

## Site Plan Permit Application

### Section 1: Lotholder Information

Lotholder Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

### Section 2: Property Information

☐ Cottage ☐ Commercial

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Subdivision/Lake \_\_\_\_\_

☐ Lease / Permit No.: \_\_\_\_\_

☐ Private Land – SFEE No.: \_\_\_\_\_

### Section 3: Agent Authorization

Section to be completed if the Lotholder chooses to have an individual or business act on his/her behalf to obtain a Site Plan Permit.

Name & Business: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

***I hereby authorize the above noted authorized agent to act on our behalf to obtain the necessary permits for development.***

Signature of Lotholder \_\_\_\_\_

Date \_\_\_\_\_

### Section 4: Payment Options

**Application Fee: \$57.75 (incl. GST)**

- ☐ Cheque included with application (Payable to the Minister of Finance)  
☐ Payment via credit card – staff to contact

#### For Departmental Use Only

- ☐ Cheque  
☐ Visa  
☐ Mastercard  
☐ Other: \_\_\_\_\_

SPP Payment Processed Date: \_\_\_\_\_ Initials: \_\_\_\_\_

#### For Cashier Use Only:

Rev Code 1-15-4

Rev 01/2024

## Section 5: Proposed Development

If you are proposing to construct multiple projects, please ensure that each project is identified as a separate line item (i.e., a proposed cottage separate from an open deck, from a garage, a dock etc...).

Description	Square Footage
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

## Section 6: Approval Documents

Manitoba Parks will issue all approval documents via email to the lot holder, unless otherwise indicated below.

- ☐ I would like to receive the approval documents via mail
- ☐ I would like the *Authorized Agent* to receive an electronic copy of the approval documents

## Section 7: Declaration

I hereby certify that the information included within this development application is accurate, complete and complies with all applicable provincial regulations and guidelines.

\_\_\_\_\_  
Lot holder / Authorized Agent Signature

\_\_\_\_\_  
Date

### For Departmental Use Only

District Inspection Conducted:

- ☐ Public Reserve Development
- ☐ Grand Beach Development
- ☐ District Email Received

Site Plan Permit No.:

\_\_\_\_\_

Crown Land Permit No.:

\_\_\_\_\_ ☐ N/A

### **Section 8: Plot Plan**

- Indicate the dimensions of your lot, the location and dimensions of all existing development, proposed structures, any open decking on your lot.
- Indicate any development located on the public reserve area fronting lakefront lots.
- Identify the location of your holding tank.

**It is always recommended that a Surveyors Sketch or Building Location and Survey Certificate be obtained.**

