

## Application Checklist

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

- ➔ Completed Application Form, signed by all the landowners, which includes the following:
- ☐ Sketch Map (to be drawn by a Manitoba Land Surveyor, if proposing 3 or more lots)
  - Dimensions for all land parcels (frontage and acreage)
  - Location of all Utilities (Hydro/gas, wastewater management system(s)/ sewer, well/water connection, MTS/ Shaw etc... Provide distance from property lines)
  - Identify Access Point(s)
  - Label Road(s), and;
  - North Arrow
- ☐ Building Location Certificate detailing the location of existing Buildings on-site (include distances between structures and from structure to site line)
- ☐ Owner's Name and Mailing address/contact 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)

## RED RIVER PLANNING DISTRICT

**MAIN OFFICE:** 806-A MANITOBA AVENUE  
SELKIRK, MB  
R1A 2H4  
PH: (204) 482-3717  
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**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)

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.

# SUBDIVISIONS



**RED RIVER**  
PLANNING DISTRICT

PLANNING AND DEVELOPMENT SERVICES  
SELKIRK • 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
- ✓ Site plan (to be drawn by a Manitoba Land Surveyor if proposing 3 or more lots)
- ✓ Certificate of Title(s)
- ✓ Building Location Certificate (if there are existing buildings present)

### 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;
- A property survey, completed by a Manitoba Land Surveyor, if required;
- Applicable Zoning Variations;
- Land Titles Office registration fees;
- Any amendments to subdivisions;
- Extensions to Conditional Approvals; and,
- Extensions to Certificate of Approvals.

### 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 been met.