

Information Package

First-Come, First-Served
Cottage Lot Program
On Crown Land

For additional information and updates,
visit our website at:

<https://www.manitoba.ca/cottageprogram>

For questions, contact the
Public Information Line at:

Winnipeg: 204-945-6784

Toll Free: 1-800-214-6497

Email: cottageprogram@gov.mb.ca



Table of Contents

- First-Come, First-Served Cottage Lot Program* 4**
 - 1. Introduction4
 - 2. Lots Available for Sale.....4
 - 3. Eligibility5
 - 4. Application Process.....5
 - 5. Agreements.....7
 - 6. Assignments7
 - 7. Taxes.....8
 - 8. Construction of Cottages.....8
 - 9. Title Transfer9
 - 10. Lot Pricing.....9
 - 11. Representations and Warranties9
 - 12. Revisions to Printed Package.....9
 - 13. Contact Information.....9
- Delegation Of Authority*10**
- Frequently Asked Questions*..... 11**
 - First-Come, First-Served Cottage Lot Program11
 - Constructing a Cottage on Crown Land.....14
- Important Links* 16**

First-Come, First-Served Cottage Lot Program

1. Introduction

Cottage lots in listed Crown land subdivisions are being made available for sale under this program in accordance with the rules outlined in this document. Interested applicants are strongly encouraged to visit and inspect the lot prior to submitting an application.

The listing of available lots can be found on the Natural Resources and Indigenous Futures Cottage Program website.

With the exception of the development of roads, hydro, and certain other site-specific improvements, subdivisions are generally provided in their natural state, with future lot clearing and development being the responsibility of the purchaser.

Take appropriate precautions when visiting a subdivision or inspecting a lot. The Manitoba Government is not responsible for any damage to personal property, or loss or injury incurred while accessing and inspecting subdivisions. Some general safety tips:

- Wear appropriate footwear and clothing.
- Be wary of natural hazards such as hanging trees and branches.
- In some instances, construction and/or survey work may be in progress. Keep clear of work crews and construction equipment.
- Do not smoke while visiting sites as there may be brush piles, dead grass, and trees that pose a natural fire hazard. Forests are particularly susceptible to fire during dry periods.

Prior to inspection, applicants may wish to contact the regional Crown Land Specialist for details regarding Crown cottage lots. Specific contact information for subdivisions can be found on the Cottage Program website.

2. Lots Available for Sale

Cottage lots that have been offered for sale through previous public draws under the Cottage Lot Program but were not selected are being made available on a first come, first served basis.

For a listing of available lots, subdivision information and mapping, refer to the cottage lot website:

- [First-Come, First-Served Cottage Lot Availability](#)

The Manitoba Government reserves the right to remove any lots from the First-Come, First-Served Cottage Lot Program at any time.

3. Eligibility

Applicants who are 18 years of age or over, are eligible to apply to purchase a cottage lot under this program. Both residents and non-residents of Manitoba are eligible to apply.

Applicants will be required to provide a Manitoba Driver's licence or another form of identification as proof of age at the time of application.

Government Employees

Government of Manitoba employees, or their immediate family members are eligible to apply to purchase a cottage lot under this program subject to further approvals. The applicant is required to complete the application declaration section required under The Crown Lands Act for department employees and immediate family members.

Corporations

Corporations registered in Manitoba, including partnerships, sole proprietorships, associations and not-for-profit organizations are eligible to apply for a cottage lot through the First-Come, First-Served Cottage Lot Program, subject to a condition of sale that the lot shall be used only for single family residential purposes.

4. Application Process

Application Form

The First-Come, First-Served Cottage Lot Program application form for purchase can be found on the Cottage Program website. New inventory added to the Program are subject to application rules.

Mail-in Applications

Applications are to be mailed or delivered to:

The Cashier's Office
Rm. 118 - 1181 Portage Ave
Winnipeg, Manitoba R3G 0T3

Applications submitted by facsimile transmission (fax), or electronic mail (email) will not be accepted.

Mail-in applications will be date stamped for the following day and will be processed before 8:30 a.m. of the date stamped. In the event where two mail-in applications are received on the same day for the same lot, the successful applicant shall be determined through the random computerized draw process administered by the Department.

Representative Selecting on Behalf of the Applicant

If a representative is making the lot selection on behalf of the applicant, through the First-Come, First-Served Cottage Lot Program, the representative must present:

- valid identification
- written authorization from the applicant authorizing the representative to select a lot on behalf of the applicant (completed authorization form for delegation of authority)
- photocopy of the applicant's valid identification (identifying date of birth, Manitoba address, and signature)

Notification

Successful applicants will be notified by letter with confirmation of lot selected, instruction on how to proceed and a sale agreement.

Application Fees

The application fee of \$100 plus GST must accompany the application. Payment options for the application fee include cash, debit card, credit card (Visa and MasterCard), personal cheque, certified cheque, bank draft or money order. Cheques, bank drafts and money orders are to be made payable to the Minister of Finance, Manitoba.

In person, credit cards, cash and debit cards are accepted at Room 118 - 1181 Portage Ave, Winnipeg. Credit card transactions are not permitted by phone, mail, facsimile, or online.

Application fees are non-refundable. The application fee will be forfeited if a lot is applied for and the purchase is not completed.

Rejection of Applications

The applicant is responsible to read and understand the information package and ensure all information is completed on the submitted application.

Applications will be rejected for the following reasons:

- Illegible or required information is missing or incomplete
- Application is not signed
- Does not meet published eligibility guidelines
- Application fee was not received
- Original signed application form was not provided (facsimile and photocopies are not permitted)
- Payment cheque is returned by the applicant's bank (ex. non-sufficient funds)
- Upon request by the Manitoba Government, the applicant failed to provide supporting documentation for eligibility requirements

Rejected applications will be returned by mail with a notice detailing reason for rejection.

The Manitoba Government is not responsible for applications that are lost, misdirected, illegible, incomplete or delayed for any reason.

5. Agreements

Crown Land Sale Agreement

A valid purchase and sale of Crown land will only occur upon the Minister or other government official responsible for execution of agreements, or their designate, affixing their signature to the Conditional Sale Agreement and the delivery of such fully executed agreement to the successful applicant.

The successful applicant is required to enter into a written Conditional Sale Agreement with the province of Manitoba and pay the balance of the established lot price and any other required occupation, service or administrative fee within 30 days from the date of the notice from the province. The lot prices are firm and are non-negotiable. Subject to the government's sole discretion, all terms and conditions of the Conditional Sale Agreement are non-negotiable.

Failure to pay the purchase price and any other required occupation, service or administrative fee by the payment date indicated in the Sales Journal from Manitoba may result in cancellation of all rights and privileges to the lot. The deadline for payment will be clearly indicated in the correspondence.

The applicant may be subject to the following fees:

- | | |
|-----------------------------|---------------------|
| a) Purchase Price and GST | |
| b) Lands Application | \$100.00 (plus GST) |
| c) License of Occupation | \$10.20 (plus GST) |
| d) Purchase Agreement | \$200.00 (plus GST) |
| e) Legal Description/Titles | \$100.00 (plus GST) |
| f) Transfer Document | \$50.00 (plus GST) |

6. Assignments

Applications

In the case of the death of an applicant, the applicant's estate may continue the application process.

Crown Land Lot Sale Agreements

The Crown Lands Conditional Sale Agreement may not be assigned except:

- where an assignment is necessary to arrange financing, or
- where a purchaser wants to add a person for estate planning purposes, and the person to be added meets the eligibility criteria of the First-Come, First-Served Cottage Lot Program Rules, or
- in the case of death of the purchaser, the purchaser's estate may continue

Anyone wishing to assign a sale agreement in accordance with the above criteria must complete an Application for Assignment or Application for Assignment for Collateral Purposes Only and submit the completed application to The Real Estate Services Branch.

Crown Land assignment application forms are available on the Real Estate Services Branch website and are subject to a fee of \$50.00 plus GST under The Crown Land Fee Regulation.

7. Taxes

Where applicable, the successful applicant is responsible for the payment of any municipal realty taxes, GST, assessments and charges for the land commencing on the date of the agreement, and for any land transfer tax relating to the transfer of the lot.

Note: Manitoba Land Titles Office will have fees (Land Transfer Tax) related to the registration of the transfer document. Further details related to their fees can be obtained by contacting the Land Titles Office directly.

Phone (toll-free): 1-844-737-5684

Email: clientservice@teranet.ca

If the cottage subdivision is located within a Municipality, the applicant will be responsible for payment of annual municipal taxes.

If the cottage subdivision is located outside of a Municipality, there may be taxes or service fees assessed through Municipal and Northern Relations – Northern Affairs Division.

For more information, contact: IRNRCottages@gov.mb.ca

8. Construction of Cottages

The development time frame requirement is waived for the Crown land lots offered for sale through the First-Come, First-Served Cottage Lot Program. See section 9.0 - Title Transfer for more information.

Crown Lands

The construction of a cottage must comply with all applicable legislation, regulations, building standards and zoning by-laws that can be obtained from the local Municipal office, Municipal and Northern Relations – Northern Affairs Division or the Office of Labour and Immigration – Inspection and Technical Services Division.

The sale of lots is for the purpose of the development of a cottage only. The purchaser shall construct the cottage in accordance with the applicable Municipal building time restrictions, if any. The purchaser also agrees not to park a trailer, travel trailer, fifth wheel, or erect a tent on the lot for use as a cottage.

Individual lots offered for sale may not be combined or amalgamated with adjacent lots for the purposes of creating a joint or double lot. One suitable cottage is required on each lot.

If the lot falls within a Municipality, the purchaser will provide a site plan, with a Building Permit Application to the local municipal office.

If the lot falls within Municipal and Northern Relations - Northern Affairs Division jurisdiction, the purchaser will provide a site plan, with a Building Permit Application to Labour and Immigration – Inspection and Technical Services for further review.

The site plan should show approximate dimensions of the building(s), location on the lot and distances in relation to lot boundaries. The purchaser will be notified if the site plan is approved or if changes are required.

All debris is to be managed appropriately to eliminate fire hazards and not create a nuisance to adjacent lot owners. Disposal of lot debris may vary depending upon the subdivision and time of year. Contact the local municipal office or Conservation Services office to determine if burning is allowed or where debris can be hauled.

9. Title Transfer

Upon entering into a Conditional Sale Agreement for the purchase of a lot and payment of the lot price and associated fees, the purchaser's lawyer will be issued a Transfer Document. The lawyer can file the Property Registry Application to the Land Titles Office to register title in the name of the purchaser.

10. Lot Pricing

Lots in the First-Come, First-Served Cottage Lot Program are based on current appraised values as determined by an accredited Manitoba appraiser or other method of fair market valuation as determined by the Minister at the time they are placed in the First-Come, First-Served Cottage Lot Program.

Lot prices are not negotiable.

11. Representations and Warranties

The acceptance of an application by the Province of Manitoba does not constitute a binding agreement for the sale of the Crown lot.

The province makes no warranties or representations, except those stated in the Conditional Sale Agreement, and the applicant acknowledges reliance solely on the applicant's own knowledge and inspection of the Crown land and that the applicant has not received or relied on any representations or warranties made with respect to the Crown land.

In particular, the applicant acknowledges that the Province of Manitoba makes no representations or warranties to the applicant as to the fitness of any of the Crown land for any particular purpose.

12. Revisions to Printed Package

The province has made every effort to ensure the information provided is accurate and complete. If errors are discovered after publication, a notice of correction will be placed on the home page of the website.

Applicants are encouraged to regularly visit the website to keep informed of any updates.

13. Contact Information

Visit our Cottage Lot Program home page:

Website: www.manitoba.ca/cottageprogram

Email inquiries can be sent to: cottageprogram@gov.mb.ca



Natural Resources and Indigenous Futures
Lands and Planning Branch
Box 25, 14 Fultz Cres
Winnipeg, Manitoba, Canada R3Y 0L6

**Delegation Of Authority –
Authorized Representative**
First-Come, First-Served Cottage Lot Program

I, _____ am giving the following individual authorization to select and place a deposit on a lot on my behalf through the First-Come, First-Served program.

Full Name of Authorized Representative:

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Because I am unable to attend, find attached a copy of proof of age, Manitoba address, and signature with my identification (such as both parts of Manitoba Driver's License, or Manitoba Health Card) for your records.

Print Name

Signature Date

/copy of identification attached

Note: This letter and a copy of identification should accompany the Authorized Representative when purchasing a lot through the First-Come, First-Served program. It is not necessary to notify Natural Resources and Indigenous Futures in advance that a Representative will be attending on your behalf.

Frequently Asked Questions

First-Come, First-Served Cottage Lot Program

1. How many lots can I purchase through the First-Come, First-Served Cottage Lot Program?

To provide a fair opportunity to apply for new First-Come, First-Served inventory, an applicant may only apply to purchase 1 lot for the first 30 days from the application acceptance date. Following the initial 30 days, there will be no limit on the number of lots an eligible applicant can apply to purchase, subject to availability.

There is no limit on the number of lots from existing First-Come, First-Served inventory that an eligible applicant can apply to purchase, subject to availability.

2. If I am not a resident of Manitoba, can I purchase a lot through the First Come First Served Cottage Lot Program?

Yes, non-residents of Manitoba and Canada are eligible to apply.

3. Is a corporation eligible to purchase a lot through the First-Come, First-Served Cottage Lot Program?

A corporation can apply to purchase a lot through the First-Come, First-Served Cottage Lot Program if it is a valid corporation authorized to carry on business in Manitoba.

4. I am unable to make the trip to Winnipeg to apply in person. Am I able to mail an application?

Applications for new First-Come, First-Served inventory are only accepted in-person at Rm. 118 - 1181 Portage Avenue, Winnipeg, for the first 10 business days from the application acceptance date. An authorized representative may select a lot on your behalf if the Application Form, Authorization Form, application fee and proper identification are provided.

Mail-in applications will be accepted following the initial 10 business day period from the application acceptance date.

5. What information am I required to provide when purchasing a lot?

Applications for new First-Come, First-Served inventory are only accepted in-person for the first 10 business days from the application acceptance date. The applicant (or authorized representative) must be present to select a lot. The applicant (or authorized representative) must present proof of identity and eligibility (valid photo or other identification that identifies your date of birth, Manitoba address, and signature). If a representative will be attending on your behalf, see question 6.

If you are mailing in your application after the initial 10 business day period, or mailing an application for existing First-Come, First-Served inventory, you must include a photocopy of proof of identity and eligibility (valid photo or other identification that identifies your date of birth and signature).

6. Am I able to purchase a lot on someone's behalf?

Yes, you may act as a representative to select a lot on someone's behalf however you must:

- provide valid identification
- present written authorization from the applicant authorizing the representative to select a lot on behalf of the applicant (use the attached authorization form for delegation of authority)
- provide a photocopy of the applicant's valid identification (that identifies applicants date of birth, Manitoba address and signature)

7. Will there always be an initial 10 business day period where applications are only accepted in person and is there a limit on the number of lots one person is able to apply to purchase?

The stated rules apply to new inventory added to the First-Come, First-Served Cottage Lot Program. The rules and process will be reviewed prior to releasing any new lots on a first come, first served basis in the future.

Existing inventory in the First-Come, First-Served Cottage Lot Program are not subject to the special rules for the first 10 business day period and there is no limit on the number of existing lots that an eligible individual can apply to purchase.

8. Can the Crown Lands Conditional Sale Agreement be assigned to more than one individual?

The Crown Lands Conditional Sale Agreement may not be assigned except:

- where an assignment is necessary to arrange financing
- where a purchaser wants to add a person for estate planning purposes, and the person to be added meets the eligibility criteria of the First-Come, First-Served Cottage Lot Program Rules, or
- in the case of death of the purchaser, the purchaser's estate may continue.

9. How do I withdraw from the process, and will I be refunded my \$100.00 (plus GST) application fee?

If you select a lot, and do not follow through with the purchase, you will forfeit your \$100.00 (plus GST) application fee.

10. If I have chosen a lot in a previous cottage lot draw and select an adjacent lot through the First Come First Served program, can I treat the two lots as one and develop a cottage?

The construction of cottages must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local municipal office, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services for more information.

11. What happens to cottage lots that have been sold through the First-Come, First-Served process but later become available?

They will be returned to the First-Come, First-Served inventory and will immediately become available for purchase.

12. If I was successful in previous cottage lot draws, can I apply to purchase a cottage lot through the First-Come, First-Served Cottage Lot Program?

Yes, applicants who entered previous Cottage Lot Draws are eligible to apply under the First-Come, First-Served Cottage Lot Program, whether or not they were successful in previous draws, provided they still meet the eligibility criteria.

13. If I am an employee of the Government of Manitoba, immediate family member of a Government of Manitoba employee or an officer under The Crowns Lands Act, can I apply for a cottage lot through the First-Come, First-Served Cottage Lot Program?

Yes, you can apply for a cottage lot if you are:

- an employee, immediate family member of a Government of Manitoba employee or officer mentioned above and
- have completed the Applicant Declaration section located on the application form or have indicated that you are an employee or an immediate family member of an employee (definitions provided on the application form).

14. If I have entered into a Conditional Sale Agreement for a lot, may I withdraw any time and receive a refund of the purchase price?

No, when you enter into the Conditional Sales Agreement, you are agreeing to the terms and conditions therein. Some of those conditions being:

- The cottage will conform to the specified minimum standards.
- You agree to purchase the land for a specified sum including Administration fees.

Further, in accordance with the Sale Agreement, there is no provision for you to withdraw and receive a refund of the purchase price. The Sale Agreement states that the province may terminate the Agreement if the purchaser fails to comply with any term or condition; or if any attempt is made to offer for sale or to sell the land prior to closing date; or if the purchaser becomes bankrupt or insolvent.

Frequently Asked Questions

Constructing a Cottage on Crown Land

1. What approvals do I need to build on lots outside of municipalities?

You must provide a site plan with your Building Permit Application to the Office of Labour and Immigration – Inspection and Technical Services Division and you will then be notified of approval or changes required.

2. What do we do with the debris created by lot clearing work?

All debris is to be managed appropriately to eliminate fire hazards and not create a nuisance to adjacent lot owners. Disposal of lot debris may vary depending upon the subdivision and time of year. Contact the local Municipality or Conservation Services office to determine if burning is allowed or where debris can be hauled.

3. How do I register my holding tank?

Holding tanks are commonly used for wastewater collection. Holding tanks are normally single compartment tanks that need to be regularly pumped out by a registered sewage hauler.

Onsite wastewater management systems must be registered before construction, modification or replacement. To register your system, you must complete and submit an application to your local environment officer. A site plan, indicating the location of the system and the distances to buildings, property boundaries, wells and watercourses must accompany the application. A registration fee must also be paid in full at the time of registration. The fee varies with the type of system registered and is indicated on the application.

4. What types of foundations are acceptable?

All building plans must be submitted to the local municipality or the Office of Labour and Immigration – Inspection and Technical Services Division and will advise for that particular subdivision.

5. Is there a minimum square footage for the cottage?

The construction of cottages must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local municipal office, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services Division for more information.

6. Are multiple stories allowed?

The construction of a cottage must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local municipality, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services Division for more information.

7. What types of buildings are allowed on the lot?

The construction of cottages must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local municipality, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services Division for more information.

8. How much of my lot or the Crown Reserve can be cleared to view the lake?

Any clearing of the 99-foot Crown Reserve fronting the lot will require an application for a Work Permit including details relative to what is planned. The Municipal Planning Regulations only allows up to 25% of shoreline to be cleared.

A Work Permit must be obtained from the local Conservation Services office prior to any clearing.

9. Are docks, boathouses, gazebos, etc. allowed?

This will vary for each subdivision and will depend on local municipal policies. Any structure development (dock, boathouse, gazebo, etc) on Crown Reserve requires an application for a Crown land General Permit.

Contact the Crown Land Specialist to discuss any proposed structure prior to development. Municipal and planning authorities may also have necessary permits and approvals for specific subdivisions.

10. Are house trailers or mobile homes acceptable as cottages?

No, mobile homes, travel trailers, garage packages, yurts or other similar non-permanent structures do not meet the requirements for a cottage. All cottages must be permanent, fixed non-portable structures.

11. Can we move an old house or a ready-to-move (RTM) on to the lot?

Municipal restrictions may apply to relocation of previous lived-in homes or RTMs. Contact the municipality or the Office of Labour and Immigration – Inspection and Technical Services Division for further information.

12. What costs will I incur if I select a cottage lot on Crown land?

Fees that you may be required to pay include the following:

- | | |
|---------------------------------|---------------------|
| a. Application Fee | \$100 (plus GST) |
| b. Licence of Occupation Fee | \$10.20 (plus GST) |
| c. Purchase Agreement Fee | \$200.00 (plus GST) |
| d. Legal Description/Titles Fee | \$100.00 (plus GST) |
| e. Transfer Document Fee | \$50.00 (plus GST) |

Note: There will be fees associated with building permits, Manitoba Hydro and MTS hook-ups. In addition, the Land Titles Office will have fees (Land Transfer Tax) related to the registering of the Transfer document. Further details related to their fees can be obtained by contacting the Land Titles Office at:

Phone (toll-free): 1-844-737-5684

Email: clientservice@teranet.ca

If the cottage subdivision is located within a municipality, the applicant will be responsible for payment of annual municipal taxes to the municipality. If the cottage subdivision is located outside of a municipality, there may be service fees applied through Municipal and Northern Relations – Northern Affairs Division.

Important Links

Natural Resources and Indigenous Futures

Lands and Planning Branch - Cottage Program - <https://www.manitoba.ca/cottageprogram>

Environment and Climate Change

Parks Branch – Cottage Program - <https://www.manitoba.ca/sd/parks/park-facilities-and-services/cottaging/index.html>

Labour and Immigration – Inspection and Technical Services

Building Permits and Inspections - https://www.gov.mb.ca/labour/its/bldg_codes/permits_and_inspections.html

Public Service Delivery

Real Estate Services Branch - <https://www.gov.mb.ca/central/Assets/resb/downloads/lpforms/lpforms.html>

Municipal and Northern Relations

Northern Affairs Division - <https://www.gov.mb.ca/mr/northern/index.html>

Provincial Planning Regulation - <https://www.gov.mb.ca/mr/plups/index.html>

Teranet Manitoba

Land Title Offices - <https://teranetmanitoba.ca/>