

**Real Estate Services Branch  
Application for  
Permit/Lease/Purchase/Easement/Exchange/Licence of  
Occupation  
(under *The Crown Lands Act c.C340*)**

Please check one (√)

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Permit   | <input type="checkbox"/> Exchange   |
| <input type="checkbox"/> Lease    | <input type="checkbox"/> Licence of |
| <input type="checkbox"/> Purchase | Occupation                          |
| <input type="checkbox"/> 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: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No: (Work): \_\_\_\_\_ (Home): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/ Month/ Day

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): \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No: (Work): \_\_\_\_\_ (Home): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/ Month/ Day

E-mail address: \_\_\_\_\_

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 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.

**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  Government Agency  Other \_\_\_\_\_

**Include Current Copy of Certificate of Status (if applicable).**

**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- )

**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  NW<sup>1</sup>/<sub>4</sub>  NE<sup>1</sup>/<sub>4</sub>  SW<sup>1</sup>/<sub>4</sub>  SE<sup>1</sup>/<sub>4</sub>  
 of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  West  East  East of the 2<sup>nd</sup> (Principal Meridian)
3. River Lot No. \_\_\_\_\_ Parish or Settlement: \_\_\_\_\_
4. Latitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " N Longitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " W  
 Degrees Minutes Seconds Degrees Minutes Seconds

**Other Required Information:**

**Site Dimensions:** Frontage: \_\_\_\_\_(feet) Depth: \_\_\_\_\_(feet)

**AREA REQUESTED IN ACRES:** \_\_\_\_\_

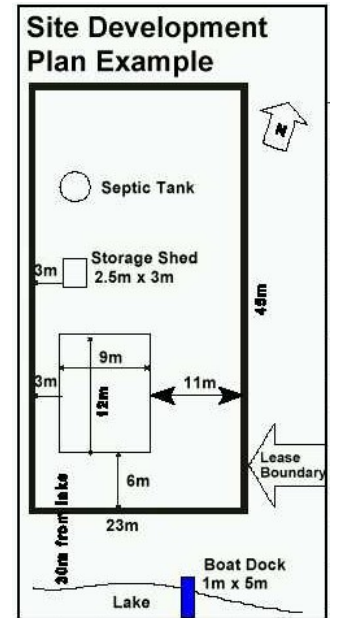
Name of Municipality/Community: \_\_\_\_\_

Street address (if any): \_\_\_\_\_

**3 MAPPING REQUIREMENTS**

You are required to draw a sketch plan of the land to scale, see attached diagram **AND:**

- a) A 1:50.000 Canadian Topographic map, also referred to as NTS maps (available at most Regional offices, or at [CanadaMapSales.com](http://CanadaMapSales.com).  
**OR**
- b) A copy of Plan of Subdivision identifying the surveyed lot being requested.
- 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.



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

a) What is the requested land **presently** used for?

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Residential | <input type="checkbox"/> Seasonal Recreation (Cottage) |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Industrial  | <input type="checkbox"/> 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 **intended** use of the requested land?

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Residential | <input type="checkbox"/> Seasonal Recreation (Cottage) |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Industrial  | <input type="checkbox"/> Other _____                   |

Describe intended use in full detail: \_\_\_\_\_

**4 LAND USE – (continued)**

d) Are you proposing any Buildings/Structures on the requested land? Yes  No

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)?  Yes  No  Unknown

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

*On your sketch, show existing and proposed drainage.*

**5 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: \_\_\_\_\_  
\_\_\_\_\_

*On your sketch, show the location of any existing or proposed septic field, ejector system, or well, and show approximate distance of such to property lines and buildings.*

d) **ROADS** Is there public road access to the proposed lot(s) or parcels(s)? Yes  No   
Is there any existing driveway to the proposed 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

*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 *The Crown Lands Act*.

**7 PERSONAL INFORMATION PROVISIONS**

This personal information is being collected under the authority of *The Crown Lands Act* and will be used for future communications and establishing a client account. This information is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. 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 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.

**8(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:
<b>Real Estate Services Branch</b> Consumer Protection and Government Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Conservation Officers Service</b> Economic Development, Investment, Trade and Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Parks Branch</b> Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Land Use and Ecosystem Resilience Branch</b> Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Lands and Planning Branch</b> Economic Development, Investment, Trade and Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Minister</b> Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Senior Public Executive</b> <i>(as described above in Section 8)</i>	<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 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 Primary Applicant

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

\_\_\_\_\_  
Date

**8(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:
<b>Real Estate Services Branch</b> Consumer Protection and Government Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Conservation Officers Service</b> Economic Development, Investment, Trade and Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Parks Branch</b> Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Land Use and Ecosystem Resilience Branch</b> Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Lands and Planning Branch</b> Economic Development, Investment, Trade and Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Minister</b> Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Senior Public Executive</b> <i>(as described above in Section 8)</i>	<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 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 following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
<b>Real Estate Services Branch</b> Consumer Protection and Government Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Conservation Officers Service</b> Economic Development, Investment, Trade and Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Parks Branch</b> Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Land Use and Ecosystem Resilience Branch</b> Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Lands and Planning Branch</b> Economic Development, Investment, Trade and Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Minister</b> Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Senior Public Executive</b> (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)

**Checklist to Applicant(s):**

- 1. Separate applications and fees are required for each separate or surveyed parcel of land.
- 2. Applicable fees accompany this form.
- 3. Separate information sheet or business plan, or other information that may assist us in evaluating your application (attached).
- 4. Completed sketch plan as requested on page 2 of this application.
- 5. Mapping is enclosed (1:50000 Topographical OR Plan of Subdivision).

**Please note:**

- Forms that have not been completed in full will be *returned*.
- A maximum of two (2) individuals are permitted to be named as holders of a permit, lease, 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.**

Permit - \$52.50                      Easement - \$78.75  
 Lease - \$78.75                      Exchange - \$105.00  
 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) 641-1176
- Eastern Region - (204) 945-7781
- Western Region - (431) 351-1401
- Northwest Region - (431) 351-1285
- Northeast Region - (204) 679-0987