

NEW SUBDIVISION APPLICATION REQUIREMENTS

EFFECTIVE SEPTEMBER 1, 2017

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.

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.

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 your surveyor can easily convert the SAM to a Plan of Subdivision, registerable at the Land Titles Office.

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.

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.