



# APPLICATION FOR ASSIGNMENT

(The Crown Lands Act C.C.S.M. c.C340)

## PART 1 – ASSIGNMENT FOR:

<input type="checkbox"/> PERMIT <input type="checkbox"/> LEASE	No.:	Consideration/ Sale Price:
<input type="checkbox"/> LICENCE OF OCCUPATION		
Parcel Legal Description: (Lot/Block/Plan - Subdivision; Section/Township/Range)		

## PART 2 – ASSIGNOR(s)

### a) ASSIGNOR

First Name:	Full Middle Name: (no initials)	Last Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Country:	Home/Cell Phone:	Work Phone:
Email:	Client #:	

### b) CO-ASSIGNOR (if applicable)

First Name:	Full Middle Name: (no initials)	Last Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Country:	Home/Cell Phone:	Work Phone:
Email:	Client #:	

FOR INTERNAL USE ONLY:		FOR CASHIER USE ONLY:	
Assignee(s) Client #:			
Amt Paid\$:	MRO:		
Inv#:	Pmt# from GP:		
Rev Code 8-15-1:	Parcel ID:		
Disposition Type & Number:			
Initials:			
MINISTRY USE ONLY		This assignment has been approved and registered in the Lands Branch as No.:	
Authorized Signing Officer for the Minister of Natural Resources and Indigenous Futures		Signature:	Date Assignment Registered:

c) LAND USE / STRUCTURES to be assigned

Current Approved Use:
List all existing structures and include their dimensions:

d) ASSIGNOR SIGNATURES (To be completed and signed by the Assignor(s) in front of witness(es))

I/We the assignor(s), in consideration of the above-noted purchase price paid to the Assignor by the Assignee, hereby assign the right, title and interest in and the permit/lease/license to the Assignee, including all appurtenances (buildings, etc) on the above described land have been granted, transferred and assigned to the Assignee, conditional upon this assignment being approved by Manitoba and hereby:

- i. Acknowledge that completion of this form is a request to transfer a Crown land disposition to a different party and does not authorize the transaction to occur and
- ii. Certify that I/we have not entered into any agreement or arrangement of any kind to grant, assign or transfer interest in the lease/permit/licence or any or all the appurtenances (buildings, etc) on the land to anyone else but the Assignee, except for security purposes (if applicable).
- iii. I/We certify that all taxes, rents and fees are paid in full.

**“Witness”** is to be over 18 years of age, non-relative, and not be named as an applicant.

\_\_\_\_\_  
Assignor Signature

\_\_\_\_\_  
Co-Assignor Signature

\_\_\_\_\_  
Witness Name (print)

\_\_\_\_\_  
Witness Name (print)

\_\_\_\_\_  
Witness Signature or Corporate Seal

\_\_\_\_\_  
Witness Signature or Corporate Seal

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

**PART 3 – ASSIGNEE(s)**

a) ASSIGNEE Request to be registered in the following name:

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 **Co-Assignee** and complete Schedule ‘A’. Note: Only 1 Co-Assignee will be accepted.

b) CORPORATION / GOVERNMENT / AGENCY APPLICANT

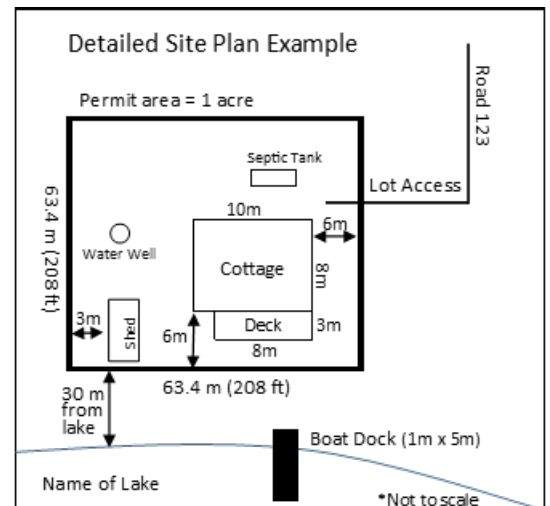
Registered Name:		
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Government Department <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Please indicate):		
Mailing Address:		City/Town:
Province:	Postal Code:	Country:
Phone Number:	Email: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

## PART 4 – 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 4 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 5 – 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](mailto: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](mailto:FIPPA@gov.mb.ca).

☐ By checking this box, I (**the assignee**), 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 6 – 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**, being a person employed as:

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.

**Witness** – an individual who is over 18 years of age, a non-relative of the applicant, and is not named as an applicant on the application form.

**PART 6(a) – DECLARATION FOR ASSIGNEE**

(including any unincorporated business entity). Refer to Applicant Definitions as outlined in Part 6.

The ASSIGNEE is an <u>employee</u> of a Branch/Department. <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , specify the position title and the Branch/Department:		
The ASSIGNEE is a Senior Public Executive. <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , specify the position title and the Branch/Department/Organization:		
The ASSIGNEE 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 <b>Yes</b> , Name of Employee:	Relationship to ASSIGNEE:	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 Name (print)

\_\_\_\_\_  
Assignee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**PART 6(b) – DECLARATION FOR CORPORATION / GOVERNMENT DEPARTMENT / AGENCY (if applicable)**

(including any unincorporated business entity). Refer to applicant definitions in Part 6.

A shareholder of the applicant Corporation is an <u>employee</u> of a Branch/Department. <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , specify the position title and the Branch/Department:		
A shareholder of the applicant Corporation is a Senior Public Executive. <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , specify the position title and the Branch/Department/Organization:		
A shareholder 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 <b>Yes</b> , Name of Employee:	Relationship to ASSIGNEE:	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 of 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 Name (print)

\_\_\_\_\_  
Signature of Authorized Signing Authority

\_\_\_\_\_  
Witness Signature (not required if sealed)

\_\_\_\_\_  
Date

## PART 7 – APPLICATION PROCESS

1. Contact a **Crown Land Specialist** prior to submitting an application to review the 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>

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

2. 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](mailto:resdinfo@gov.mb.ca).

### 3. Important Information:

- a) Completion of this form is a REQUEST to transfer a Crown land disposition into another name and does not authorize the transaction to occur. Lands Branch will review the request and advise of the decision upon completion of the review.
- b) This assignment deals only with the Permit/Lease/Licence for the Crown land. Any agreement concerning buildings or improvements on the land should be conditional on the assignment being approved by Manitoba. It is recommended to consult a lawyer.
- c) An application for Change in Use or terms must accompany this assignment application if a change to the use of the land or terms is being requested or for any proposed development or modification.

### 4. 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.

Assignment application fee (no GST required):

<input type="checkbox"/> Permit	\$ 50.00	<b>Payment Options:</b> Cheque or money order made payable to: <b>Minister of Finance</b>	<b>Submit Application and Fee to:</b> Real Estate Services Branch 308 – 25 Tupper Street North Portage la Prairie, MB R1N 3K1
<input type="checkbox"/> Lease	\$ 50.00		
<input type="checkbox"/> Licence of Occupation	\$ 50.00		

## PART 8 – 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.**

**Note:** Original (wet ink) signatures are required. Electronic, digital or scanned signatures will not be accepted.

### ALL APPLICATIONS MUST PROVIDE

<input type="checkbox"/> Name of Crown Land Specialist contacted: <input type="checkbox"/> Application fee (see Part 7) <input type="checkbox"/> Location Map and <input type="checkbox"/> Detailed Site Plan (see Part 4) <input type="checkbox"/> Current photos of site and all structures submitted to Crown Land Specialist <input type="checkbox"/> Current Original Lease/Licence (if applicable) <input type="checkbox"/> Copy of paid tax receipt from local Taxing Authority <input type="checkbox"/> Copy of Driver's Licence for assignee(s) or other form of government issued personal identification <input type="checkbox"/> Copy of Bill of Sale for buildings on the land	<input type="checkbox"/> Completed Release and Indemnification Standard form  <b>If applicable, provide a copy of:</b> <input type="checkbox"/> Letter from registered Collateral Holder regarding status of Collateral Recording <input type="checkbox"/> For estate, Notarized copy of Death Certificate <input type="checkbox"/> For estate, Notarized copy of Grant of Probate or Letters of Administration <input type="checkbox"/> Registered Trappers Licence (for Trappers Cabin) <input type="checkbox"/> Commercial Fisheries Licence (for Fish Camp) <input type="checkbox"/> LAC Licence (for Resource Tourism Operator)
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### CORPORATE / GOVERNMENT DEPARTMENT / AGENCY APPLICATIONS

- ☐ Current copy of File Summary print-out from Manitoba Companies Office
- ☐ Copy of approval and endorsed change or alteration in membership form under The Business Names Registration Act
- ☐ If an Association, provide a copy of last signed Board Meeting Minutes

## SCHEDULE 'A'

### CO-ASSIGNEE APPLICANT

#### 1. CO-ASSIGNEE 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 CO-ASSIGNEE

(including any unincorporated business entity). Refer to Applicant Definitions as outlined in Part 6.

The ASSIGNEE is an <u>employee</u> of a Branch/Department. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If <b>Yes</b> , specify the position title and the Branch/Department:		
The ASSIGNEE is a Senior Public Executive. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If <b>Yes</b> , specify the position title and the Branch/Department/Organization:		
The ASSIGNEE has an <u>Immediate Family Member</u> that is an employee of a Branch/Department <span style="float: right;">or a Senior Public Executive</span>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>Yes</b> , Name of Employee:	Relationship to ASSIGNEE:	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 Name (printed)

\_\_\_\_\_  
Co-Assignee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



## RELEASE AND INDEMNIFICATION STANDARD

IN THE MATTER OF CROWN LAND PERMIT/LEASE NO. \_\_\_\_\_

covering \_\_\_\_\_  
Parcel Legal Description:(Lot/Block/Plan; Section/Township/Range)

I/We, \_\_\_\_\_ (hereinafter referred to as "The Permittee/Lessee") acknowledge that I/we have been informed by representatives of Manitoba Natural Resources and Indigenous Futures that the above-noted premises are located wholly or partially below flood protection levels and accordingly the said premises may be liable to frequent flood.

THE PERMITTEE/LESSEE(S) agree(s) that any buildings, including any buildings existing at the date of the approval of this permit/lease, on the premises shall be maintained entirely at my/our own risk, and I/we agree to assume full responsibility for any damage or injury to persons or property situated on the premises resulting from flooding, erosion, ice damage, or temporary or permanent loss of land accessibility.

The PERMITTEE/LESSEE(s) agree not to institute any action or make any claim against the Lessor or any employee or agent of the Lessor, including Manitoba Hydro, in respect of damage to any building or personal property or in respect of any personal injury caused by or related to flooding, whether or not the damage was occasioned by flooding resulting from the regulation or control of the adjacent waterway by the Lessor or Manitoba Hydro.

THE PERMITTEE/LESSEE(S) agree(s) to indemnify and save harmless the Lessor and all employees and agents of the Lessor, including Manitoba Hydro, from and against all claims, liabilities and demands in respect of any damage to property or personal injury located on the premises, which has been caused by flooding, erosion, ice damage, or temporary or permanent loss of land accessibility.

THE PERMITTEE/LESSEE(S) agree(s) not to institute any action or make any claim against the local government authority with respect to damage to any building or personal property or any injury to persons located on the premises that may be caused by flooding as described herein and the PERMITTEE/LESSEE(s) agree to enter into a written agreement with the Municipality if the Municipality deems it necessary.

IN WITNESS WHEREOF we have hereunto set our hand and seal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED, SEALED AND DELIVERED  
in the presence of:

_____	)	_____
WITNESS Name (print)	)	ASSIGNEE
	)	
	)	
	)	
_____	)	_____
WITNESS Signature	)	CO-ASSIGNEE

"Witness" is to be over 18 years of age, a non-relative, and not named as an applicant on the form.