

Site Plan Permit Application Guide

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

Application Checklist:

- ☐ Site Plan Permit Application
- ☐ Application Fee of \$52.50 (\$50.00 + \$2.50 GST)
 - Payment Options (Indicate within Section 4 of application)
 - Receive a phone call from MB Parks to make payment via credit card
 - Cheque made payable to the Minister of Finance.
 - Note: Fee is non-refundable once application is processed
- ☐ Detailed Structural 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
 - Floor plans/Layouts
 - Foundation drawings
 - Framing plans, components and details

Docks

Detailed construction plans for docks are required. General construction features are to include:

- Type of dock (i.e. floating, pipe, mobile)
- Dimensions (i.e. width, length, number of sections)
- How the dock will be anchored to the shore
- Describe how the dock will be stored during the off season.
- Elevation drawings to show height above the water.

IF PROPOSED DEVELOPMENT REQUIRES:

- ☐ Land Staking Certificate prepared by a Manitoba Land Surveyor
- ☐ Letter(s) of Support (Boathouse with an Upper-Level Sundeck)
- ☐ Building Permit and/or Plumbing Permit Application(s)
 - Fees for the Building Permit and Plumbing Permit will vary depending on the proposed development.
 - Inspection Technical Services (ITS) will determine and communicate the application fee upon their review of your application.

How to Submit

Any questions on how to complete the application or regarding the application process, please contact Manitoba Parks at (204) 945-8872 or via email at parkdistricts@gov.mb.ca. Completed application packages can be emailed, mailed or dropped off at:

Manitoba Parks
4th Floor – 258 Portage Avenue (Box 51)
Winnipeg, MB R3C 0B6
Email: parkdistricts@gov.mb.ca

When completing a Site Plan Permit Application, please consider...

- Ensure all sections of the application are completed. Inaccurate applications will cause a delay in processing.
- Section 3
 - Section must be completed if an *Authorized Agent* (i.e. contractor or family member) is applying on behalf of the owner or occupier of the vacation home property.
 - Owner or occupier to sign Section 3.
 - Authorized Agent to sign Section 7, declaring that all information provided on application is accurate and complete.

Note: *An owner or occupier is ultimately responsible for any issues that may arise during the application / construction process.*

- Section 9
 - Plot 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 document.
- Electronic Plans are preferred and assist in facilitating a review of your application

Review Timelines

Timelines to process and review development applications will vary depending on the volume of applications received. Typically, application volumes increase in early spring, continue throughout the summer and slowing decrease into the fall season. It is encouraged that cottagers plan ahead, by ensuring applications are complete and submitted well in advance of when a project is planned to begin. Incomplete applications will result in delays.

Application Processing

1. Intake

- Once received, applications will be assigned a file number and placed within the queue in the order it has been received.
- If submitted electronically, applicants will receive a confirmation email once a file number is assigned.

2. Processing

- Site plan permit application fees are accepted once the review of the application has commenced.
- 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.

4. Following District Review

- Manitoba Parks will review any issues identified by district staff.
- Any outstanding issues will be communicated to the applicant for further attention.
- Following the address of any concerns, the process will continue with either a review of building permit and/or plumbing permit or the issuance of a site plan permit.

5. Building and/or Plumbing Permit Review

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

6. Final Approval Package

- Manitoba Parks will prepare and issue a final approval package.
 - Approval documents will include a Site Plan Permit and if applicable, a Building/Plumbing permit.
- Should development be located on the public reserve, a Crown Land Permit will also be issued, and an annual fee will be applied to the applicant's account.
- Approval packages are sent via email directly to the lotholder, unless otherwise stated within Section 6 of the Site Plan Permit application.

Note: 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 the local district office for more information.