



## Site Plan Permit Application Guide

Note: Incomplete applications will be returned, and applications with accounts in arrears will not be processed.

### Application Package Checklist:

- Site Plan Permit Application
- Application Fee of \$52.50 (\$50.00 + \$2.50 GST)
  - Payment Options
    - Receive a phone call from Parks Branch to make payment via credit card or
    - Cheque made payable to the Minister of Finance.
  - Note: Fee is non-refundable once application is processed
- Detailed Building Plans (1 copy)
  - Plans to contain large, legible labelling of building components and dimensions.
  - Elevations, views of all sides of the building(s) and height of the finished grade

If proposed development requires:

- Building Permit and/or Plumbing Permit Application, submitted to the Inspection Technical Services (formerly known as the Office of the Fire Commissioner)
  - Fees for the Building Permit and Plumbing Permit will vary depending on the proposed development. The fee(s) will be communicated upon review of your application.
- Variance Application
  - Application fee of \$52.50 (\$50.00 + \$2.50 GST)
    - Fee is non-refundable.
  - Payment Options
    - Receive a phone call from Parks Branch to make payment via credit card or
    - Cheque made payable to the Minister of Finance.
  - Note: Fee is non-refundable once application is processed
  - Letter(s) of Support (if applicable)

Should you have any questions regarding your application or the development application process, contact our office at (204) 945-8872 or via email at [parkdistricts@gov.mb.ca](mailto:parkdistricts@gov.mb.ca).

Completed application packages can be email, mailed or dropped off at:

Manitoba Parks  
4<sup>th</sup> Floor – 258 Portage Avenue (Box 51)  
Winnipeg, MB R3C 0B6  
Email: [parkdistricts@gov.mb.ca](mailto:parkdistricts@gov.mb.ca)

# Application Instructions

Note: Ensure all sections of the application are completed. Inaccurate applications will cause a delay in processing.

- Section 3
  - If an Authorized Agent will be applying for development on your behalf, section 3 must be completed.
  - An authorized agent may include a contractor or family member not listed as a lessee/permittee or titleholder.
  - Once complete, you or your authorized agent will sign and date the application confirming that all information provided is accurate and complete (see section 7).
  
- Section 5
  - Provide a detailed description of the work within the above noted section and include square footage.
  - Although detailed construction plans for docks are not required, general construction features (type of dock) and size is required.
  
- Section 8
  - Provide detailed information (i.e. square footage) of all existing development located within your vacation home lot and/or the public reserve (lakefront lot).
  - If you have a back-tier cottage with an independent dock, you may also include this within the Independent Development portion of section 8.
  
- Section 9
  - Site plan to show lot lines, dimensions of existing structures and the relative proximity of all existing and proposed structures to one another.
  - Indicate your holding tank location and any open decking or roofed areas (e.g. covered deck or porch).
  - The Plot Plan may also be submitted on a separate sheet.

**Tip:** It is highly recommended that the boundaries of your leased lot are confirmed through a Survey Sketch or Building Location and Survey Certificate, obtained by a Manitoba Land Surveyor.

**Tip:** A survey certificate must be obtained and submitted with all applications for new cottage construction.

## Additional Site Development Applications to Consider

### Variance Application

Depending on your proposed construction and the location of the structure, a *Variance* may be required. Variance application forms and Letter of Support forms are available online or by contacting your local district office.

### Development In or Near Waterways

When constructing decks, docks or other structures near waterways, ensure that you adhere to the Department of Fisheries and Oceans (DFO) – *Timing Window to Conduct Projects In or Around Water*, to help protect fish and fish habitat. For information on timing windows, please visit the DFO website at: <http://www.dfo-mpo.gc.ca/pnw-ppe/timing-periodes/index-eng.html>

### Onsite Wastewater Management Systems (OWMS)

If you are considering upgrades or installation of a new OWMS, i.e. a holding tank, please review the *Homeowner's Manual for Onsite Wastewater Management Systems*, available online at: [https://www.gov.mb.ca/sd/cottaging/pdf/wastewater\\_management\\_systems.pdf](https://www.gov.mb.ca/sd/cottaging/pdf/wastewater_management_systems.pdf)

# Application Processing and Review

## Expected Timelines

Manitoba Parks has experienced a higher volume of development applications in recent years, which has caused delays in processing times. To ensure that you receive the necessary approvals prior to your anticipated start date of construction, allow **6 weeks** for processing timeframe. Incomplete applications will result in delays, so please ensure your application is completed prior to submission.

### 1. Submission of Application Package

- Application documents submitted by *Applicant* or *Authorized Agent* to the Parks Branch.
- Application package to include a site plan permit application and building permit application, if required.

### 2. Parks Branch Processing

- Branch staff intake site plan permit application and record application in log.
- Site plan permit application fees processed.
- Staff review application documents to ensure all application details have been submitted and are compliant with development guidelines.

### 3. District Review

- If required, application documents are sent to respective District Offices for review and to conduct an onsite inspection.
- District staff will conduct inspections as soon as reasonably possible so that processing of the application may continue.

### 4. Final Processing Stages

- Parks Branch will review any issues identified by staff.
- Any outstanding issues will be communicated to the applicant for further attention.
- Once compliance is demonstrated, the process will continue with either a review of building permit and/or plumbing permit or the issuance of a site plan permit.

#### 4a. Building and/or Plumbing Permit Review

- A building/plumbing permit application will be reviewed by staff of the Inspection and Technical Services Branch (ITSB) to ensure code compliance.
- Incomplete applications or missing information will cause delays.

## 5. Final Approval Package

- Manitoba Parks will prepare and issue a final approval package that will include a Site Plan Permit and if applicable, a Building/Plumbing permit.
- Should your development be located on the public reserve, a Crown Land Permit will also be issued, authorizing the use of the structure on the public reserve. An annual fee will be charged to your account for this permit.
- Approval packages are typically sent directly to the lessee unless otherwise requested.
- Building Permit placards are to be posted onsite.
- A Provincial Parks Permit may be required for the handling and disposing of all old building materials, site preparation, and drilling or ice roads. Please contact your local district office.

**Note:** If your vacation home lot is located within **Poplar Bay Provincial Park**, please note that Manitoba Parks issues the required Site Plan Permit; however, the Winnipeg River Planning District issues a Building Permit for development in this area. If a building permit is required, construction cannot begin until both the Site Plan Permit and Building Permit is received.

## Glossary of Terms

Building/Plumbing Permit	Permit issued from Inspection Technical Services to ensure Manitoba Building Code compliance.
Crown Land Permit	Land use permit issued to possess or maintain a building or structure on the Public reserve, not within the boundaries of your lot.
Developable Footprint	The maximum total size permitted for a vacation home and all accessory buildings and structures permitted on a cottage lot, including buildings on the adjacent public reserve for lakefront lots.
Footprint	The footprint of a roofed structure (square footage), enclosed or otherwise, is calculated using the outside dimensions of the building and where eaves are greater than 2 feet.
Independent Development	As a back-tier cottager, you may have an opportunity to construct independent development (such as a dock or deck) in a designated public reserve area. Proposals are reviewed on a case-by-case basis depending on site parameters and certain development restrictions may be imposed.
PVHL/PVHP	Parks Vacation Home Lease (PVHL) or Parks Vacation Home Permit (PVHP) is a reference number assigned to a lot within a provincial park. Each lot is given either a lease or permit number, used as a reference number for account identification and invoicing purposes.
Projected Lot Line	An extension of the side lot lines that project into the public reserve (lakefront lots).
Provincial Park Permit	Permit issued from your local District Office (no charge) that authorizes you to conduct work on land within a provincial park, either on or near your cottage lot (i.e. heavy machinery work, site preparations, driveway work, OWMS installations, shoreline work)
Public Reserve	Generally recognized as being primarily for the use of the lakefront cottage owner and is an area of land located between the front lot line of a lakefront lot and the edge of the lakeshore.
SFEE	A reference number given to private land accounts. Each private land account is given a Service Fee (SFEE) number used as a reference number for account identification and invoicing purposes. Your SFEE account is part of the Crown Land Registry System to ensure your interest has been registered with the Parks and Protected Spaces Branch.

Site Plan	Shows dimensions and location of all existing development, as well as the size and location of proposed new construction, including the proposed distance from the surveyed lot line, and its relationship to existing development.
Site Plan Permit	Permit issued to authorize the construction of a building, structure or work on a lot or in close proximity to a lot within a provincial park.
Variance	Specific development guidelines, such as buffers, maximum developable footprint, and two-storey development, may be varied through the submission and approval of a variance application. Letters of Support may be required.