# **Real Estate Services Branch Application for**

Permit/Lease/Purchase/Easement/Exchange/Licence of Occupation (under The Crown Lands Act c.C340) Please check one  $(\sqrt{})$ ☐ Permit ☐ Lease ☐ Exchange ☐ Licence of Manitoba

☐ Purchase Occupation ☐ Easement						
1(a) PRIMARY APPLICANT (Individual): (Go to 1(b) if a Corporation or Government Department/Agency)						
Name: Client # LAST (Please Print)	FIRST MIDDLE (no initials)					
Mailing Address:						
Phone No: (Work): (Home):	Date of Birth:					
E-mail address:						
GST Registration No Are you a resident of Manitoba? Yes  No Canada?: Yes  No						
1(b) SECONDARY APPLICANT (If applicable):						
Name: Client # LAST (Please Print)	FIRST MIDDLE (no initials)					
Mailing Address (if different from above):						
Phone No: (Work): (Home):	Date of Birth:					
E-mail address:	Year/ Month/ Day					
GST Registration No Are you a resident	of Manitoba? Yes 🗌 No 🔲 Canada?: Yes 🔲 No 🔲					
If two applicants – Please Specify:						
Specify: As Joint Tenants – Referred to as the Law of Tenant acquires ownership. Property does not	of Survivorship - Upon the death of one, the remaining 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.						
1(c) CORPORATE OR GOVERNMENT APPLICANT	Client #					
Registered Name:	Phone No:					
Mailing Address:	E-mail address:					
Authorized Signing Officers:(Please print)						
Type of Organization:   Corporation Government Department	ment Government Agency Other					
Include Current Copy of Certificate of Status (if applicable).						
FOR LANDS BRANCH USE ONLY:	OR CASHIER USE ONLY: (Rev Code: 8-15-)					
CQ/MO/CA\$ MRO						
CD: CN:						
Rev Code:						
Signature:						
Parcel ID #						
Disposition Type & #						

2	2 LOCATION AND LEGAL DESCRIPTION OF LAND APPLYING FOR:						
(MINIMUM of ONE required)							
1.	Lot or Parcel No Block No Plan No LTO						
	Name of Community/Subdivision:						
2.	Part 🗌 OR All 🔲 OR Legal Subdivision of 🔲 NW1/4 🔲 NE1/4 🔲 SW1/4 🔲 SE1/4						
	of Section Township Range						
3.	River Lot No Parish or Settlement:						
4.	Latitude:°'' N Longitude:°' W  Degrees Minutes Seconds						
<u>Oth</u>	er Required Information:						
Site	e Dimensions: Frontage:(feet) Depth:(feet)						
AR	EA REQUESTED IN ACRES:						
Nar	me of Municipality/Community:						
Stre	eet address (if any):						
3	MAPPING REQUIREMENTS						
	Site Development						
	ou are required to draw a sketch plan of the land to scale, see attached diagram AND:  A 1:50.000 Canadian Topographic map, also referred to as NTS maps (available at most Pegipnal offices, or at Canada Map Sales com						
<b>b</b> \	OR Sentic Tank						
,	A copy of Plan of Subdivision identifying the surveyed lot being requested.						
C)	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 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.  Storage Shed 2.5m x 3m 9m 9m 11m 9m 11m 9m 11m 9m 11m 9m 11m 11						
4	LAND USE (Check appropriate boxes and describe as indicated)						
a)	What is the requested land <i>presently</i> used for?						
	☐ Agriculture       ☐ Residential       ☐ Seasonal Recreation (Cottage)         ☐ Commercial       ☐ Industrial       ☐ Other						
	Describe present use in more detail:  (Attach separate sheet if necessary)						
	Current Permit or Lease No. (where applicable):						
b)	Are there any existing buildings on the requested land? Yes   No Describe: (Year Built/# of Buildings/Total Area of Buildings):						
c)	What is your <i>intended</i> use of the requested land?						
	☐ Agriculture       ☐ Residential       ☐ Seasonal Recreation (Cottage)         ☐ Commercial       ☐ Industrial       ☐ Other						
	Describe intended use in full detail:						

<u>4</u>	LAND USE – (continued)					
d)	d) Are you proposing any Buildings/Structures on the requested land? Yes \( \square\) No \( \square\)					
	Describe (Size/Type of Construction/Value of each):					
e)	Will any Drainage Improvements be required? ☐ Yes ☐ No					
	If Yes, provide details:					
f)	Has any part of this land ever been flooded (if known)?					
	If yes, describe & year:					
_	On your sketch, show existing and proposed drainage.					
<u>5</u>	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 ☐ Individual ☐ Cistern ☐ Other  SUPPLY Proposed: ☐ Piped Water Well ☐ Cistern ☐ Other ☐ Community ☐ Individual					
c)	Not Applicable  Well  Well					
	If you answered "Other" to any of the above, please describe:					
	your sketch, show the location of any existing or proposed septic field, ejector system, or well, and show approximate tance of such to property lines and buildings.					
d)	ROADS Is there public road access to the proposed lot(s) or parcels(s)?  Is there any existing driveway to the proposed lot(s) or parcel(s)?  Is there an existing driveway to the residual parcel?  Yes □  No □  No □					
	Indicate if you propose to build a new driveway connection onto any of the following:					
	☐ Provincial Trunk Highway ☐ Provincial Road ☐ Municipal Road					
	Show existing and proposed driveways and roads on your sketch.					
6	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 <i>The Crown Lands Act</i> .						
7	PERSONAL INFORMATION PROVISIONS					
This personal information is being collected under the authority of <i>The Crown Lands Act</i> and will be used for future communications and establishing a client account. This information is protected by the privacy provisions of <i>The Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection of this information, contact the Access & Privacy Coordinator, 17 <sup>th</sup> Floor, 215 Garry Street, Winnipeg MB R3C 3Z1, Phone: (204) 945-3881.						
8 Def	DECLARATION FOR APPLICANTS finitions:					
DC	<b>Employee</b> - is a person employed in the departments (as listed below) and includes seasonal, casual, departmental, part-time, term, and regular employees.					
	<i>Immediate Family Member</i> - 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:						
<ul><li>a) the Clerk of the Executive Council;</li><li>b) a deputy minister;</li></ul>						
c) an assistant deputy minister; d) a person in a prescribed senior executive position, this includes:						
<ul> <li>i. an associate deputy minister;</li> <li>ii. the Provincial Comptroller appointed under subsection 13(1) of <i>The Financial Administration Act</i>;</li> </ul>						
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;						
<ul><li>ii. the Manitoba Liquor and Lotteries Corporation;</li><li>iii. the Manitoba Public Insurance Corporation;</li><li>iv. Efficiency Manitoba.</li></ul>						

8(a) DECLARATION PRIMARY APPLICANT – please complete this section (including any unicorporated business entity).					
I am an employee or an immediate family member of an emplo	ovee, 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	☐ Yes ☐ No	☐ Yes ☐ No			
Public Service Delivery  Conservation Officers Service					
Natural Resources and Indigenous Futures	☐ Yes ☐ No	☐ Yes ☐ No			
Parks Branch Environment and Climate Change	☐ Yes ☐ No	☐ Yes ☐ No			
Land Use and Ecosystem Resilience Branch	☐ Yes ☐ No	☐ Yes ☐ No			
Agriculture  Lands and Planning Branch					
Natural Resources and Indigenous Futures	☐ Yes ☐ No	☐ Yes ☐ No			
Minister	☐ Yes ☐ No	☐ Yes ☐ No			
Government of Manitoba	103 2140				
Senior Public Executive (as described above in Section 8)	□ Yes □ No	☐ Yes ☐ No			
If you answered "Yes" in the Immediate Family Member of a	n Employee column above, pleas	e provide the following:			
Name of the Employee: Relationship to Primary 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 Signa	ature of Primary Applicant				
Witness Name (printed)					
8(b) DECLARATION SECONDARY APPLICANT (if applica (including any unicorporated business entity)	ble) – please complete this sec	tion			
I am an employee or an immediate family member of an emplo	oyee, 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	☐ Yes ☐ No	□ Yes □ No			
Public Service Delivery  Conservation Officers Service	2.00 2.10				
Natural Resources and Indigenous Futures	☐ Yes ☐ No	☐ Yes ☐ No			
Parks Branch Environment and Climate Change	☐ Yes ☐ No	☐ Yes ☐ No			
Land Use and Ecosystem Resilience Branch	☐ Yes ☐ No	☐ Yes ☐ No			
Agriculture	☐ res ☐ No	□ fes □ No			
Lands and Planning Branch Natural Resources and Indigenous Futures	☐ Yes ☐ No	☐ Yes ☐ No			
Minister Government of Manitoba	☐ Yes ☐ No	☐ Yes ☐ No			
Senior Public Executive (as described above in Section 8)					
	☐ Yes ☐ No	☐ Yes ☐ No			
If you answered "Yes" in the Immediate Family Member of a	n Employee column above, pleas	e 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 Applicant				
Witness Name (printed)	Date				

### 8(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

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:		
Real Estate Services Branch	□ Vaa □ Na	☐ Yes ☐ No		
Public Service Delivery	☐ Yes ☐ No	□ Yes □ No		
Conservation Officers Service	□ Yes □ No	□ Yes □ No		
Natural Resources and Indigenous Futures				
Parks Branch	☐ Yes ☐ No	□ Yes □ No		
Environment and Climate Change		2 100 2 110		
Land Use and Ecosystem Resilience Branch	☐ Yes ☐ No	□ Yes □ No		
Agriculture				
Lands and Planning Branch	☐ Yes ☐ No	☐ Yes ☐ No		
Natural Resources and Indigenous Futures  Minister				
Government of Manitoba	☐ Yes ☐ No	☐ Yes ☐ No		
Senior Public Executive (as described above in Section 8)				
Germon 1 dibine Executive (as described above in Section 6)	☐ Yes ☐ No	☐ Yes ☐ No		
Name of the Employee:				
Checklist to Applicant(s):				
<ul> <li>1. Separate applications and fees are required for each separate or surveyed parcel of land.</li> <li>2. Applicable fees accompany this form.</li> <li>3. Separate information sheet or business plan, or other information that may assist us in evaluating your application (attached).</li> <li>4. Completed sketch plan as requested on page 2 of this application.</li> <li>5. Mapping is enclosed (1:50000 Topographical OR Plan of Subdivision).</li> </ul> Please note:				
<ul> <li>Forms that have not been completed in full will be <i>returned</i>.</li> <li>A maximum of two (2) individuals are permitted to be named as hol</li> </ul>	ders of a permit, lea	se, or licence.		

• If applying for agriculture crown land, please contact your Farm Production Extension Specialist prior to submitting Application.

#### Fees:

Fees will ONLY be refunded if the land is unavailable or if the land is not held under the administration & control of The Crown Lands Act.

Purchase - \$105.00 Licence of Occupation \$78.75

(includes 5% GST)

# Submit Application, sketch, mapping 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:**

- 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