPORATE APPLICANTS (if applicable)– please complete this section:

Is any shareholder of the Applicant Corporation an employee of, or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands and Planning Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Section 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” in the Immediate Family Member of an Employee column above, please provide the following:

Name of the Employee: _____ Relationship to Applicant: _____

A separate form of declaration may be required to be completed by the applicant’s corporate secretary and by one or more if its shareholders.

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.

_____	_____
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
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:

- Central Region - (204) 671-0382
- Eastern Region - (204) 945-7781
- Western Region - (204) 476-7520
- Northwest Region - (431) 351-1285
- Northeast Region - (204) 679-0987