

## Application Checklist

Before submitting your required application, please confirm you have the following items:

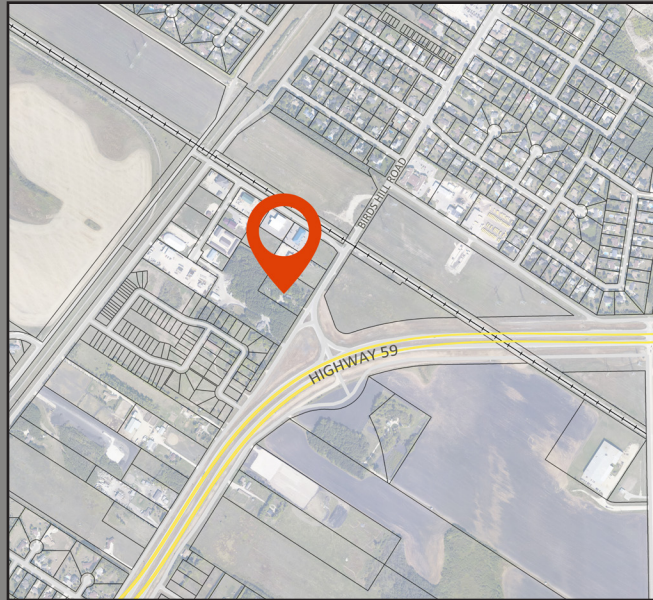
- Completed Application Form, signed by all the landowners named on title.
- Subdivision application map (SAM) which is a map prepared by a Manitoba Land Surveyor showing the proposed lot lines and key features of the land involved in the subdivision. The SAM must include all applicable features, such as:
  - survey monuments (a minimum of two)
  - proposed lot(s) with dimensions and area
  - structures:
    - including each building/structure nearest to the existing and proposed lot lines
    - a list of additional buildings and structures
    - onsite wastewater management systems and distance to proposed lot lines
    - well
    - driveway(s)
    - location of current access, access to proposed lot and any other proposed accesses
    - distance from centre line of current access to next access if on a Provincial Trunk Highway or Provincial Road
    - existing above-ground utilities
    - existing tree line and edge of field
    - water bodies
    - all affected registered plans
    - a list of any encumbrances on the title
    - any other relevant information
- Current Status of Title (dated within 30 days of application)
- Tax Roll Number /Civic Address and/or Legal Description
- Applicable Fees (cheque made payable to the Red River Planning District)

All fees and information are subject to change without notice, and should be verified by the Red River Planning District Office.

## RED RIVER PLANNING DISTRICT

2978 BIRDS HILL ROAD  
EAST ST. PAUL, MB, R2E 1J5  
PH: (204)669-8880 FAX: (204) 669-8882  
TOLL FREE: 1-800-876-5831

Method of payment: Cash, debit or cheque,  
payable to Red River Planning District.



E-MAIL: [info@rrpd.ca](mailto:info@rrpd.ca)

WEBSITE: [www.redriverplanning.com](http://www.redriverplanning.com)

ONLINE PERMIT APPLICATIONS

<https://ca.cloudpermit.com/login>

**Cloudpermit** 

This Pamphlet provides general guidance only. For definitive requirements and procedures, please consult *The Planning Act*, the National Building Code, the Development Plan, the respective Secondary Plan, Zoning By-Law, Building By-Law and/or any other applicable By-Law, Agreement, or other piece of applicable legislation.

Please contact the Red River Planning District for further information or to make an application.

Date Revised: February 1, 2024

# SUBDIVISIONS



 **RED RIVER**  
PLANNING DISTRICT  
Guiding Development • Building Community

Planning and Development Services  
St. Clements • St. Andrews  
East St. Paul • West St. Paul • Dunnottar

### What is a Subdivision?

A Subdivision is the division of a parcel of land described on a Certificate of Title. A subdivision can occur when a single land title is split into two or more parts, property boundaries are rearranged, or a lease, mortgage or other instrument is registered that has the effect of subdividing a property. With a few exceptions, a subdivision must be approved under *The Planning Act* before it can be accepted for registration at the Land Titles Office.

### Who approves a Subdivision?

The respective local council and the Red River Planning District (RRPD).

### What are the application requirements?

- ✓ Application form
- ✓ Subdivision application map (SAM) which is a map prepared by a Manitoba Land Surveyor showing the proposed lot lines and key features of the land involved in the subdivision. The SAM must include all applicable features, such as:
  - survey monuments
  - lot dimensions and areas
  - permanent buildings and structures nearest to existing and proposed lot lines
  - current and proposed driveway(s)
  - existing above-ground utilities / well
  - existing tree line and edge of field
  - water bodies
  - all affected registered plans
- ✓ Certificate of Title(s)

### What will a Subdivision cost?

The costs are all outlined in the fee schedule, By-law 187. Cheques are made payable to the “Red River Planning District”.

### Are there other costs?

Only if the application is approved are there additional fees. Once the Board issues the certificate of approval these fees can include, but are not limited to:

- District Board Lot Fees;
- Dedication fee, depending on Municipality;
- Applicable Zoning Variations;
- Land Titles Office registration fees;
- Any amendments to subdivisions;
- Extensions to Conditional Approvals; and,
- Extensions to Certificate of Approvals.
- Final property survey (prepared by a Manitoba Land Surveyor)

#### STEP ONE - PRE APPLICATION

Discuss your proposal with the Red River Planning District.

#### STEP TWO - APPLICATION

Complete the Subdivision Application form. All registered owners are required to sign the application. Attach a current (dated within 30 days) copy of the “Certificate of Title” or “Status of Title” certified by the Land Titles Office.

#### STEP THREE - ACKNOWLEDGEMENT OF APPLICATION

If your application is complete, you will receive a letter of acknowledgement and processing of your application will begin. If incomplete, you will be asked to provide the missing information.

#### STEP FOUR - CIRCULATION OF APPLICATION

Your application is circulated to various government departments and agencies for their review. The expected response time is thirty days, but may take longer. Review comments are sent with a planning report to the municipal council, with a copy to the applicant(s). Reviews take into consideration if the proposed subdivision conforms with local by-laws, such as development plans, zoning by-laws and Provincial policies and is suitable for the proposed use. Notification is given, as well, to neighbouring properties.

#### STEP FIVE - MUNICIPAL COUNCIL DECISION

The municipal council considers your application, together with the planning report, and decides by resolution either to approve it, with or without conditions, or to reject it. Council’s conditions may relate to such items as development agreements, drainage, driveways, additional fees, etc...Council sends a copy of its decision to RRPD. It is recommended that you attend the Council Meeting.

#### STEP SIX - RRPD DECISION

The RRPD can proceed only after Council’s resolution has been received. If Council has rejected your application, the RRPD Board must do likewise. If approved by the Board, our office will issue a letter of conditional approval to the property owner(s). A conditional approval is valid for two years to permit time for the property owner(s) to meet the conditions. This period may be extended for an additional year, upon request.

#### STEP SEVEN - APPEALS

You may appeal an application rejected by the RRPD Board within 30 days of the date of notice; however an application rejected by Council cannot be appealed. You may also appeal any of the conditions of your approval, including any of the conditions required by council. Appeals must be made in writing to The Municipal Board of Manitoba.

#### STEP EIGHT - CERTIFICATE OF APPROVAL

A lot fee, outlined in the Fee Schedule - By-law 187, is payable for each new lot created by the subdivision. A Certificate of Approval is necessary to register the subdivision and is valid for one year. This period may be extended for an additional year upon request prior to the expiry date on the certificate. RRPD issues the Certificate of Approval when all conditions and requirements noted have