

CROWN LAND INFORMATION SHEET

CROWN LAND APPLICATION REVIEW PROCESS	CROWN LANDS AND PROPERTY AGENCY <hr/> Crown Lands 308 – 25 Tupper Street North Portage la Prairie MB, R1N 3K1 (204) 239-3510
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- An Application for Crown Land must be completed in its entirety and include a sketch or map. Please note that a separate application and fee is required for each parcel of land or portion thereof.
- The importance of a neat and carefully prepared application can not be understated. An application may be refused, delayed or denied as a result of missing information, lack of detail, poorly drawn site plans or improper site location on map and/or legal description.
- Completing all information requested on the application form is the minimum requirement. Photo of the site and/or shoreline, and any additional information that may be relevant to the proposed land use or area are extremely helpful in evaluating the application.
- Applications must be accompanied by the appropriate fee plus GST. Please make cheque/money order payable to the Minister of Finance and forward, along with the completed application, to the MB Conservation Cashier, Box 42, 200 Saulteaux Crescent, Winnipeg, Manitoba, R3J 3W3. The Cashier will then forward your application to Crown Lands Branch in Portage la Prairie for processing.
- If the land is already encumbered by another disposition or not available for disposition under policy, your application will be returned to you and your fee refunded.
- If your application is accepted for review, it will be circulated to various government departments and agencies, as well as to municipalities, planning districts, conservation districts and communities where applicable. This process normally takes 8 to 12 weeks.
- Once all responses have been received, an internal department review is required. The length of time for the review is dependent on the types of tenure applied for. (For example, a sale application will take much longer than a permit application.) It also depends on any issues raised during the circulation process that may require further follow-up and investigation.
- Part of the review includes determining the current fair market value of the land. If the land is assessed for taxation purposes, the assessed value shown on the Assessment Rolls is used as a basis for determining value, subject to review and confirmation that the stated value reflects current fair market value. In un-assessed areas, an appraisal is usually required which may add considerable time to the process. In determining land value for sale purposes, the value of any timber on the land is added to the sale price in accordance with *The Forestry Act*.
- Once the review is completed, you will be advised by letter whether your application has been approved or denied.
- If approved, you may be required to pay additional costs associated with the final administrative and legal document preparation work. You would be advised in the approval letter which specific administration fee(s) would apply. A copy of the Tariff of Fee under *The Crown Lands Act* is enclosed for your information.

This chart shows the general types of applications received and a sample of Administrative Costs that may be incurred. Each application is unique and you will be notified of all costs in your final approval letter. You will have the option at that time, of proceeding with your application or terminating it.

Type of Application	Agreement Fee?	Real Property Act Application Fee?	Transfer or Grant Fee?	Legal Description Fee?	Land Titles Search Fee?
<i>PERMIT</i>	No	No	No	No	Yes
<i>LEASE</i>	Yes	No	No	Yes	Yes
<i>PURCHASE</i>	Yes	Maybe	Yes	Yes	Yes
<i>EXCHANGE</i>	Yes	Maybe	Yes	Yes	Yes
<i>EASEMENT</i>	Yes	No	No	Yes	Yes

THE CROWN LANDS ACT - (C.C.S.M. c. C340)
Land Administration Fees Regulation - Schedule
TARIFF OF FEES

Please add GST where applicable

	FEE	GST Applicable
1. Application Fees - To apply for:		
a) a licence of occupation	\$75.00	Y
b) a temporary use permit	\$50.00	Y
c) any other permit (for each quarter section or smaller portion of Crown lands for which an application is made)	\$50.00	Y
d) a lease (for each quarter section or smaller portion of Crown lands for which an application is made)	\$75.00	Y
e) a purchase of Crown lands (for each quarter section or smaller portion of Crown lands which an applicant proposes to purchase)	\$100.00	Y
f) an exchange of Crown lands (for each quarter section or smaller portion of Crown lands that the applicant proposes to exchange)	\$100.00	Y
g) an easement	\$75.00	Y
h) a reservation on the Crown Lands Registry	\$50.00	Y
i) an assignment of permit, lease or licence of occupation	\$50.00	N
j) an assignment for collateral purposes	\$50.00	N
k) a renewal of a lease or licence of occupation	\$50.00	Y
l) a renewal of a permit - other than a temporary use permit	\$10.00	Y
m) an amendment to any agreement	\$50.00	Y
n) an extension of a development time frame	\$50.00	Y
o) a work permit	No fee	--
2. Preparation of Document - To prepare:		
a) a licence of occupation agreement	\$75.00	Y
b) a permit agreement	No Fee	--
c) a lease agreement	\$75.00	Y
d) a purchase agreement	\$200.00	Y
e) a section 29 <i>Real Property Act</i> application	\$50.00	Y
f) an exchange agreement	\$300.00	Y
g) an easement agreement	\$100.00	Y
h) a transfer of land	\$50.00	N
i) a replacement transfer of land	\$75.00	Y
j) a transfer of mines and mineral interests under <i>The Crown Lands Act</i>	\$125.00	N
k) any other agreement	\$75.00	Y
3. Registration of Instrument - To register a:		
a) caveat	\$50.00	N
b) discharge of caveat	\$50.00	N
c) grant of land	\$50.00	N
d) lien	\$50.00	Y
e) discharge of lien	\$25.00	Y
f) section 29 <i>Real Property Act</i> application	actual cost (minimum \$100.00)	Y
4. Miscellaneous Service Fees		
a) Land Titles search	\$5.00 per title searched	N
b) to obtain a legal description from Director of Surveys	\$100.00	Y
c) customized report programming	\$10.00 (per 15 minutes of staff time)	Y
d) written historical search	\$15.00 (per 30 minutes of staff time)	N
e) search of mineral and sand and gravel interests	\$2.00 (for each quarter section)	N
f) search of encumbrances	\$2.00 for each quarter section (minimum \$15)	Y
5. Copies of Records - To Provide a:		
a) paper print from microfilm	\$0.50 per page	N
b) computerized registry search	\$0.20 per page	N
c) certified copy of a lease	\$50.00	N
d) certified copy of a licence of occupation	\$50.00	N