



# Development Requirements

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## Vacation Home Lots Manitoba Provincial Parks

First Edition

## Cottage Lot Development – Manitoba Parks

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Manitoba Parks – Cottage Program, is the jurisdiction having authority over development within Manitoba's provincial parks and is the office responsible for the administration and issuance of development approvals. The information contained within this document outlines development restrictions for cottage lot development and applies to both Crown lands and private lands within provincial parks.

More general information on the cottage program can be found in the Cottager's Handbook – a convenient reference document to provide cottagers with information on lease administration or activities on vacation home lots. The Cottager's Handbook can be found online at **[www.ManitobaParks.com](http://www.ManitobaParks.com)**.

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## Permit Requirements

In accordance with The Provincial Parks Act, a Site Plan Permit (SPP) must be obtained prior to erecting, placing or constructing a new building or structure, replacing an existing building or structure, or altering an existing building or structure on a vacation home lot in a provincial park. In some instances, a Building Permit may also be required, depending on the size and use of a building that is being proposed.

Manitoba Parks will review site plan permit applications to ensure proposed structures adhere to the development requirements (predominantly size and location) as set out within this document. Manitoba Parks works collaboratively with Inspection Technical Services (ITS), the office responsible for reviewing building permit applications within provincial parks, who will ensure proposed developments are compliant with the Manitoba Building Code.

Complete development applications are submitted to Manitoba Parks, which will include the building permit application and all associated documents. Manitoba Parks will process the application and facilitate a review of the building permit application with ITS. Once all reviews are complete, Manitoba Parks will issue final approved documents, including the building permit (if applicable).

The following are examples of some of the commonly constructed buildings or structures on vacation home lots and the permit requirements of each.

| <b>Proposed Structure</b>  | <b>Site Plan Permit Required (MB Parks)</b> | <b>Building Permit Required (ITS)</b> |
|--|---|---------------------------------------|
| Cottage/Garage/Secondary Accommodation Building/Boathouse                      | <b>X</b>                                    | <b>X</b>                              |
| Prefabricated Shed less than 600 ft <sup>2</sup>                               | <b>X</b>                                    |                                       |
| Storage Shed less than 200 ft <sup>2</sup>                                     | <b>X</b>                                    |                                       |
| Dock Structures OR Boatlifts with Canvas Covers of 120 ft <sup>2</sup> or less | <b>X</b>                                    |                                       |
| Open decking where grade is less than two feet                                 | <b>X</b>                                    |                                       |
| Privy (Outdoor toilet/Outhouse)  | <b>X</b>                                    |                                       |
| Other structures   | <b>X</b>                                    | Consult Parks                         |

## Building Permits – Inspection Technical Services

As the jurisdiction having authority, Manitoba Parks determines when a building permit is required.

A building permit is generally required for the following:

- Structures where intended use is for either living, sleeping, cooking, recreation and/or sanitation (shower/washroom).
- Multi-level structures, including lofts
- Open decking attached to a structure
- Boathouses and boat ports
- Open decking supporting a pergola or enclosed roof structure
- Structural modifications, including new roof trusses, new foundations, lifting and leveling or increasing the size and/or adding window or doors

A Site Plan Permit and a Building Permit are not required for repairs and maintenance such as re-shingling and painting; however, cottage owners may require a Provincial Park Permit. Contact the local district office to confirm if such a permit is required for these types of projects.

## Provincial Park Permits

A Provincial Park Permit (Park Permit) is issued by the local district office at no charge. The following is a list of work typically conducted on a vacation home lot that would require a permit:

| Proposed Work   | Park Permit Required | Site Plan Permit Required |
|---|----------------------|---------------------------|
| Installation of a holding tank*   | X                    |                           |
| Removal of trees within the side buffer                                   | X                    |                           |
| Landscaping projects  | X                    |                           |
| Shoreline erosion control   | X                    |                           |
| Demolition  | X                    |                           |
| Driveway construction   | X                    |                           |
| Drilling – cottage foundations, dock pipes, wells, directional waterlines | X                    |                           |

\* Note: holding tanks must be registered with the Environment Branch prior to obtaining a Park Permit.

## **Applications**

More information on the application process and application forms can be found online at [www.ManitobaParks.com](http://www.ManitobaParks.com).

## **Private Land within Provincial Parks**

A status of title, valid within one year, must be included with any development application.

## **Grand Beach Provincial Park, Poplar Bay Provincial Park and Hecla Historic Village**

Application procedures for development are the same for all areas; however, special development guidelines apply to these three areas specifically, available online.

## **Falcon Creek Subdivision - Whiteshell Provincial Park**

Vacation home lots located within the Falcon Creek Subdivision no longer have special development conditions and will follow the standard development guidelines found within this document.

## **Poplar Bay Provincial Park**

Building Permits for Poplar Bay are issued through the Winnipeg River Planning District, Box 70, St. Georges Manitoba, R0E 1V0 204-367-8392.

## **Penalties for Constructing without Prior and Proper Approvals**

It is unlawful for cottage owners to construct a new building, alter, replace or add to an existing structure, or develop the lot or respective adjacent public reserve without first obtaining written approval. Failure to obtain the necessary approvals prior to construction may result in a Stop Work Order and enforcement action under The Provincial Parks Act.

The cottage owner or occupier is responsible for development on their vacation home lot and should ensure that all paperwork being submitted, either by them or by their authorized agent, is accurate and correct. Construction on the lot must be in accordance with the plans submitted and development located where indicated on the site plot plan.

## **Non-Conforming Structures**

Where a building or structure has lawfully existed but does not conform to the revisions contained within this document, the structure shall be considered an existing non-conforming building or structure. Non-conformities may be the result of one or more of the following: size, use and/or location. In general, non-conforming structures will be allowed to remain; however, Manitoba Parks will review non-conformities on a case-by-case basis and may provide direction.

Manitoba Parks will typically require a non-conformity to be brought into compliance if the following situations occur:

- Where Manitoba Parks has determined that major repairs to foundation, roof and/or walls is more than 50 per cent of the structure.
- Lift and levels where the location of the structure is non-compliant.
- Complete replacement of non-conforming structure, new development to conform to current development guidelines.

## **Permit Expiry**

After obtaining a Site Plan Permit, the construction of the proposed building structure or work must begin within six months of the date of permit issuance and be completed to lock up stage within twelve months of that date. If your Site Plan Permit has expired and you have not started your proposed project, you may be required to reapply. Please contact Manitoba Parks for more information.

## **Survey Staking Certificates**

Manitoba Parks will not be responsible for finding or verifying the location of lot boundaries or projected lot lines for the purposes of lot development or encroachment matters.

## **Survey Requirements**

A survey certificate conducted of a vacation home lot, prepared by a qualified Manitoba Land Surveyor, is to be included with a development application for the following:

- Main cottage structures or secondary accommodation buildings
- Outbuildings greater than 500 square feet, used for storage purposes (i.e., garages)
- Structures greater than 200 square feet (i.e., boathouses, storage structures and/or boat port structures) located on the public reserve and/or within 25 feet of the ordinary high-water mark fronting a lakefront lot
- A boathouse within a surveyed boathouse channel

## **Control Certificate**

A control certificate is a document prepared by a Manitoba Land Surveyor, that will show the location of a framed foundation of a proposed new building in relation to lot boundaries. Control certificates are conducted prior to the pouring of concrete and are required for the main cottage structure, a secondary accommodation building or suite and/or a structure greater than 500 square feet.

The requirement for a control certificate will form as a condition of the Site Plan Permit. A control certificate will protect the interests of the applicant and immediate lot holders, ensuring that any proposed development will be erected in the approved location.

*Corner Pin Survey Staking Certificates* will be valid for one year and *Building Location Survey Staking Certificates* will be valid for five years, or at the discretion of Manitoba Parks.

**NOTE:** *Manitoba Parks will not waive survey requirements based on rationale that a neighbouring lessee has obtained the services of a surveyor who may have determined common lot boundaries. It will be the responsibility of an applicant to submit a complete application.*

## **Additional Survey Information**

Prior consideration should be given as to the purpose of the survey. For example, if it is likely that you will be unable to visually see from pin to pin, due to topography, vegetation or distance, a corner pin staking certificate may not be beneficial in determining setbacks and additional staking may be required. Alternatively, a Building Location Certificate (BLC) may be more beneficial as it provides more detailed information. If you have any questions regarding obtaining a survey, it is recommended you speak to a Manitoba Land Surveyor or Manitoba Parks.

### **Staking Certificate**

As defined by the Association of Manitoba Land Surveyors, "A staking certificate, prepared by a Manitoba Land Surveyor, documents the placing of survey monuments on the limits of a particular parcel of land. It indicates the dimensions of the property and reports any building encroachments from or onto adjacent lands."

### **Building Location Certificate (BLC)**

As defined by the Association of Manitoba Land Surveyors, "A BLC is a legal document prepared by a Manitoba Land Surveyor which shows the exact dimensions and positions of the land and buildings on a particular property. It reports any encroachments onto or from adjoining properties. No survey monuments are placed on the limits of the property, unless specifically requested."



## General Building Restrictions

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The following outlines general maximum and minimums for development on vacation home and residential lots. Additional, and more detailed, information pertaining to specific developments can be found within this document.

|  | <b>Minimum</b>            | <b>Maximum</b>   |
|--|---------------------------|--|
| Total Lot Development (the 'Footprint')                                    |                           | <b>20 per cent of Lot Area to a Maximum of 3000 ft<sup>2</sup> (one level)</b>       |
| Main Cottage Structure   | <b>480 ft<sup>2</sup></b> | <b>1800 ft<sup>2</sup> or 20 per cent of lot area, whichever is more restrictive</b> |
| Secondary Accommodation Building/Suite                                     |                           | <b>480 ft<sup>2</sup></b>  |
| Total Development on Public Reserve (Roofed structures for lakefront lots) |                           | <b>600 ft<sup>2</sup></b>  |
| Overwater Development (Lakefront Lots)                                     |                           | <b>850 ft<sup>2</sup></b>  |

**Note:**

- Maximum and minimums are fixed and will not be varied.
- Attached garages are calculated as part of the cottage's square footage.
- For lakefront lots, public reserve maximum applies to any development within 25 feet of the ordinary high-water mark.

## Determining your Developable Footprint

The maximum total size for structures on the ground (the footprint) of the main dwelling and all accessory buildings on a lot, including buildings on the adjacent Crown reserve is 20 percent of the total area of the lot, up to a maximum of 3,000 square feet on one level. An upper or lower level is permitted, but not both.

| Lot Dimension  | Lot Total Area (ft <sup>2</sup> ) | 20 per cent of Lot Total Area (ft <sup>2</sup> ) | Max. Developable Footprint (ft <sup>2</sup> ) | Max. Main Cottage Structure (ft <sup>2</sup> ) |
|----------------|-----------------------------------|--|---|--|
| 175 x 150 feet | 26, 250                           | 5250   | 3000  | 1800   |
| 100 x 150 feet | 15, 000                           | 3000   | 3000  | 1800   |
| 90 x 150 feet  | 13, 500                           | 2700   | 2700  | 1800   |
| 90 x 100 feet  | 9, 000                            | 1800   | 1800  | 1800   |
| 50 x 100 feet  | 5,000                             | 1000   | 1000  | 1000   |

### Small Accessory Buildings and Pergolas

The following structures will require a Site Plan Permit and are to be included on the site plan, but are not included in the calculation of a lot's developable footprint and do not require a building permit:

- Canvas gazebos of 120 ft<sup>2</sup> or less
- Pergolas
- One (1) structure such as a pump house/shed/outhouse of 25 ft<sup>2</sup> or less
- Three-sided woodshed of a combined square footage of 120 ft<sup>2</sup> or less
- Canvas boat port roofs of 120 ft<sup>2</sup> or less (for lakefront lots only)
- Falcon Town site – Blocks D and K only – a single shed of 120 ft<sup>2</sup> or less

### Developable Footprint for Unsurveyed Remote Lots

Typically, Manitoba Parks will consider the footprint of an unsurveyed or remote lot to have a developable footprint of 3000 square feet. Manitoba Parks will review development applications for such areas on a case-by-case basis.

## How to Calculate Square Footage

When calculating the square footage of an existing or proposed structure, the following areas are to be included in the calculation:

- The outside foundation for all roofed structures, including:
  - o areas beneath a covered entry
  - o post supported overhangs
  - o areas beneath a post supported decking where the deck height is greater than 5.5 feet. **Note:** *this includes decking part of a second level or part of the main level with walkout basement; regardless of whether the area beneath is useable or not.*

**Note:** *In the case of boat ports, the structures footprint is calculated from the outside edge of the roof supports.*

**Please see Figures 1.1 and 1.2 for reference.**

## Height Restrictions

For the purposes of establishing building height, height will be calculated as the vertical distance from finished grade to the highest point of the roof surface excluding projections or attachments. Projections or attachments that may be excluded from height restrictions include chimneys, communication facilities (private), electrical or mechanical works of buildings. See table and illustrated figures below.

| Structure   | Height     |             |
|---|------------|-------------|
| <b>Cottage</b>  |            |             |
| Single-storey   | 30 ft      |             |
| Two-storey  |            |             |
| Main Level with Lower-Level Walk-out                  |            |             |
| <b>Garage</b>   |            |             |
| Single-storey   | 22 ft      |             |
| With Upper-Level Secondary Accommodation Suite        | Main 10 ft | Upper 12 ft |
| <b>Secondary Accommodation Building (Guest House)</b> | 22 ft      |             |
| <b>Boathouse/Boat Port</b>                            |            |             |
| Single-storey   | 22 ft      |             |
| Flat roof with Sundeck                                | 15 ft      |             |

**Please see Figures 2.1 and 2.2 for reference.**

## Buffer Zones and Lot Orientation

### Lakefront Lots

The front buffer is generally considered to be the boundary facing the lake.

### Back tier Lots

The front buffer is generally considered to be the boundary facing the block road.

When maintaining side and/or rear buffer zones, you must consider a structure's foundation and eaves.

**Please see Figure 3 for reference.**

### **Side Buffers**

For lakefront or back tier cottage lots, a 10-foot side buffer is to be maintained. Buffers extend to the public reserve between the projected lot lines of lakefront lots.

### **Front and Rear Buffers**

For a lakefront cottage lot, a 10-foot front and rear buffer is to be maintained. For a back tier cottage lot, a 10-foot front and rear buffer is to be maintained. Front and rear buffer setbacks do not apply to driveways, or shoreline developments such as boathouse or docks.

As a general rule, structures or other development should not be located closer than 10 feet to a public road.

### **Falcon Lake Townsite – Block K and D - Side Yard Limitations**

Due to smaller lot sizes, side and rear buffers for vacation home lots within the above noted subdivisions are 5-foot setbacks.

### **Multiple Level Structure**

No part of a vacation home is to exceed two levels. Sun decks, towers or other significant structures are not permitted on the roof of an upper level. The point of entry to a structure, typically the side facing the access or block road, is considered the main level.

- An upper level with a ceiling height greater than 5.5 feet, measured from the top of the upper-level floor joist to the bottom of the roof rafter, will be considered a level.
- A lower level with a ceiling of height of 5.5 feet or less, measured from the bottom of the upper-level floor joist to the finished floor (i.e., stone, concrete, etc.), is considered a crawl space.
- Any structure with a lower level “walkout” design, where at any point the ceiling height is greater than 5.5 feet, will be considered a level.

## Secondary Accommodation Buildings & Suites

Excluding the vacation home, only one accessory building or suite may be used for either living, sleeping, cooking, recreation and/or sanitation (shower/washroom). The maximum size (roofed area) of such a building must not exceed 480 square feet and may only be one level. The maximum size of a secondary accommodation building is set by regulation and cannot be varied.

These guidelines apply to any secondary accessory building designed for the intended purpose of accommodations or as a hard-roofed and enclosed (glassed) sunroom / gazebo. No lofts or upper-level storage space is permitted.

### Garages with an Upper-Level Secondary Accommodation Suite

An upper-level secondary accommodation suite may be constructed as a second level of an independent garage structure provided the structure complies with the following design requirements:

- All open and accessible floor area of the upper level (regardless of ceiling height) does not exceed 480 square feet.
- The maximum allowable height of the main floor, measured from the top of the main floor to the top of the floor of the second storey is 10 feet.
- The maximum allowable height of the second floor, measured from the top of the second floor to the exterior peak of the roof is 12 feet.
- At least two opposing sides of the roof are to be pitched and the base of the pitched roof side is to be immediately next to the upper-level floor joists.
- No more than two dormers are permitted, each with an exterior width not exceeding eight feet.
- Access to the upper level must be via exterior access only.

**Please see Figure 4 for reference.**

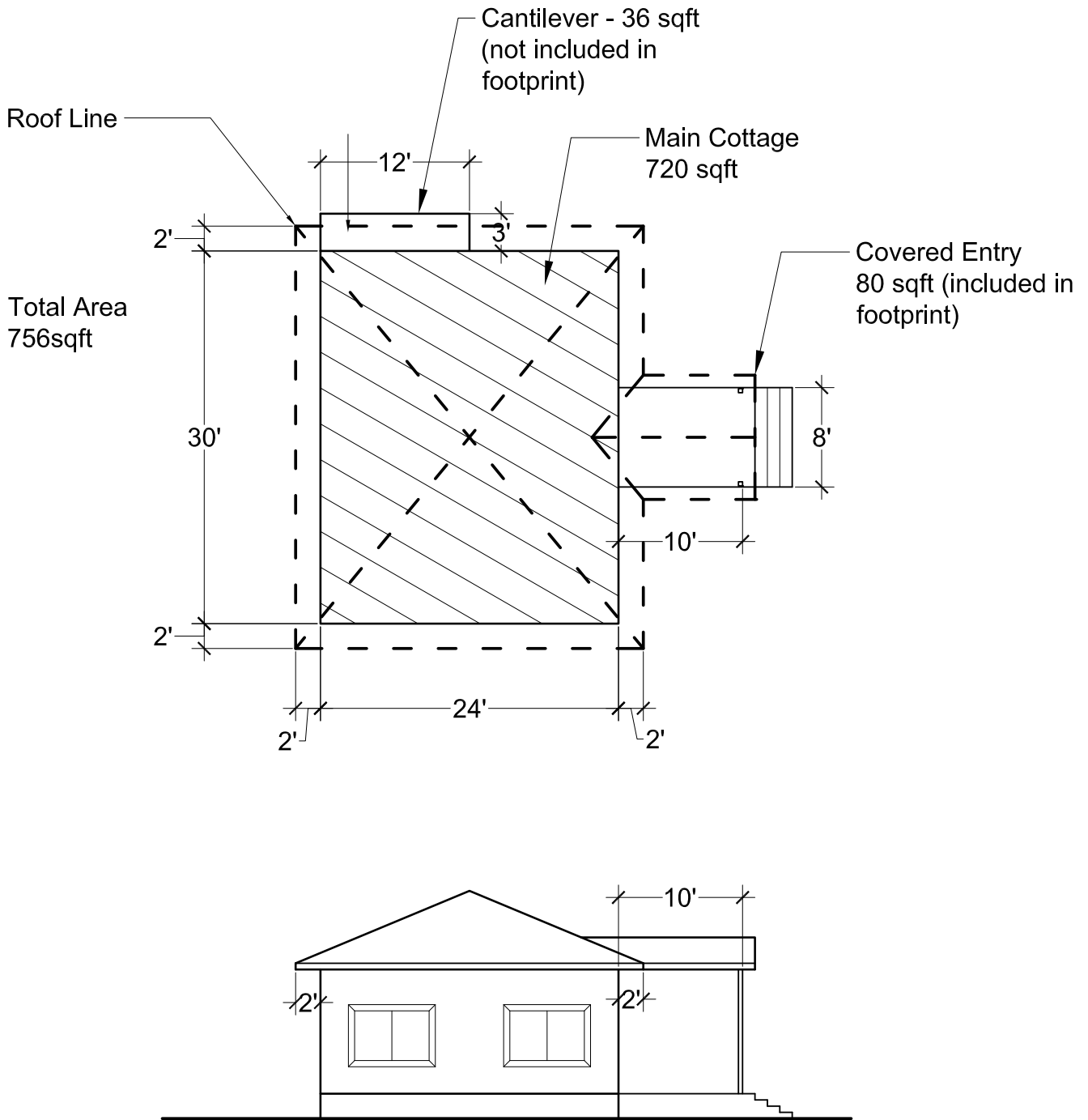
### Garages

Where the overhead garage door faces the access or block road, the garage structure is to be set back a minimum 15 feet (4.60m) from a block road. This set back is regardless of the location of the lot line.

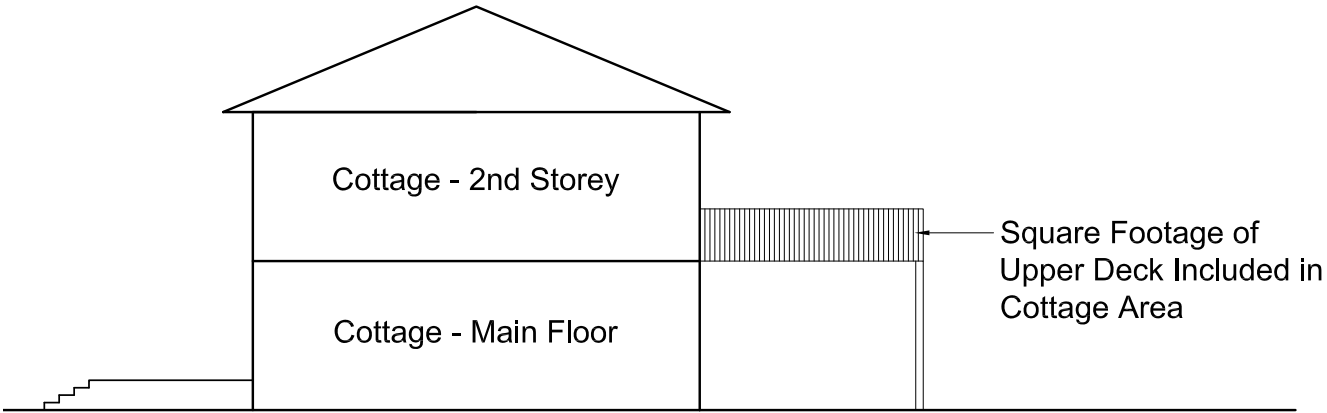
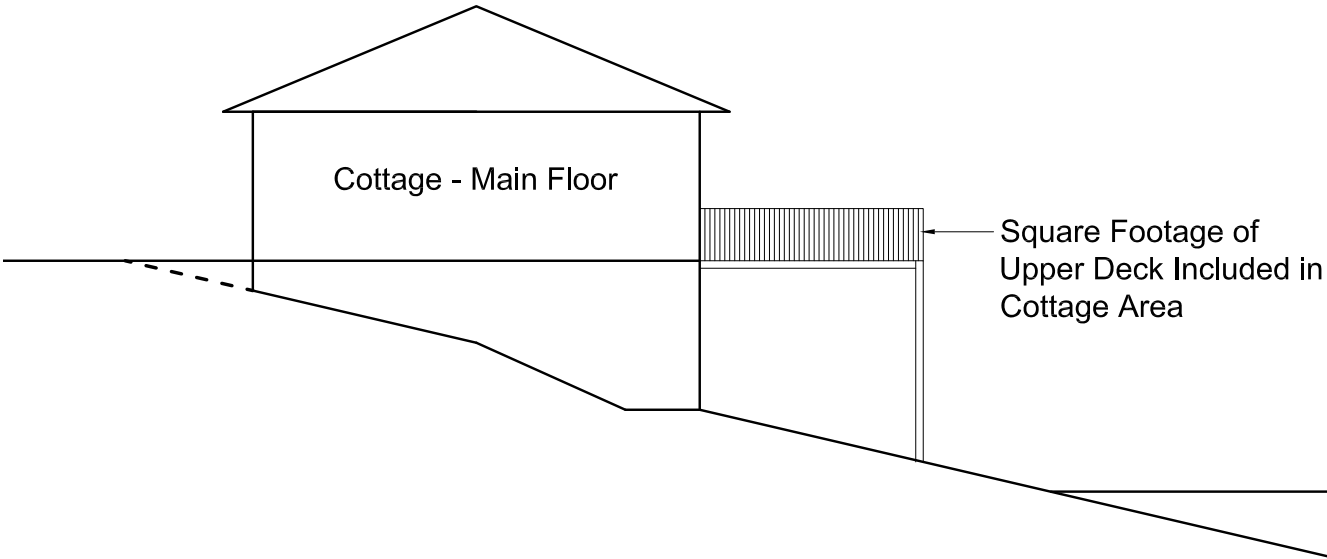
Garages designed with an upper-level storage must not have a ceiling height of more than 5 feet.

Garages may not contain washroom or shower fixtures.

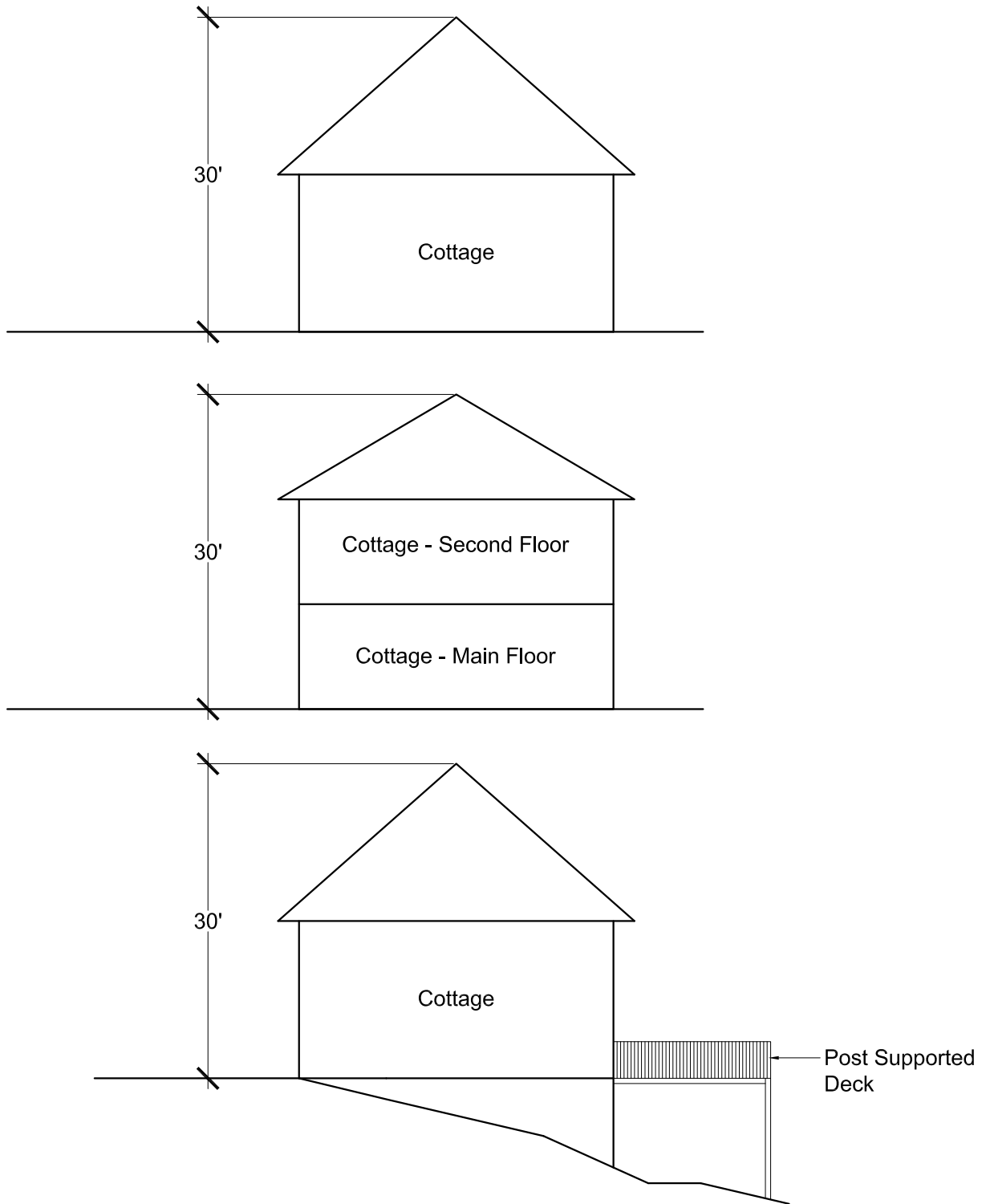
**Figure 1.1**  
**Covered Entry**



**Figure 1.2**  
**Post Supported Decks**



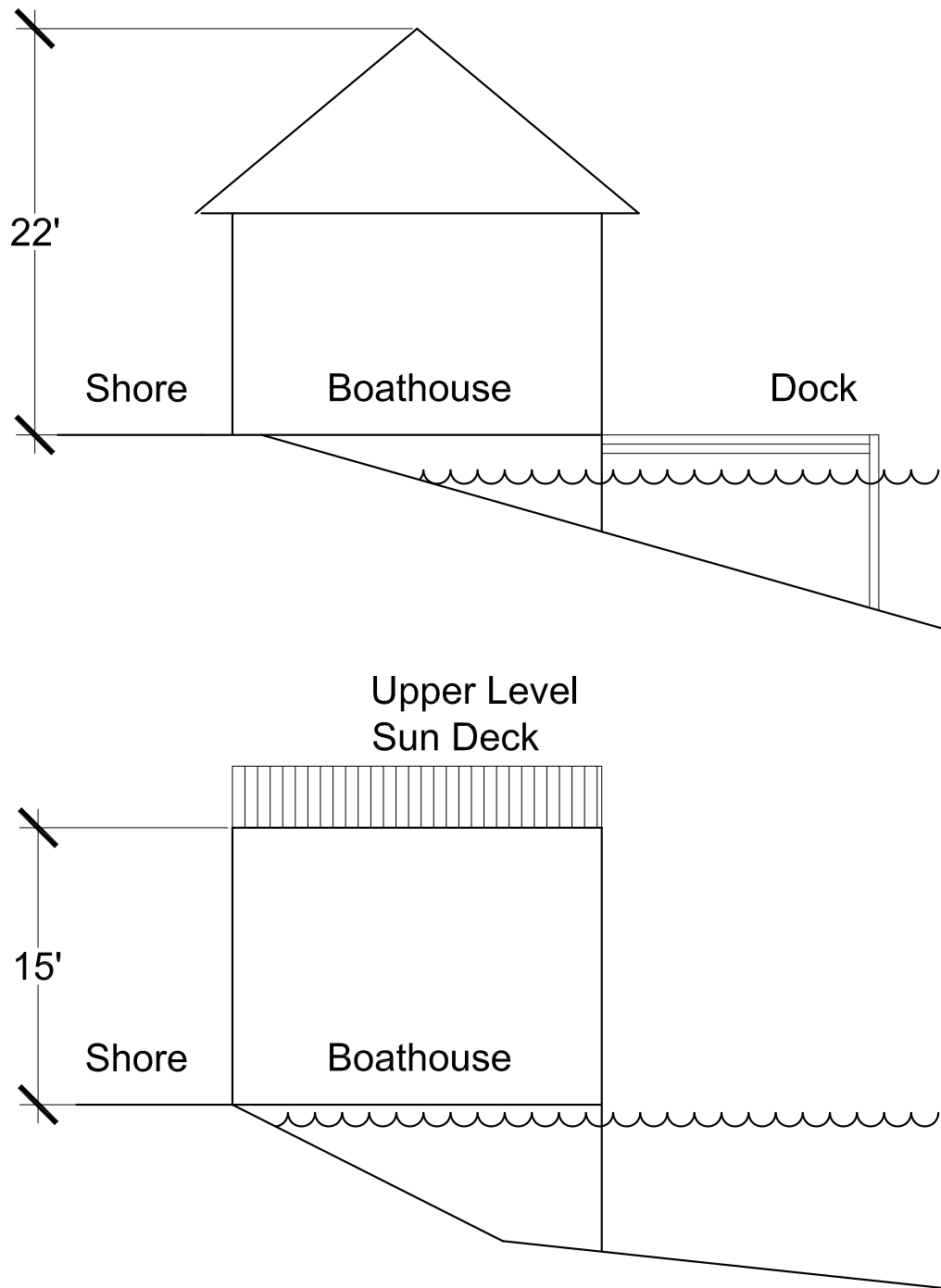
**Figure 2.1**  
**Height Restrictions - Cottages**



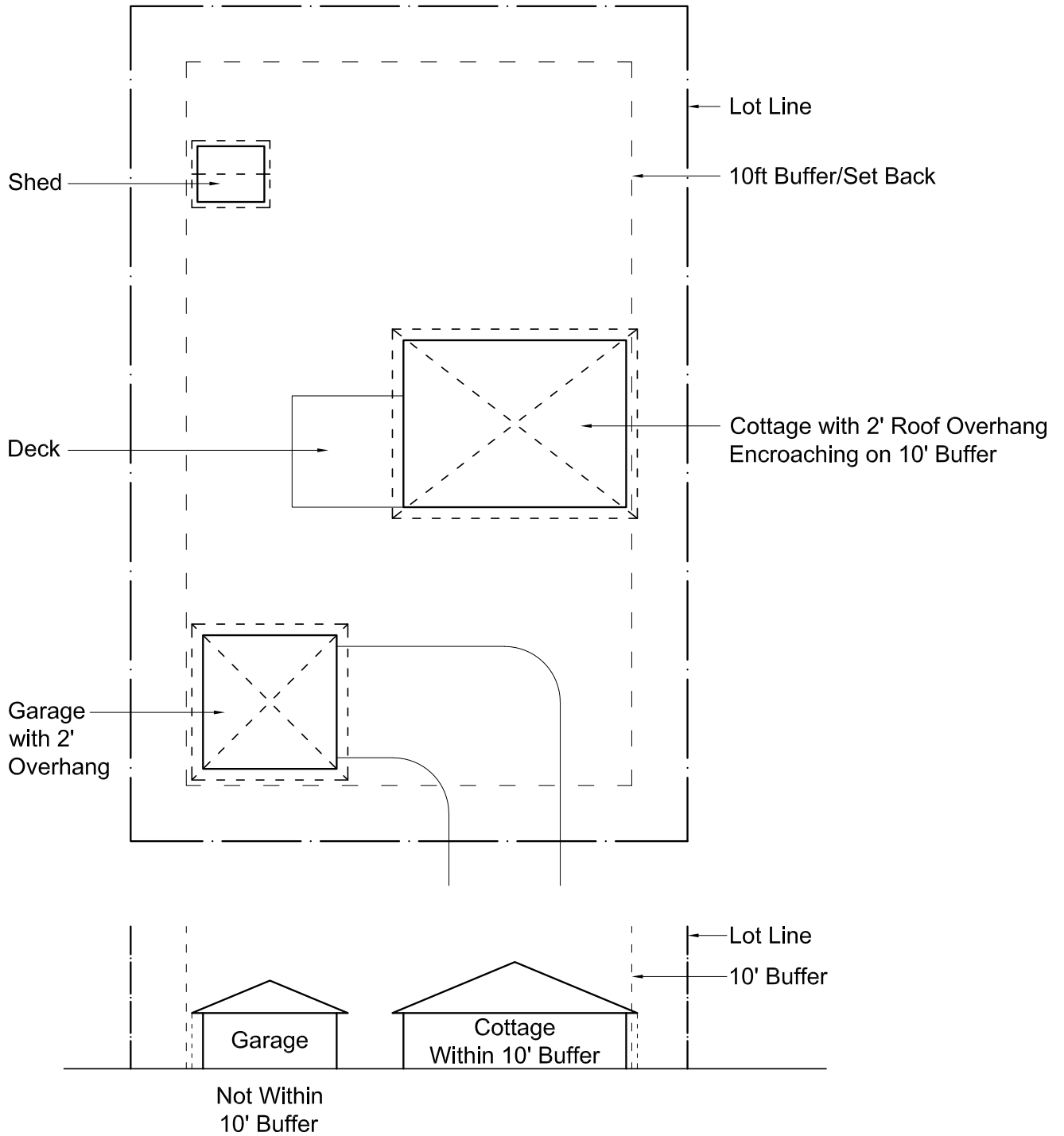


**Figure 2.2**

**Height Restrictions - Boat Houses**

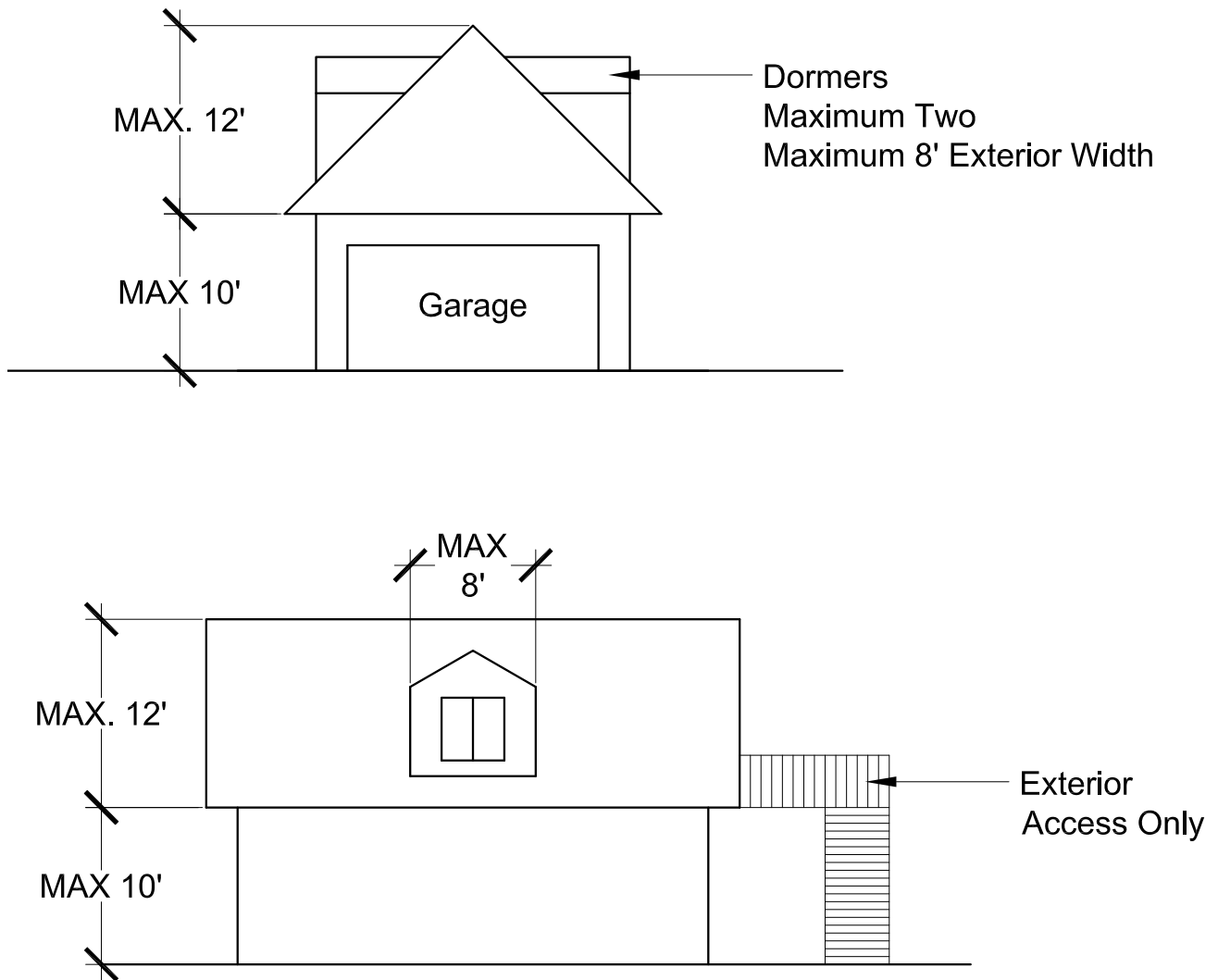


**Figure 3**  
**Buffer Zones**



**Figure 4**

**Height Restrictions - Garage with Upper-Level  
Secondary Accommodation Suite**



## Developing on a Public Reserve

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If you are proposing to install, construct, alter, add or replace an existing building, structure, dock or rail system that is located on a public reserve area, you must submit a Site Plan Permit application.

**Note:** *Should you choose to apply for a public reserve development during the winter season, staff may be unable to effectively inspect the public reserve due to weather conditions. As a result, you may experience a delay in the processing of your application.*

### Accessory Charges

Whether you are a back tier or lakefront cottager, if you have received approval to develop on the public reserve, you will receive a Crown land permit and will be subject to an annual charge. Charges will be added to your account and appear on your annual invoice.

### Plumbing Fixtures on the Public Reserve

No structures situated on the public reserve may contain any plumbing fixtures that produce grey water, sewage or wastewater. Fixtures include but not limited to items such as sinks, hot water tanks, toilets (including composting) or (including composting toilets), outdoor showers or washing machines.

### Boathouses Prohibited in Some Areas

Boathouses and boat ports are not permitted on the public reserve and immediately adjacent to the lakeshore within Hecla/Grindstone and Clearwater Provincial Parks.

### Dock Designs and Construction

Detailed construction plans are to be included with site plan permit application for docks. Plans, at a minimum, must include:

- width, length and other key dimensions of the dock
- type of dock (i.e., floating, pipe dock, mobile dock) and how the dock will be anchored to the shore
- how the dock will be stored during the off season

**Note:** *Consideration on how the dock will be stored is important to ensure the dock and/or support guidelines (cantilevered docks) do not create a safety hazard to park users.*

**Note:** *A lessee is fully responsible for the structural adequacy and safety of the dock and may be held responsible should the dock cause damage to park infrastructure or neighbouring vacation home lots.*

## Working Near Water

Docks and boathouses are common features on the shorelines of lakes and rivers in Canada and are an important part of the recreational use of our waterways. The shoreline area in front of a vacation home lot is also important habitat for a variety of aquatic organisms, including fish. No one may carry out work that will cause the harmful alteration, disruption or destruction of fish habitat.

Department of Fisheries and Oceans (DFO) has identified timing windows that guide when in-water work can be conducted on a specific water body to protect fish and fish habitat. For more information, please see DFO's Dock and Boathouse Construction Operational Statement, which can be found at [www.ManitobaParks.com](http://www.ManitobaParks.com).

## Shoreline Stabilization

If an owner or occupier of a lakefront cottage lot is experiencing shoreline erosion and they wish to conduct shoreline stabilization work, a Provincial Parks Permit is required from the local district office.

To apply for a Provincial Parks Permit, an owner or occupier will need to submit a detailed proposal to the local district office and, at a minimum, include the following information:

### 1. Written Description of Work Plan

- Identify the purpose of the proposed shoreline stabilization work and include photos of project area.
- List all types and amounts (cubic meters or feet) of material to be used.
- Describe the method in which the work will be completed, include all machinery to be used.
  - For example, bucket and shovel vs heavy machinery
- Identify all vegetation that is to be removed.
- Outline a re-vegetation plan.
- Outline proposed start and completion dates.
- Provide recent photos of the area of erosion.

### 2. Detailed Site Plan

- Identify the lot's front lot boundary, side lot line projections, public reserve and ordinary high-water mark (OHWM).
- Include the location and size of all existing structures located either immediately adjacent to or on the public reserve (i.e., docks, decks, sheds, boathouses)
- Identify the area where work will be conducted.

**Note:** *All-property pins must be located and easily identifiable.*

### 3. Detailed Elevation/Profile Drawings:

- A cross-sectional and aerial view of the project with dimensions (length, width, depth).
- Location of public reserve that should display excavation, if applicable.
- Identify areas where vegetation will be removed, include length and width.
- Additional information, if applicable:
  - If regrading – provide horizontal and vertical slope ratio.
  - If retaining wall is being installed – provide all dimensions and material required.
  - Geotextile is required if using clay – illustrate location.

### **Additional Information**

#### **Rip-Rap material is to:**

- be clean material only
- be an average size of eight to 12 inches
- not to exceed a size of 16 to 24 inches if using blasted granite
- contain less than five per cent of rock fragments smaller than three inches
- be limited in height to the extent necessary to protect the shoreline from erosion and not be placed higher than the necessary upslope
- not consist of long, flat or rounded stones as they are not effective in protecting erosion

#### **Keep in mind:**

- It is encouraged that during the planning stages, owners and occupiers incorporate natural vegetative features into the shoreline. Planting deep-rooted, native grasses, shrubs and trees will help naturalize the shoreline and improve the natural bank stability. Maintaining a buffer zone as a no-mow area will allow plant roots to penetrate the soil and provide long-term shoreline protection.
- Side buffer zones are areas within 10 feet of projected lot lines. If in the buffer zones, you may require a letter of support from the affected neighbour(s). Manitoba Parks will provide further direction during the review process.
- In general, no permits will be issued to authorize shoreline work from April 1 – June 15, inclusive. Some lakes may include additional restrictions, please contact your local district office for more information.
- Vegetation that is removed must be replanted.
- Installation of temporary and long-term erosion and sediment control measure is required.

## **Additional Considerations:**

- Cottagers may wish to consult a professional who specializes in shoreline restoration and protection if individuals are unable to prepare an appropriate action plan.
- The term ordinary high-water mark (OHWM) means that the line on the shore established by the fluctuations of water and indicated by physical characteristics such as clear, natural lines impressed on the bank or shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter and debris or other appropriate means that consider the characteristics of the surrounding areas.

Upon receipt of the proposal, Manitoba Parks will review the planned work and typically conduct a site inspection. Prior to submitting a proposal, an owner or occupier must clearly identify their lot boundaries. Additional information, such as a survey certificate, may be requested. Depending on the scope of work, Manitoba Parks may also consult with immediate neighbours.

**Note:** *When considering shoreline stabilization projects, please review “Linear Shoreline Development Restrictions” as outlined below.*

## **Public Reserve Development – Lakefront Cottages**

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The public reserve fronting a lakefront lot is defined as being the area between a lot’s front lot boundary and the waters edge. The depth of a public reserve may vary depending on each cottage lot.

### **Defining Your Projected Lot Lines**

#### **Rectangular Lots**

In the case of approximately rectangular lots, where one side of the lot is roughly perpendicular to the lakeshore, the public reserve on which the cottager has primary use is that area enclosed by projecting the lot lines to intersect the shore.

#### **Non-Rectangular Lots**

For non-rectangular lots, the length of lakeshore to which the cottager has primary use generally should not exceed the width of the lot.

## Converging Lot Lines

For non-rectangular lots, where the lot lines converge to provide little or no shoreline for the primary use of the cottager, or where only one lot line intersects the shore, site-specific interpretation of the primary-use area will be made by Manitoba Parks. Similarly, where unusual lot configurations make guidelines difficult to apply, Manitoba Parks will make a case-by-case judgment to best apply the guidelines.

**Please see Figure 5 for reference.**

## Public Reserve Development – Restrictions

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### Roofed Structures

The aggregate floor area (footprint) of all buildings located on the public reserve, or within 25 feet of the OHWM, is not to exceed 600 square feet (55.74 square meters) and contributes to the developed footprint of a lot. Docks and open decks are not included in this calculation.

### Overwater Development

Overwater development, including boathouses, docks and decks are not to exceed 850 square feet (78.96 square meters). Square footage is calculated by considering any development that extends beyond the ordinary high-water mark. When applying for development that is located over water, please ensure your site plan includes measurements to illustrate how you've determined your overwater calculation.

**Please see Figure 6 for reference.**

### Linear Shoreline Development

The following guideline has been implemented to help preserve and maintain the natural shoreline landscape found within provincial parks. When considering developing on the public reserve, or within 25 feet of the OHWM, development is not to exceed 50 per cent of the width of the lakefront lot. As an example, a lot that has a shoreline width of 100 feet (30 metres), should not develop in excess of 50 (linear) feet (15 metres).

**Please see Figure 7.1, 7.2, 7.3 for reference.**

To further preserve the natural topography of shorelines, major landscaping projects are also required to adhere to the linear shoreline development restriction. This restriction will apply to any proposed landscaping projects within 25 feet (seven metres) of the OHWM. Landscaping includes such things as paving stones, removal of trees, ground level decking or retaining walls.

**Note:** *In some circumstances, protection against shoreline erosion may be required to exceed the linear shoreline restriction and will be reviewed on a case-by-case basis.*



## Boathouses

Boathouse structures, including boat ports, sheds or other storage structures located on the public reserve, may only be one level. The maximum height of a boathouse is not to exceed 22 feet (6.7 metres) – measured from grade to the roof peak.

Flat-roofed structures may be used as an open sundeck, with a perimeter protective guard. Maximum height of flat-roofed structures are not to exceed 15 feet (4.5 metres) in height – measured from grade to the top of the roof (sun-deck). A *Letter of Support* is to be obtained from the immediate neighbors and submitted with a development application for these types of structures.

**Please see Figure 2.2 for reference.**

**Note:** *Approvals are no longer issued for two-storey boathouse structures. Existing guesthouses built as second levels previously approved will be considered as existing non-conforming structures and allowed to remain until such time major repairs or replacement is required.*

## Hot Tubs (soft or hard sided) and Hydro Spas

Hot tubs may not be located within 50 feet of a waterbody as a preventative measure to reduce the potential harmful effects that hot tub water may have on fish and fish habitat should accidental discharge occur. Never discharge hot tub water directly to the lake, river or other surface water body as chlorine, various soaps, bubble bath, oils and detergents can kill fish and other aquatic life or adversely impact the recreational quality.

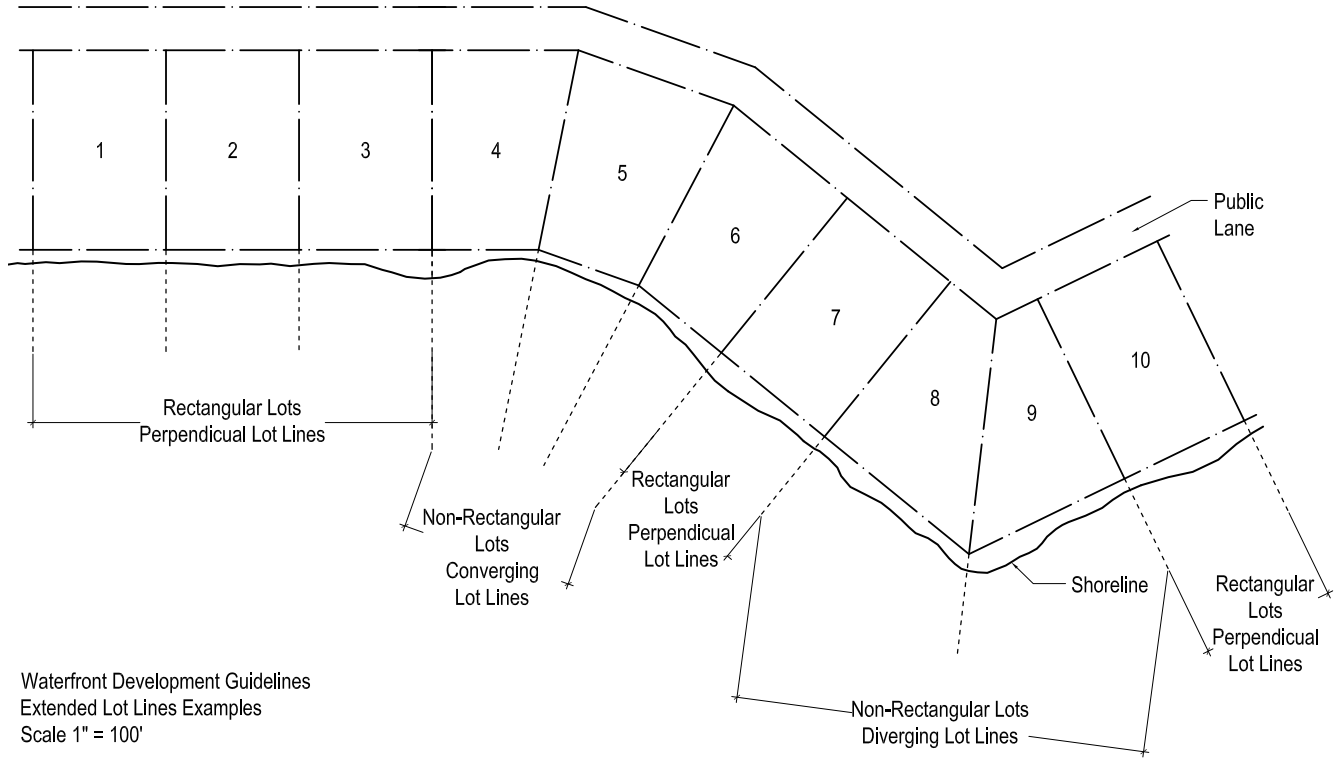
Owners and occupiers assume all risks and liabilities for installing, maintaining and operating these structures.

## Swim Platforms

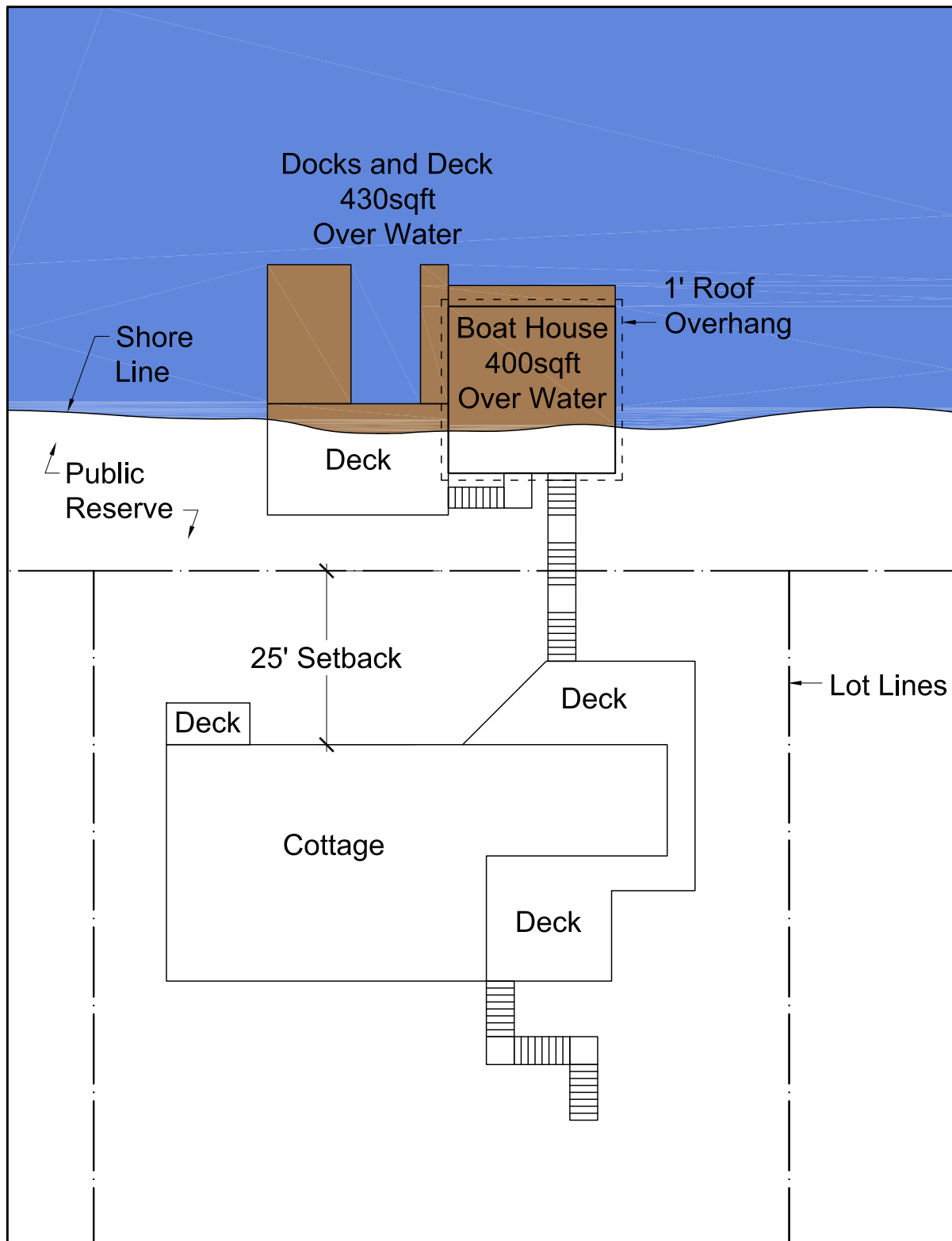
A swim platform is a floating platform placed in the water, not attached to the shore but anchored to the lakebed. Swim platforms may be inflatable or constructed from hard material. Prior to the installation of this type of structure, a Site Plan Permit application must be submitted for review. Once approved, a Crown land permit will be issued and a charge will be added to the annual invoice.

Swim Platforms may be removed from time to time. Swim platforms can be a potential hazard to boaters and can lead to accidents. As a result, general liability insurance and proper reflective marking is required. For more information, please refer to the Swim Platform Information Sheet found online at [www.ManitobaParks.com](http://www.ManitobaParks.com).

**Figure 5**  
**Lot Lines and Projected Lot Lines**

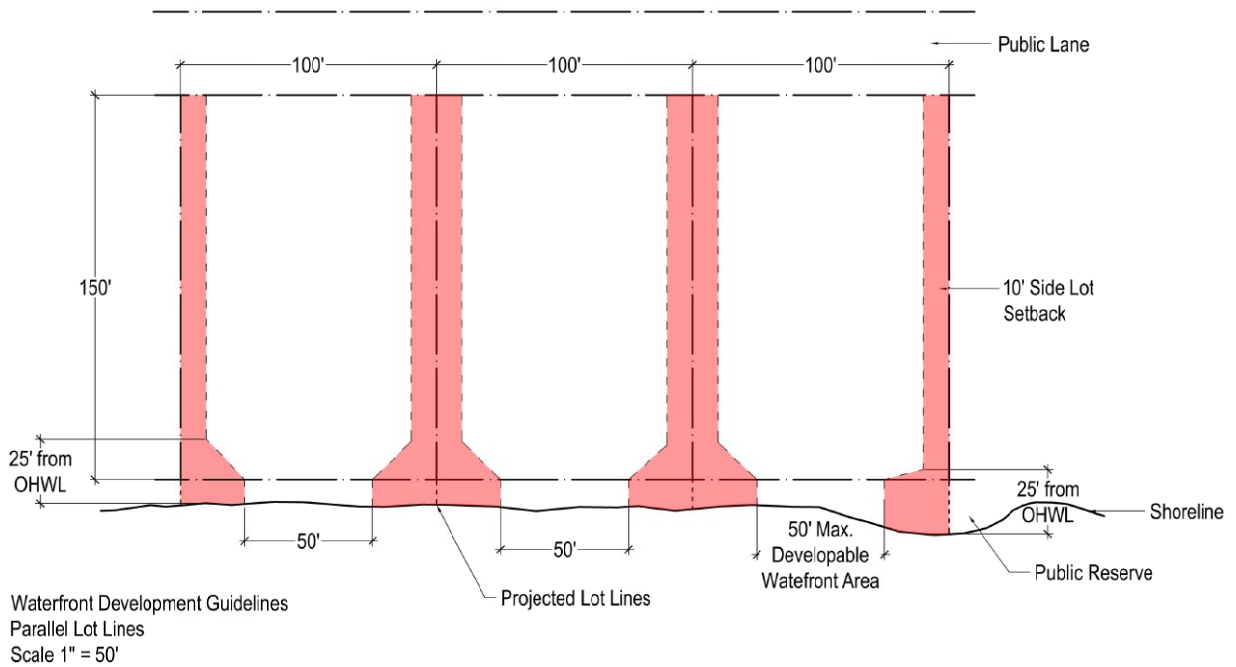


**Figure 6**  
**Overwater Development**



**Figure 7.1**

## Shoreline Development-Parallel Lot Lines



**Figure 7.2**

## Shoreline Development-Converging Lot Lines

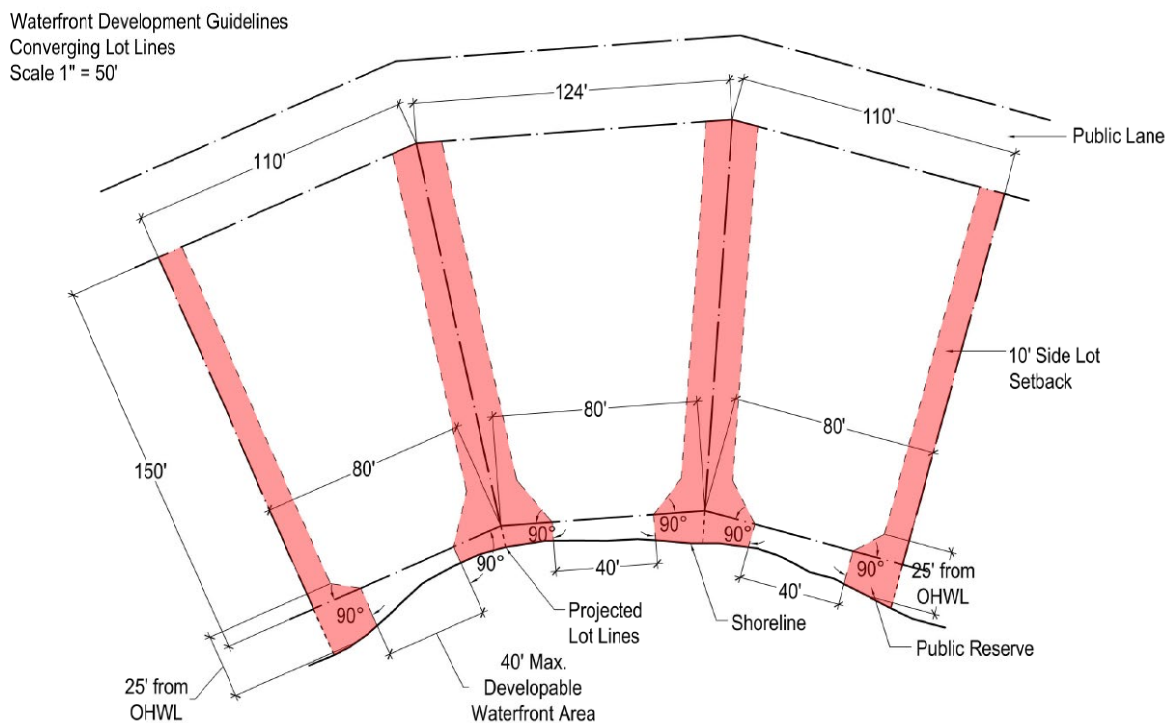


Figure 7.3

# Shoreline Development-Diverging Lot Lines

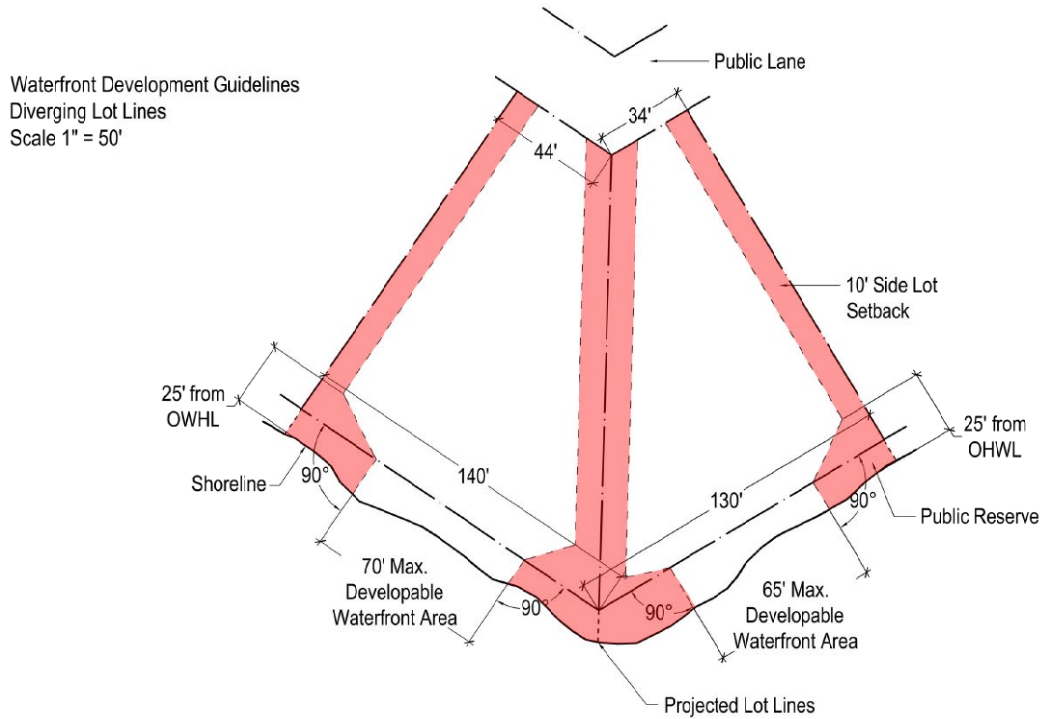
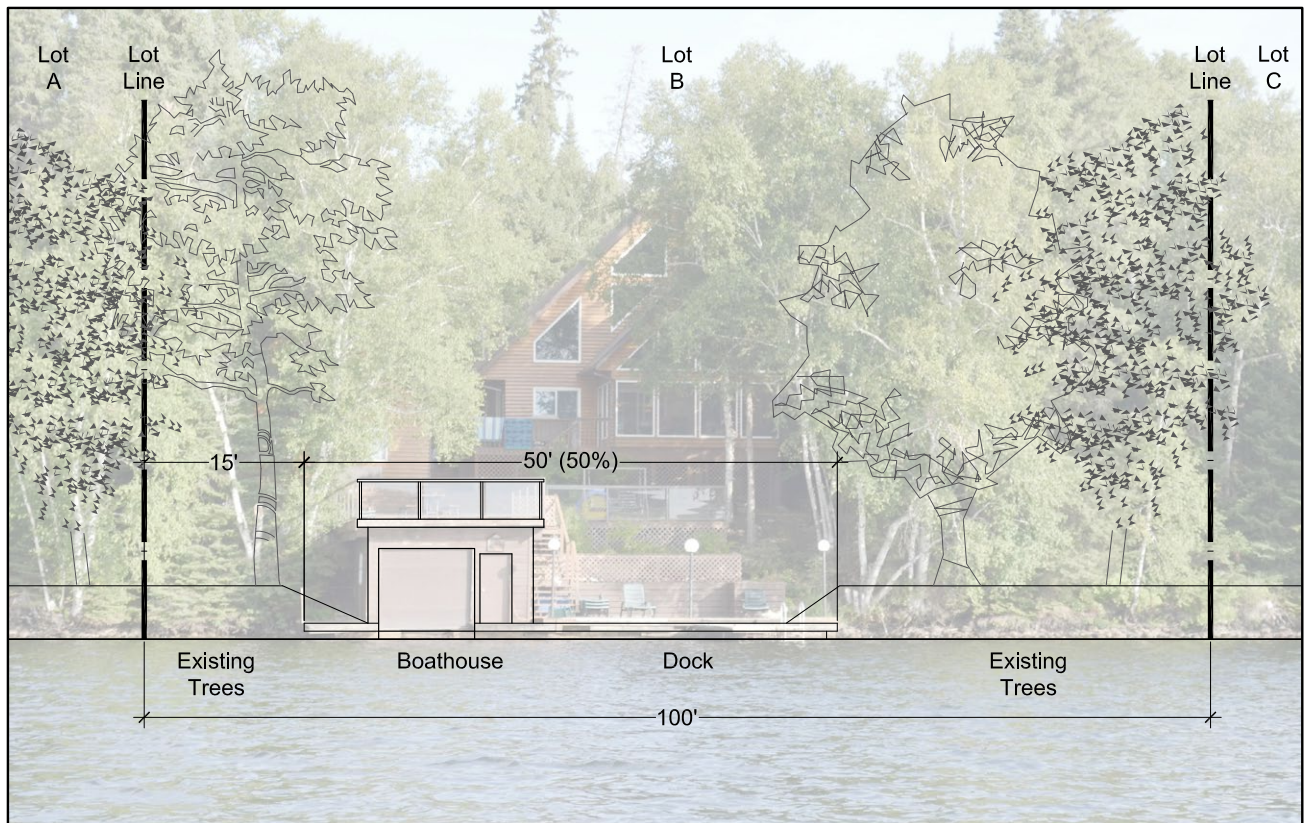


Figure 7.4



# Public Reserve Development – Back Tier Cottage Lots

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## Independent Dock Development

Manitoba Parks no longer accepts unsolicited applications for new independent dock sites permitted to back tier cottage lots. Existing sites will be allowed to remain unless written notice is provided by Manitoba Parks.

### Building Requirements for Existing Independent Docks

A set of guidelines have been established to manage development on existing sites:

- Sites to be developed so that all structures are maintained within a 15 foot (4.60 m) wide footprint.
- Only one independent dock, with a maximum width of six feet (1.83 m). The length of dock is determined based on site conditions and water depth.
- Only one boat lift or boat rail system. Canopies affixed to boat lifts, not exceeding 120 square feet are permitted.
- Decking cannot exceed 144 square feet and is to be no wider than 12 feet (3.65 m), placed directly behind the dock.
- A storage shed/pump-house not exceeding 80 square feet.

**Please see Figure 8 for reference.**

**Note:** *In some areas, where space is limited, as determined by Manitoba Parks, you may be restricted to using only one side of your independent dock. This will also include the use of a boatlift or boat rail system.*

**Note:** *Dock systems must be designed so that any guidewires do not cause any hazards for the general public who may use the public reserve area. Applications for new docks must clearly identify how the dock system will be stored during the off season.*

### Restricted Development

- Boat port structures
- Hot tubs or saunas
- Gazebos, sunrooms or like structures
- Swim platforms

## **General Conditions of Existing Independent Dock Development**

- Any new, approved developments must be constructed within one year of the date of the permit.
- Sites must display the block and lot number of the permittee.
- Sites will form part of the sale of the cottage and be assigned with the lease unless a condition of assignment has been given by Manitoba Parks.
- A back tier cottage lot may not hold permits for two independent dock sites.

## **Boathouses for Back Tier Vacation Home Lots**

Boathouses for back tier cottage lots may be constructed within in a location designated as a special area for boathouses, such as a boathouse channel. The department reserves the right to limit development in designated locations. When selling your cottage, the transfer of the boathouse sites will form a condition of assignment or may be transferred to another back tier cottage lot meeting the requirements.

Generally, no sites on the public reserve, other than in approved boathouse channels, will be allocated for back tier or remote cottagers to construct an independent boathouse. Existing independent boathouses will be allowed to remain, unless written notice is given by Manitoba Parks.

## **Community Docks**

A community dock is an independent dock structure that is utilized by three or more owners or occupiers of a back tier vacation home lot, up to maximum of 10 boat slips. A single docking space in a community dock is called a boat slip. In general, one individual in the community dock group is appointed as the contact person with Manitoba Parks to act on behalf of the community dock users and will receive the Crown land permit issued for the dock structure.

**Please see Figure 9 for reference.**

As the main contact, this individual is responsible for:

- The administration and maintenance of the dock, ensuring that the structure and appearance of the dock is maintained and kept in a safe condition.
- Provide Manitoba Parks with an updated listing of boat slip owners and give notification when a change in ownership occurs.
- The submission of any site plan permit applications for new development.
- Address and comply with any written notice of non-compliance issued by Manitoba Parks.
- The payment of annual fees.
  - o An additional charge of \$10 plus GST per boat slip is applied to the individual's annual invoice.

A boat slip must be part of the sale of the cottage with which the slip is associated and will be transferred with the assignment of a vacation home lease. Alternatively, the boat slip can be reallocated to another back tier cottager within the area. It is recommended that a community dock group prepare an agreement between all dock users to address any disputes that may arise, such as maintenance costs or slip allocation.

## Public Lanes

In general, the only development allowed on public lanes that currently exist between adjacent cottage lots will be the construction of minor structures such as pumphouses, under the authority of a Site Plan Permit and a Crown land permit. Manitoba Parks will no longer issue permits for unsolicited new dock sites in these areas.

In the past, docks, boathouses, boat lift and/or rail systems or other structures built in these areas have led to many conflicts between cottagers. Existing approved docks and other structures built at the end of public lanes, including boat rails and boatlifts will be reviewed on a case-by-case basis.

**Figure 8**

## Independent Dock Development

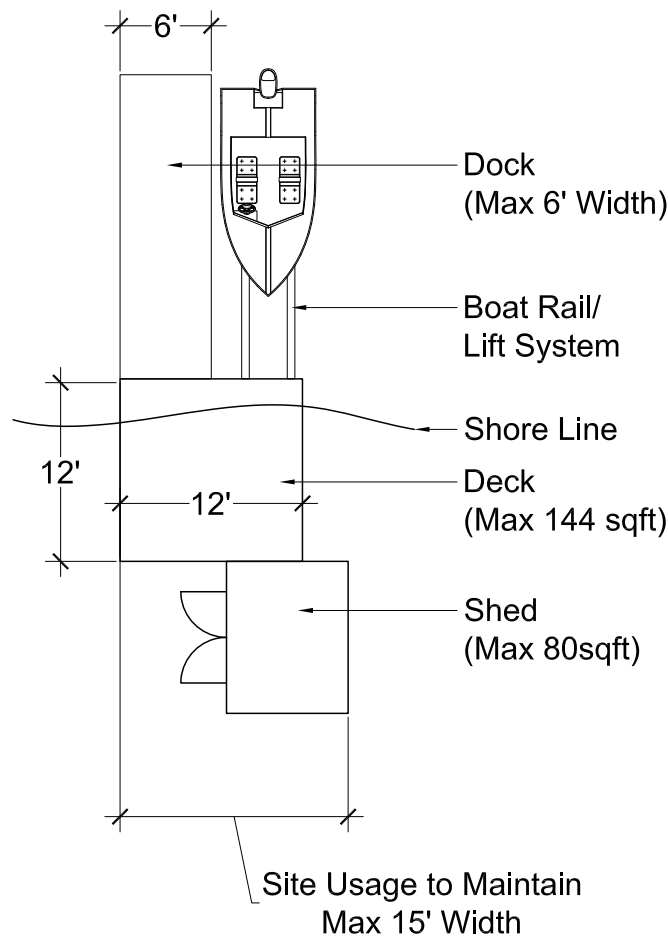
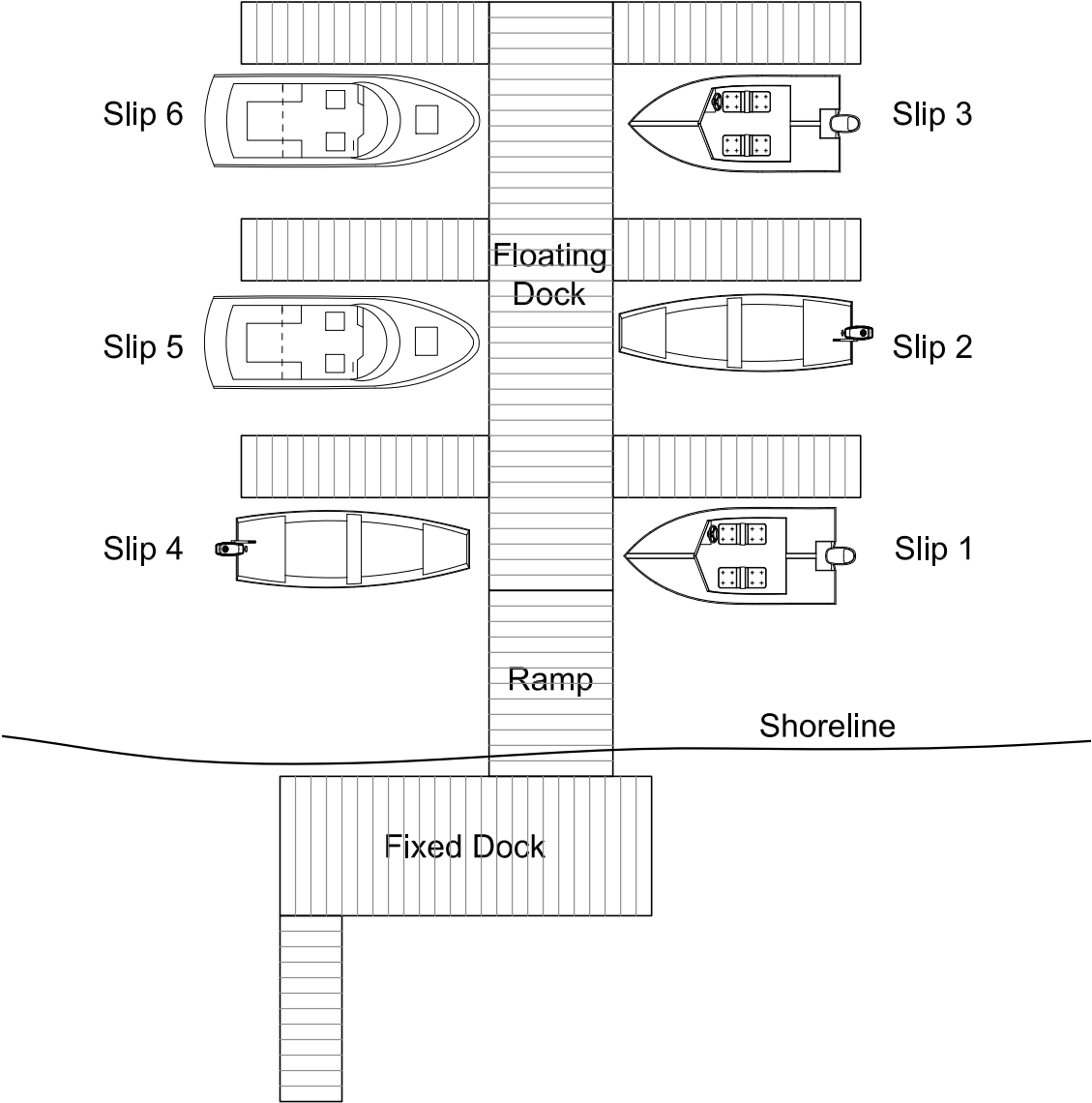




Figure 9

# Community Docks



# Water Supply Systems

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## Wells

Prior to installing a well, cottage owner's must complete and submit to Manitoba Parks, an Application for Well. If the location of your well is on your surveyed lot, there will be no annual fee charged. However, if the well is located on Crown land, an annual charge will appear on the annual invoice. The construction, operation, repair and monitoring of private water systems remains the responsibility of the system owner.

When considering the location of a new well, it must be:

- Set back 26 feet from any onsite wastewater management system (i.e., holding tanks)
- Set back from a marsh or drainage route to avoid contamination.

**Note:** *Wells may not be permitted in subdivisions where a central water system is present.*

## Water Lines – Back tier Lots

If a cottage owner proposes to replace or install a new water line from the lake to the cottage lot, either across the public reserve or road right-of-way, prior approval from Manitoba Parks must be obtained by completing a Site Plan Permit application. This permit is also required for directional drilling used to run a waterline from the shore beneath the lake bottom to a point far enough into the lake to ensure deep water at the new inlet.

**Note:** *Water lines are not to be installed through culverts maintained by Manitoba Parks.*

## Water Lines – Lakefront Lots

As a lakefront lot, cottage owners are permitted to run water lines from the lake to the cottage on the ground without the requirement to submit an application. However, an independent pumphouse will require a cottage owner to complete a Site Plan Permit application. If a pumphouse is located on the public reserve, a Crown land permit will be issued and a charge will be applied to the annual invoice.

Prior to beginning any direction drilling of water line, a cottage owner must obtain a Provincial Parks Permits. Please contact the local district office.

## **Onsite Wastewater Management Systems (OWMS)**

If a cottage owner is considering a new installation or alteration to an existing Onsite Wastewater Management System (OWMS), please check the OWMS Program website to find information on regulatory requirements, design and installation standards, and registration forms. Cottage owners may also contact the local Environment Officer for any questions or require assistance. Information regarding the use or care of an OWMS can be found on the website and in the Homeowner's Manual for Onsite Wastewater Management Systems.

### **Links:**

[www.manitoba.ca/sd/envprograms/wastewater/index.html](http://www.manitoba.ca/sd/envprograms/wastewater/index.html)

[www.manitoba.ca/sd/ece/contact.html](http://www.manitoba.ca/sd/ece/contact.html)

## **Holding Tanks**

In early 2019, Manitoba Parks along with the Inspection Technical Services Branch, conducted a formal review regarding the matter of decks being built over existing holding tanks. This review has concluded with clarification having been received from the National Research Council (NRC) of Canada and its interpretation as to how the National Plumbing Code of Canada (NPC) applies to holding tanks and set back distances from buildings. Direction has been received that confirms the following:

- Decks cannot be constructed above an existing holding tank or similarly, a holding tank cannot be installed under a building or an attached/detached deck as part of the plumbing system.
- The plumbing system is required to exit the building (which includes decking) and maintain a minimum of one meter setback distance.
- The holding tank, to which the plumbing system connects, can not be located within one meter of the building or deck.
- Set back distances are measured from the vertical edge of the building or deck to the outer wall of the tank (as opposed to the holding tank's lid).

The review of development applications now take into consideration this new direction. The location of a holding tank is considered when applications are received, for development of lift and levels, cottage additions or outbuildings (guesthouses), where proposed structures have new plumbing fixtures that will tie into an existing non-conforming holding tanks.

In the event a vacation home lot has a holding tank located beneath a deck or cottage, existing holding tanks are considered existing non-conforming and are typically allowed to remain if no development is proposed.

## Privies – Outdoor Toilets/Outhouses

A Pit Privy, where human waste is collected in a hole in the ground, is typically utilized in remote areas or where regular sewage hauling services are not easily accessible. If a cottage lot can be serviced by a regular sewage hauler, and a cottage owner wishes to construct a privy, they will be required to construct a Vault Privy, where waste is to be collected in a small, sealed tank or vault, that is to be pumped out by a registered sewage hauler for final disposal at a treatment facility.

Privies are required to meet the necessary setbacks as outlined within the Homeowner's Manual for Onsite Wastewater Management Systems, available online via the links noted above.

## Septic Fields

Vacation home lots with road access are required to maintain a holding tank to manage the lot's wastewater. In some instances, older developments may still utilize a septic field. A cottage lot may continue to utilize a septic field provided:

- **No Concerns**

If no concerns are observed, the system will be allowed to remain as an existing non-conforming system until such time it shows signs of failure, there is new cottage construction or when a proposed cottage renovation increases the loading on the septic system, such as additional washrooms or plumbing fixtures.

- **Identified Concerns**

If concerns have been identified, such as saturated or sunken areas or smell, but no effluent is observed, notice will be given to the lessee to have the septic system assessed by a qualified installer to ensure it is in good working order.

If a septic field encroaches onto an adjacent vacation home lot identified through a survey certificate, notice will be given to decommission the septic field and to install a new holding tank.

- **Failure of System**

If the system has failed (i.e., visible effluent on the ground), the local Environmental Officer will be notified. A new holding tank will need to be installed.

**Note:** *Septic Fields located on remote vacation home lots are managed on a case-by-case basis.*

## Miscellaneous Development Information

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### Blasting/Rock Drilling

Blasting using explosives to substantially modify building sites on cottage lots will only be permitted in exceptional circumstances. Cottagers are expected to design cottages and other developments that conform to the topography of their lot. Drilling in some areas may not be permitted or time restrictions may be put into place to minimize the disturbance to others. Restrictions for these activities are managed by the local district offices. Please contact the district office in your area to obtain the necessary information and permits prior to commencing any drilling or blasting on your lot.

### Driveways

When developing a driveway, cottage owners are required to submit a site plan to the local district office. District staff will discuss the necessary culvert requirements (typically a minimum of eight inches) to ensure proper drainage. If approved, a Provincial Park Permit from the local district office will be issued for the driveway construction. Culvert maintenance is the responsibility of the lessee.

Please note that if the proposed construction of a driveway or structure is adjacent to a provincial highway, you are required under The Highways Protection Act and The Highways and Transportation Act to obtain the necessary forms and approval from the Highway Traffic Board and/or the Access Management Section of Manitoba Infrastructure and Transportation. Please contact the Access Management Section at 204-945-3941 to inquire about any required permits. The following is a guide when approval from Infrastructure and Transportation is required:

Under The Highways Protection Act and The Highways and Transportation Act, permits are required to:

- construct a new access driveway
- relocate or modify the access to the property
- change the use of an existing driveway onto a limited access highway (PTH 1, PTH 10 and PTH 44 only)
- place any structures on, under or above the ground (including advertising signs, septic fields, wells, buildings/structures)

Provincial Trunk Highways (PTH) and Provincial Roads (PR) Within or Adjacent to Provincial Parks:

- Nopiming Provincial Park – PR 304, PR 314, PR 315
- Whiteshell Provincial Park – PTH 1, PTH 44, PR 301, PR 307, PR 309, PR 312 and PR 313
- Bakers Narrows Provincial Park – PTH 10
- Duck Mountain Provincial Park – PR 366 and PR 367
- Clearwater Provincial Park – PR 287

## **Playhouse (Enclosed) Structures**

A Site Plan Permit and Building Permit are not required if a playhouse structure does not exceed 120 square feet, is ground level, does not contain either living, sleeping, cooking, sanitation (shower/washroom) or lofts and has no electrical or plumbing fixtures. Interior wall height should not exceed eight feet.

## **Ready-to-Move (RTM) Homes**

Ready-to-Move (RTM) homes may be permitted, provided they can be relocated to a vacation home lot without any clearing of trees and other off-site disturbances. A Site Plan Permit application must be submitted. It is recommended that any plans to transport these structures be discussed with the local district office before submitting an application, ensuring all plans are feasible.

Only modular homes are permitted in the Bower Lake mobile home lot subdivision.

## **Shipping Containers (Sea-Cans)**

Shipping containers are no longer permitted to be used as storage structures on vacation home lots. In some circumstances, if a cottage or other structure is under construction, shipping containers may be utilized as temporary storage. Contact the local district office to obtain a Provincial Parks Permit.

## **Temporary Canvas/Soft Walled Storage Shelters**

Temporary canvas or soft walled style storage shelters are no longer permitted on vacation home lots. Existing, previously approved shelters will be considered existing non-conforming and will be allowed to remain until such a time of major repair or replacement.

## **Variances**

Variances to reduce a side yard buffer or increase the developable footprint (overage variance) are no longer accepted by Manitoba Parks.

## Glossary of Terms

**Building 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 aggregate 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.

**Lockup Stage:** When a new structure's exterior is complete, which includes the installation of doors, windows, finished exterior siding and shingles (or other roofing material).

**Ordinary High- Water Mark (OHWM):** Typically, where the line of distinction has "rested" from vegetation and/or the distinctive line marks on rocky shores.

**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, typically for lakefront lots.

**Provincial Park Permit:** Permit issued from the local district office (no charge) that authorizes the cottage owner to conduct work on land within a provincial park, either on or near the 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:** Each private land account is given a Service Fee (SFEE) number which is used as a reference number for account identification and invoicing purposes. The SFEE account is part of the Crown Land Registry System to ensure the cottager's interest has been registered with the Manitoba Parks.

**Site Plan:** Shows existing development, the size of proposed new construction and its positioning on the lot, 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.

2024