



**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  NW¼  NE¼  SW¼  SE¼  
 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: \_\_\_\_\_

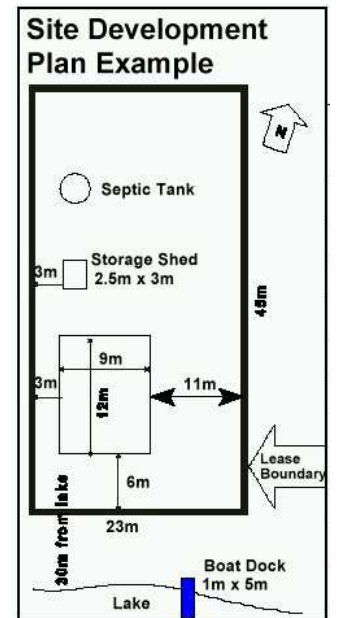
Name of Municipality/Community: \_\_\_\_\_

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?

- 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 **intended** use of the requested land?

- Agriculture  Residential  Seasonal Recreation (Cottage)  
 Commercial  Industrial  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

**9. DECLARATION FOR APPLICANTS**

**Definitions:**

**“Employee”** means a person employed in the departments of Sustainable Development, Manitoba Agriculture, or Manitoba Finance, 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*.

**9 (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 Sustainable Development?  Yes  No  
- An Employee of Manitoba Agriculture?  Yes  No  
- An Employee of Manitoba Finance?  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 Sustainable Development?  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 Finance?  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

**9 (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 Sustainable Development?  Yes  No  
- An Employee of Manitoba Agriculture?  Yes  No  
- An Employee of Manitoba Finance?  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 Sustainable Development?  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 Finance?  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

**9 (c) DECLARATION - PRIVATE CORPORATE APPLICANTS must answer the following questions:**

Is any shareholder of the applicant corporation:

- An Employee of Manitoba Sustainable Development?  Yes  No
- An Employee of Manitoba Agriculture?  Yes  No
- An Employee of Manitoba Finance?  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 Sustainable Development?  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 Finance?  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 9(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)

**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).
- 6. Forms that have not been completed in full will be *returned*.
- 7. A maximum of two (2) individuals are permitted to be named as holders of a permit, lease, or licence.
- 8. IF APPLYING FOR AGRICULTURE CROWN LAND, PLEASE CONTACT YOUR FARM PRODUCTION ADVISOR.

**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:**

Manitoba Finance  
Real Estate Services Division,  
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:**

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

**Regional Land Managers (Sustainable Development):**

- Central Region - Gimli: (204) 641-1176
- Eastern Region – Winnipeg (204) 345-1452
- Western Region – Brandon: (204) 761-7538
- Northwest Region – The Pas: (204) 627-8252
- Northeast Region – Thompson: (204) 679-0987