

## Subdivision Application Map (SAM) Basics

### Introduction

In partnership with the Association of Manitoba Municipalities and other participating agencies, the Department of Indigenous and Municipal Relations has implemented a number of administrative and technical improvements to improve the subdivision process and reduce errors that add time or cost to the process.

Three of the most significant advances are:

#### 1. Subdivision Application Map (SAM)

To further improve subdivision processing, subdivision applicants will be required to submit a Subdivision Application Map (SAM) prepared by a Manitoba land surveyor with their application. It will replace hand-drawn sketches.

The Subdivision Application Map will provide assurance to the applicant, the municipality and review agencies that it accurately reflects property limits and does not create physical encroachments or omit important information. As a result, authorities can efficiently process subdivision applications knowing all the necessary and correct information is provided. For more detailed information about the Subdivision Application Map refer to the Planning Resource Guide to Subdivision in Manitoba.

#### 2. Reduction in Subdivision Application Circulation Time

We are confident that subdivision applicants will be able to navigate the approval and registration process more easily and more quickly than before. And we are committed to achieve efficiencies in the process through these improvements. As a result, we have mandated a reduction of review times by departments and agencies by 33%, from 30 days to 20 days.

#### 3. Planning Resource Guide to Subdivision in Manitoba

This comprehensive guide includes information in the following areas:

- Subdivision basics (Part 1) which outlines common terms, timeframes, and costs associated with subdivisions.
- Subdivision process (Part 2) that depicts the steps for standard and minor subdivisions, including tips for the subdivision applicant.
- Subdivision requirements and conditions (Part 3) describes the requirements of each government department and agency.
- Subdivision registration (Part 4) provides the applicant with information on the final approval as well as a summary of essentials.

## Important Dates

### June 30, 2017

As of June 30, 2017, all Indigenous and Municipal Relations subdivision related material will be updated to include information regarding the new SAM requirement. The updated information will include the subdivision application, conditional approval letter and other relevant letters, and the Planning Resource Guide: Subdivision in Manitoba.

During July and August, IMR will inform subdivision applicants of the new SAM requirement. However, enforcement of the Subdivision Regulation will begin September 1, 2017.

### September 1, 2017

As of September 1, 2017, all subdivision applications will require a SAM. Applications that do not have a SAM will be considered incomplete and not processed until a SAM is submitted.

# Subdivision Regulation Amendment

Amendments to the Subdivision Regulation were approved in February 2017. The specific amendments are shown in the table below.

Previous Version	Current Version	Explanation
3(1) The application must be accompanied by a map or maps showing the existing and proposed features of the land at a scale appropriate to clearly show the features required under this regulation.	3(1) The application must be accompanied by a map or maps <b><i>prepared by a Manitoba land surveyor as defined in the The Land Surveyor Act</i></b> showing the existing and proposed features of the land at a scale appropriate to clearly show the features required under this regulation.	All subdivision applications must include a map of the proposed subdivision. All maps must be prepared by a Manitoba land surveyor. As such, hand drawn sketches will no longer be accepted by the approving authority.
3(2) The existing features shown on the map or maps must include (a) all significant natural features, such as wooded areas, rock outcroppings, bodies of water, rivers, creeks, swamps and drainage patterns; (b) the location of all underground and overhead services, such as pipelines and utility lines; (c) all buildings and other structures on the land proposed to be subdivided and their uses; (d) all public roads and walkways adjacent to the land proposed to be subdivided; (e) the location of existing wells and on-site sewage disposal systems; (f) the nature, location and number, name or other designation of registered plans, easements and rights-of-way on or adjacent to the land proposed to be subdivided; (g) unimproved or closed road allowances or public roads; and (h) municipal boundaries.	3(2) The existing features shown on the map or maps must include (a) all significant natural features, such as wooded areas, rock outcroppings, bodies of water, rivers, creeks, swamps and drainage patterns; (b) the location of all underground and overhead services, such as pipelines and utility lines; (c) all buildings and other structures on the land proposed to be subdivided and their uses; (d) all public roads and walkways adjacent to the land proposed to be subdivided; (e) the location of existing wells and on-site sewage disposal systems; <b><i>(e.1) the location of any cultivated land, including any boundaries of cultivated land formed by tree lines or shelter belts;</i></b> <b><i>(e.2) the location of a monument, as defined in The Land Surveyors Act, or the distance to a monument;</i></b> (f) the nature, location and number, name or other designation of registered plans, easements and rights-of-way on or adjacent to the land proposed to be subdivided; (g) unimproved or closed road allowances or public roads; and (h) municipal boundaries.	The subdivision application map (SAM) is an important new tool that will aid government departments and agencies in their review of subdivision applications. These additional features, in addition to the features listed in subsection 3(2) of the Subdivision Regulation, to be shown on the SAM will allow government departments and agencies to determine compliance with their requirements and to process applications more efficiently.
6(3) The approving authority may deal with an application 30 days after it was referred for comment under subsection (1), including preparing a planning report, whether or not any comments have been received at that time.	6(3) The approving authority may deal with an application <b>20 days</b> after it was referred for comment under subsection (1), including preparing a planning report, whether or not any comments have been received at that time.	The subdivision application map requirement and other recent improvements to the subdivision application process will allow government departments and agencies to process applications more efficiently. However, if necessary, government departments or agencies may request a time extension to provide comments.

# Subdivision Application Map Requirements

A subdivision application map (SAM) is a map prepared by a Manitoba land surveyor showing the key features of the land involved in the subdivision. All subdivision applications must be accompanied by a SAM.

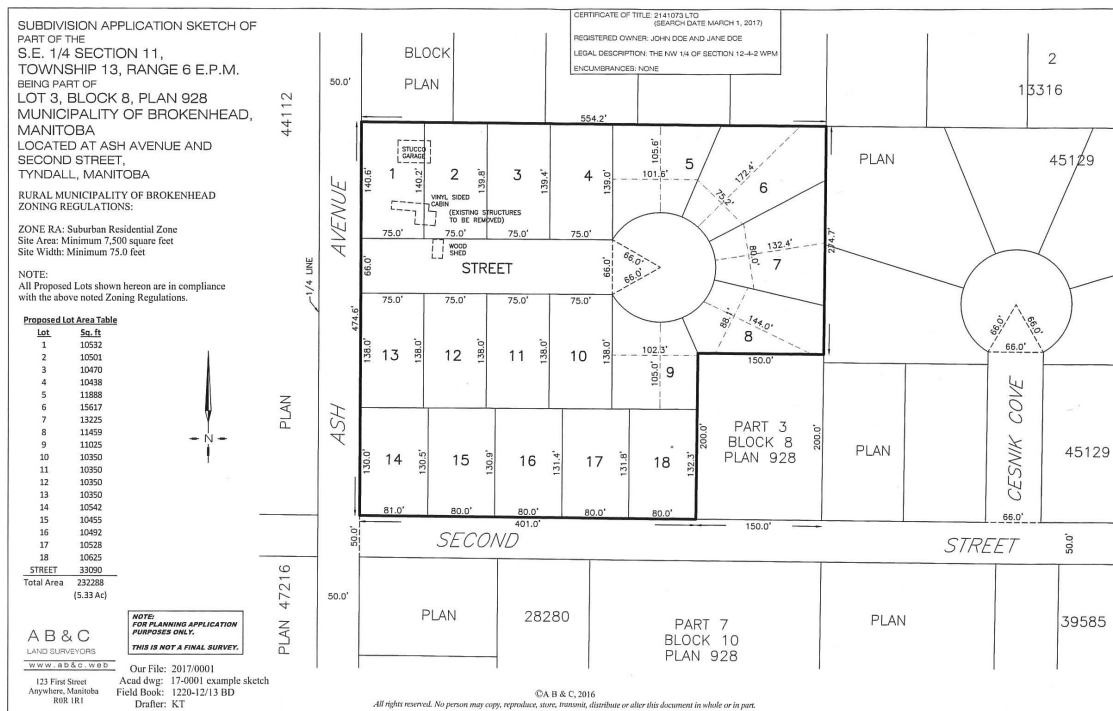
## Map should include the following:

- 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

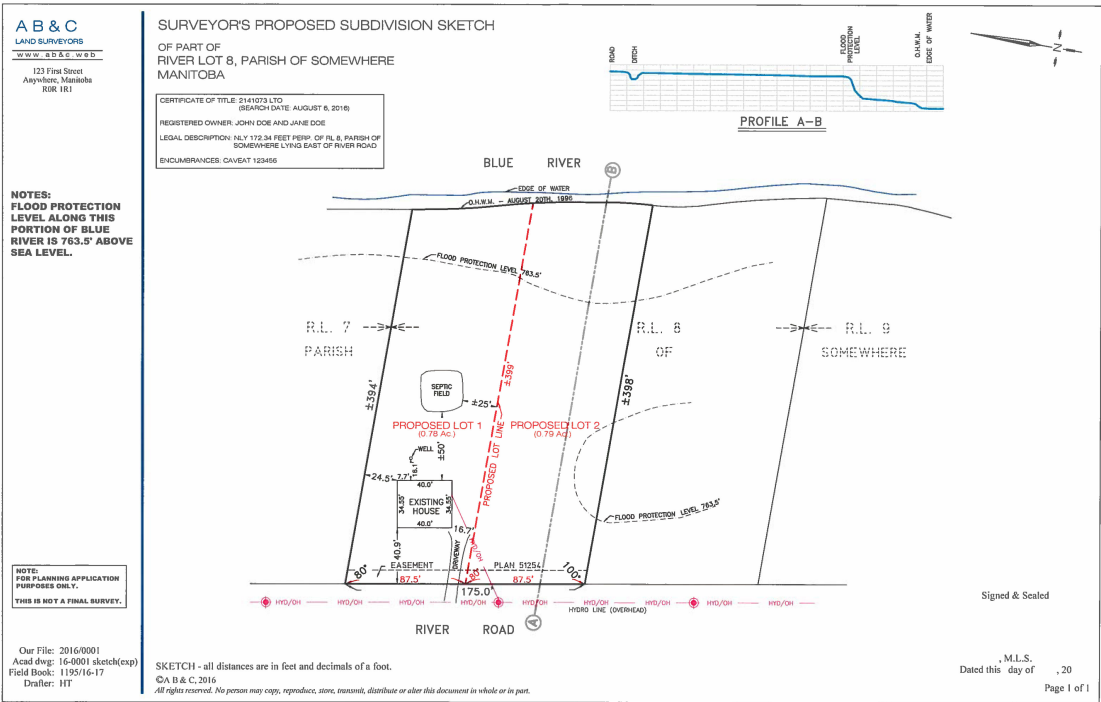
## Additional Information

- A subdivision application will only be accepted with a SAM.
- There are generally no exceptions to the SAM requirement.
- The approving authority will use the SAM for conditional approval.
- The SAM (in a version modified by your Manitoba land surveyor), may be used in lieu of a legal description for registration at the Land Titles Office, under Section 128(3) of The Real Property Act.
- If the Land Titles Office has pre-approved a proposed Plan of Subdivision, the approving authority will accept the draft Plan of Subdivision in lieu of the SAM.

## Urban Example



## Rural Examples



# Subdivision Application Map (SAM) FAQs

*An amendment to the Subdivision Regulation was approved in February 2017. As such, a subdivision application map (SAM) prepared by a Manitoba land surveyor is required to accompany all subdivision applications.*

## What is a subdivision application map (SAM)?

A subdivision application map (SAM) 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
- well
- current and proposed driveway(s)
- existing above-ground utilities
- existing tree line and edge of field
- water bodies
- all affected registered plans

## Will it speed up the process?

Yes, an accurate and verified map will mean departments spend less time asking questions about the proposal.

The Department of Indigenous and Municipal Relations (IMR) and the Association of Manitoba Municipalities (AMM) formed a Technical Advisory Committee to find ways to improve the subdivision application process. It was determined one root cause of delays was the quality of information supporting the subdivision application.

## What are the benefits?

There are many benefits:

1. the SAM will clearly show the approving authority what is being proposed, thereby improving communication and reducing processing times;
2. subdivision applications will be processed more efficiently;
3. accurate, reliable and objective information supplied by a qualified professional;
4. commenting agencies will readily locate the information they require to assess the proposed subdivision;
5. variances and other zoning requirements will be easily identified;
6. setback distances for septic fields and ejectors will be addressed at the time of the subdivision application;
7. easement needs for utilities will be more quickly identified;
8. Plan of Easement costs are reduced because the Manitoba land surveyor has already acquired the necessary information from the field survey;
9. the current and future landowner are protected from erroneous legal descriptions;
10. the survey fabric is improved and maintained; and
11. your surveyor can easily convert the SAM to a Plan of Subdivision, registerable at the Land Titles Office.

# SAM FAQs for Applicants

## How will the SAM requirement impact my subdivision application?

The largest impact will be hiring a Manitoba land surveyor prior to applying for your subdivision. However, the SAM will ensure accuracy, improve the quality of your application, and help to reduce processing times.

## How does the surveyor create the SAM?

The Manitoba land surveyor will be representing your interests and help you to navigate the subdivision approval process efficiently and effectively. To ensure the SAM is accurate, the surveyor will have to conduct a field survey to gather all the relevant information. From this initial visit, the surveyor will be able to prepare the SAM for your subdivision application. If an easement plan is required, the surveyor can easily use the data they have already collected. A second field visit may be necessary if the Land Titles Office requires your subdivision to be registered as a Plan of Subdivision. During this second visit, the surveyor will post the boundaries of the new lot(s) being created.

## How much will a SAM cost?

The cost of the SAM will vary, depending on where you live and the complexity of the subdivision you are proposing. We strongly recommend that you obtain quotes from several different surveyors in your area as prices can vary.

## I already have a building location certificate for my property. Can I use that instead?

No, a building location certificate cannot be used in lieu of a SAM. The SAM requires different types of information to be shown to help the approving authority process your subdivision application. However, in some municipalities, a SAM may be used

in lieu of a building location certificate. Talk to your municipality to see if they accept SAMs in lieu of a building location certificate.

## Do I still need to get a Status of Title?

Yes, all subdivision applications require a current Status of Title to be submitted. However, the Status of Title can easily be obtained from either your Manitoba land surveyor or the Land Titles Office.

## Is a SAM required in all municipalities?

Yes, a SAM will be required as part of subdivision applications in all urban and rural municipalities in Manitoba outside the City of Winnipeg, including those municipalities that are part of a planning district that has been delegated subdivision approving authority.

## I already applied for a subdivision. How does this impact me?

The SAM requirement comes into effect September 1, 2017. If your subdivision application was submitted prior to this date, then the SAM is not a requirement but we do recommend that you still obtain a SAM.

## Where can I find a Manitoba land surveyor near me?

All Manitoba land surveyors are listed on the Association of Manitoba Land Surveyors (AMLS) website. The yellow pages also list Manitoba land surveyors.

## Where can I find out more about subdivisions?

Talk to your local Community and Regional Planning office! We will be happy to assist you with any questions you may have.