



**APPLICATION FOR
CROWN LAND TENURE**
(The Crown Lands Act, C.C.S.M. c.C340)

PART 1 – TYPE OF TENURE

Select one of the following:

☐ PERMIT ☐ LEASE ☐ EASEMENT ☐ PURCHASE ☐ EXCHANGE ☐ LICENCE OF OCCUPATION

PART 2 – CONTACT INFORMATION

a) PRIMARY APPLICANT

First Name:	Full Middle Name: (no initials)	Last Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Country:	Home/Cell Phone:	Work Phone:
Email:	Date of Birth: (Year/Month/Day)	

☐ Select to add a Secondary Applicant and complete Schedule A. **Note:** Only 1 Secondary Applicant will be accepted.

b) CORPORATION / GOVERNMENT APPLICANT

Registered Name:		
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Government Department <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Please indicate):		
Mailing Address:		
City/Town:	Province:	Postal Code:
Phone Number:	Email:	
Name(s) of Authorized Signing Officers:		

FOR INTERNAL USE ONLY:		FOR CASHIER USE ONLY:
Client #:		
Amt Paid\$:	MRO:	
Inv#:	Pmt# from GP:	
Rev Code 8-15:	Parcel ID:	
Disposition Type & Number:		
Initials:		

PART 3 – SITE LOCATION

Provide site location details that apply.

Lot / Parcel No.:		Block No.:		Plan No. & LTO:	
<input type="checkbox"/> Part <input type="checkbox"/> All	Quarter:	Section:	Township:	Range:	<input type="checkbox"/> W1 <input type="checkbox"/> E1 <input type="checkbox"/> E2
<input type="checkbox"/> Legal Subdivision:					
River Lot No:		Parish or Settlement:		Municipality:	
Latitude coordinates:			Longitude coordinates:		
Frontage (ft):		Depth (ft):		Area (acres):	

☐ Select to include additional parcels or locations and provide as an attachment.

PART 4 – LAND USE

a) What is the requested land presently used for:

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Residential	<input type="checkbox"/> Seasonal Recreation / Cottage
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other:

b) Proposed Land Use and Development. **Any additional information can be provided as an attachment.**

Describe the proposed land use including the purpose and activities to be carried out.

Provide detailed information regarding any proposed development activities on the land. This includes:

- Construction of buildings or structures: Specify the type, purpose and dimensions of any new buildings or structures.
- Land Alteration Activities: Describe any clearing, cutting, digging, drainage or other earthworks to be undertaken.
- Machinery Use: List the types of machinery and equipment that will be used during the development including their intended functions.

Note: If the proposed development involves cutting or removal of trees on Crown land, a [Timber Damage Appraisal and Valuation](#) may be required.

Describe any known historical use of the land, including past activities, occupancy or existing development. List all existing structures on the land. For each structure, indicate the type of structure, dimensions and current use or condition.

Identify any existing structures that are proposed to be modified or removed from the land. For each structure, provide the type of structure, dimensions and nature of modification or reason for removal.

Will any development take place within 30 meters (99 feet) or adjacent to the riparian area of a waterbody? Any development within this area is subject to the [Provincial Planning Regulation M.R. 81/2011](#) (section 5.1) and may affect your proposal.

- c) Identify any planned initiatives to incorporate [FireSmart](#) best practices in the proposed application area.

- d) Provide an estimated start date and timeline to complete the development, including site preparation, construction, operation, maintenance and decommission plan, if applicable.

- e) Describe any potential impacts to natural, cultural or heritage resources from proposed ground-disturbing activities, if applicable. Provide all supporting documentation. You may be required to hire a consultant to complete a [Heritage Resource Impact Assessment](#), should the application be approved.

- f) Site Access / Roads

How will the site be accessed?

Is there an existing road access? ☐ Yes ☐ No

Will new access be required? ☐ Yes ☐ No

If yes, will the proposed access connect to any of the following:

☐ Provincial Trunk Highway ☐ Provincial Road ☐ Municipal Road

Will the proposed land use restrict public access or affect access for adjacent landowners or tenure holders?

☐ Yes ☐ No If yes, provide details:

Will there be any changes to public access? ☐ Yes ☐ No

If yes, provide details of the proposed changes:

List and provide copies of any approvals received related to site access or road development.

g) Indigenous and Public Engagement

Describe any planned or completed engagement with Indigenous communities, the public and any key stakeholders regarding your proposed land use. Indicate the type of public engagement whether planned or completed. List the names of those involved and attach any supporting documentation of the engagement activities.

PART 5 – SERVICES

Check all that apply:

SEWAGE DISPOSAL	Current:	<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> Holding Tank	<input type="checkbox"/> Septic Field	<input type="checkbox"/> Ejector	<input type="checkbox"/> Other	<input type="checkbox"/> N/A
	Proposed:	<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> Holding Tank	<input type="checkbox"/> Septic Field	<input type="checkbox"/> Ejector	<input type="checkbox"/> Other	<input type="checkbox"/> N/A
WATER SUPPLY	Current:	<input type="checkbox"/> Piped Water	<input type="checkbox"/> Community Well	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Cistern	<input type="checkbox"/> Other	<input type="checkbox"/> N/A
	Proposed:	<input type="checkbox"/> Piped Water	<input type="checkbox"/> Community Well	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Cistern	<input type="checkbox"/> Other	<input type="checkbox"/> N/A

Indicate other services, if applicable:

PART 6 – LOCATION MAP AND SITE PLAN

At least 2 maps are required to be submitted with the application: a location map and detailed site plan.

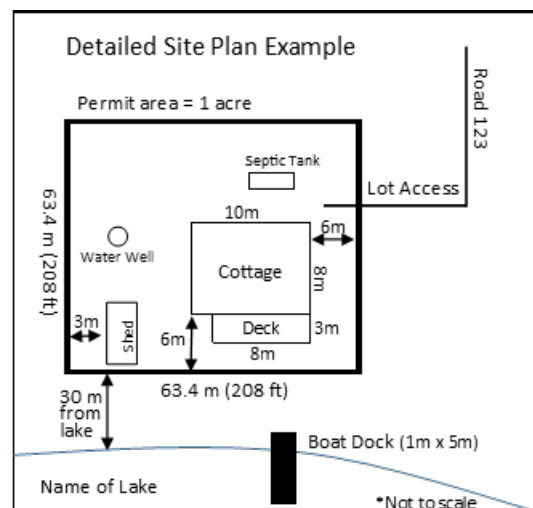
1. A **location map** must show the location of the application area and any nearby landmarks. This can be in any of the following forms:

- Copy of the Plan of Subdivision identifying the surveyed lot or
- A satellite image of the location. This can be prepared with a publicly available online program such as:
 - Google Maps / Google Earth / .kml/.kmz file
 - Manitoba AgriMaps <https://agrimaps.gov.mb.ca/agrimaps/>
 - Manitoba Assessment Online <https://www.gov.mb.ca/mao/public/map.aspx>
- It is recommended to provide a digital spatial file (.shp, .kml, .kmz.) of the boundary of your proposed application area.

2. A **detailed site plan** must be drawn to a legible scale (see site plan example) and include the following:

- North arrow
- Parcel dimensions and lot boundaries.
- Setback requirement of 3 meters from lot boundary.
- Existing, modified and proposed development; including all building locations/dimensions, and distance from all structures to lot boundaries, water bodies, driveway, access roads or trails, including but not limited to cottage/house, decks, boathouses, docks, outhouses, outbuildings, sheds and septic.
- Physical features such lakes, rivers, swamp, wooded areas, etc.
- Utility services such as water wells, holding tanks, septic fields, sewage ejectors, etc.
- Access roads, driveway, and trails located on or near the application area including road name and/or number.

A site plan template is provided on the next page.



Detailed Site Plan

Refer to Part 6 when completing the detailed site plan.

Indicate property size dimensions: _____

A blank grid map with a compass rose in the top right corner. The grid is 20 squares wide and 20 squares high. The compass rose is located in the top right corner, with the letter 'N' above it, indicating North. The grid is composed of thin black lines on a white background.

PART 7 – PERSONAL INFORMATION PROVISIONS - AUTHORIZATION AND CONSENT

This personal information is being collected under the authority of The Crown Lands Act and The Freedom of Information and Protection of Privacy Act. Information will be used by Public Service Delivery, Real Estate Services Branch for communications and establishing a client account. Personal information may also be used by Natural Resources and Indigenous Futures, Lands Branch for the purpose of identifying and resolving third party interests in Crown land. This may include in fulfillment of various settlement agreements entered into by the Province of Manitoba related to Crown Land. Personal information will not be used or disclosed for any other purposes, except as authorized by law.

Personal information is protected by The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this personal information, contact Real Estate Services Branch at (204) 239-3510 or resdinfo@gov.mb.ca or the Access & Privacy Coordinator, 10th Floor, 155 Carlton Street, Winnipeg MB R3C 3H8 at (204) 945-1252 or FIPPA@gov.mb.ca.

☐ By checking this box, I understand, consent and authorize the Province of Manitoba to collect, use and disclose my personal information as described above. I understand that I may revoke or rescind my consent at anytime by notifying the Real Estate Services Branch; however, if consent is withheld or revoked, the application or permit may be denied or cancelled.

PART 8 – DECLARATION FOR APPLICANTS

Definitions:

Employee - is a person employed in any of the following branch/departments and includes seasonal, casual, departmental, part-time, term, and regular employees:

- **Real Estate Services Branch**, Public Service Delivery
- **Lands Branch**, Natural Resources and Indigenous Futures
- **Conservation Officers Service**, Natural Resources Indigenous Futures
- **Parks Branch**, Environment and Climate Change
- **Land Use and Ecosystem Resilience Branch**, Agriculture

Or a **Senior Public Executive**, which includes:

1. a Minister, being any member of the Executive Council; and
2. a person employed as:
 - a) the Clerk of the Executive Council;
 - b) a Deputy Minister;
 - c) an Assistant Deputy Minister;
 - d) a person in a prescribed senior executive position, this includes:
 - i. an Associate Deputy Minister;
 - ii. the Provincial Comptroller appointed under subsection 13(1) of The Financial Administration Act;
 - iii. any other position classified in the executive officer series; or
 - e) in respect of a prescribed reporting organization, a chairperson, president, vice-president, chief executive officer or deputy chief executive officer or other person in a prescribed senior executive position, in the organization, including:
 - i. Manitoba Hydro;
 - ii. Manitoba Liquor and Lotteries Corporation;
 - iii. Manitoba Public Insurance Corporation;
 - iv. Efficiency Manitoba

Immediate Family Member - is an employee's parent, sibling, offspring, spouse, common-law partner, ward, or relative permanently living in the employee's household.

PART 8(a) – DECLARATION FOR PRIMARY APPLICANT

Refer to Part 8 for definitions and the Branch/Department list.

The applicant is an <u>employee</u> of a Branch/Department. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , specify the position title and the Branch/Department:		
The applicant is a Senior Public Executive. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , specify the position title and the Branch/Department/Organization:		
The applicant has an <u>Immediate Family Member</u> that is an employee of a Branch/Department or a Senior Public Executive		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , Name of Employee:	Relationship to Primary Applicant:	Branch/Department/Organization:

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

Primary Applicant Signature

Witness Name (print)

Date

PART 8(b) – DECLARATION FOR CORPORATE / GOVERNMENT APPLICANT (if applicable)

(including any unincorporated business entity). Refer to applicant definitions in Part 8.

The shareholder of applicant is an <u>employee</u> of a Branch/Department. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , specify the position title and the Branch/Department:		
The shareholder of applicant is a Senior Public Executive. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , specify the position title and the Branch/Department/Organization:		
Shareholder of applicant has an <u>Immediate Family Member</u> that is an employee of Branch/Department or a Senior Public Executive		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , Name of Employee:	Relationship to Primary Applicant:	Branch/Department/Organization:

A separate form of declaration may be required to be completed by the applicant's corporate secretary and by one or more if its shareholders.

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 (not required if sealed)

Signature of Authorized Signing Authority / Name

Witness Name (print)

Date

PART 9 – APPLICATION PROCESS

1. Contact a **Crown Land Specialist** prior to submitting an application to review the proposed land use, area of use and mapping details. Find a regional map on the Lands Branch “Contact Us” webpage:
<https://www.gov.mb.ca/nrnd/forest/land-management/contact.html>
2. Contact the **municipal and planning authorities** for your area to determine necessary permits and approvals. Attach letter of support and any supporting documents.
3. For **Resource Tourism Operators**, approval from the [Licence Advisory Committee](#) (LAC) is required.
4. For any inquiries regarding the application form submission, status and payment, contact the **Real Estate Services Branch (RESB)** at (204) 239-3510 or resdinfo@gov.mb.ca.

Central Region	(204) 671-0382
Eastern Region	(204) 945-7781
Western Region	(204) 476-7520
Northwest Region	(431) 351-1285
Northeast Region	(204) 679-0987

5. Application Fee and Submission

The appropriate application fee must accompany this application. If this application is approved, additional fees may be charged for the preparation of documents and other administrative services in accordance with the Administration Fee Regulation under The Crown Lands Act. Fees will only be refunded if the land is unavailable or if the land is not held under the administration and control of The Crown Lands Act.

Indicate the application type with the corresponding fee to be submitted. Application fees include 5% GST.

<input type="checkbox"/> Permit	\$ 52.50	Payment Cheque or money order made payable to: Minister of Finance	Submit Application and Fee to: Real Estate Services Branch 308 – 25 Tupper Street North Portage la Prairie, MB R1N 3K1
<input type="checkbox"/> Lease	\$ 78.75		
<input type="checkbox"/> Easement	\$ 78.75		
<input type="checkbox"/> Purchase	\$105.00		
<input type="checkbox"/> Exchange	\$105.00		
<input type="checkbox"/> Licence of Occupation	\$ 78.75		

PART 10 – APPLICATION CHECKLIST

Use the checklist provided to ensure that all applicable parts of the application form have been completed and supporting information is attached. **Incomplete or photocopied applications will not be accepted. Wet signatures are required.**

ALL APPLICATIONS MUST PROVIDE

<input type="checkbox"/> Indicate name of Crown Land Specialist contacted: <input type="checkbox"/> Site photos sent to Crown Land Specialist <input type="checkbox"/> Application fee (see Part 9) <input type="checkbox"/> Location Map and <input type="checkbox"/> Detailed Site Plan (see Part 6) <input type="checkbox"/> Copy of valid Driver's Licence or other form of government issued personal identification for each applicant.	If applicable, provide copy of: <input type="checkbox"/> Supporting documentation of Indigenous and public engagement <input type="checkbox"/> Registered Trappers Licence <input type="checkbox"/> Commercial Fisheries Licence <input type="checkbox"/> Licence Advisory Committee approval (for Resource Tourism Operator) <input type="checkbox"/> Status of Title for Fronting Lot
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CORPORATE / GOVERNMENT APPLICATIONS

- ☐ Current copy of File Summary print-out from Manitoba Companies Office
- ☐ If an Association, provide a copy of last signed Board Meeting Minutes

APPLICATIONS WITHIN A MUNICIPALITY

- ☐ Letter of support from the municipal or planning authority confirming that the proposed use complies with all applicable zoning and planning by-laws.
- ☐ Letter of support from the municipal or planning authority confirming that the proposed use does not currently comply with all zoning and planning by-laws but will be reviewed through a public hearing zoning or planning amendment process.

SCHEDULE A
SECONDARY APPLICANT

1. SECONDARY APPLICANT INFORMATION

First Name:	Full Middle Name: (no initials)	Last Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Country:	Home/Cell Phone:	Work Phone:
Email:	Date of Birth: (Year/Month/Day)	
Register disposition in two names as: <input type="checkbox"/> Joint Tenants – Under the Right of Survivorship, upon the death of one tenant, the entire interest in the property automatically transfers to the remaining tenant. The deceased's interest does not become part of their estate. <input type="checkbox"/> Tenants in Common – Upon death of one tenant, the property does not automatically transfer to the remaining tenant. The deceased's interest becomes part of their estate and may be transferred by will or deed. The Right of Survivorship does not apply.		

2. DECLARATION FOR SECONDARY APPLICANT

(including any unincorporated business entity). Refer to Applicant Definitions as outlined in Part 8.

The secondary applicant is an <u>employee</u> of a Branch/Department. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , specify the position title and the Branch/Department:		
The secondary applicant is a Senior Public Executive. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , specify the position title and the Branch/Department/Organization:		
Secondary applicant has an <u>Immediate Family Member</u> that is an employee of a Branch/Department or a Senior Public Executive		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , Name of Employee:	Relationship to Secondary Applicant:	Branch/Department/Organization:

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

 Secondary Applicant Signature

 Witness Name (printed)

 Date