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 01/2026

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 lotholder, 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	Site Plan Permit No.:
District Inspection Conducted:	_____
☐ Public Reserve Development	
☐ Grand Beach Development	Crown Land Permit No.:
☐ District Email Received	_____ ☐ N/A

Section 8: Existing Development

Note: Square footage is determined by calculating all roofed areas and eaves greater than 2 feet.

| **Development on the Lot** | **Independent Development** |

Development on the Lot

Cottage:

☐ Main Level   _____ Sq. ft.

☐ Second Level or Basement   _____ Sq. ft.

Guest House:

☐ Guest House   _____ Sq. ft.

Garage:

☐ Main Level   _____ Sq. ft.

☐ Second Level   _____ Sq. ft.

Accessory Buildings:
(Please label on your site plan)

☐ _____   _____ Sq. ft.
   (Description)

☐ _____   _____ Sq. ft.
   (Description)

☐ _____   _____ Sq. ft.
   (Description)

Development on the Public Reserve
(Lakefront lots only)

Boathouse:

☐ Boathouse Main Level   _____ Sq. ft.

☐ Boathouse Second Level   _____ Sq. ft.

Accessory Buildings:
(Please label on your site plan)

☐ _____   _____ Sq. ft.
   (Description)

☐ _____   _____ Sq. ft.
   (Description)

☐ _____   _____ Sq. ft.
   (Description)

Total Square Footage:
(Total main level ft^2 only)

Independent Development

Backtier Cottages Only – development independent of the lot
(i.e. dock/deck, boat ramp, boat port, pump house, waterline)

☐ _____ _____ Sq. ft.
   (Description)

☐ _____ _____ Sq. ft.
   (Description)

☐ _____ _____ Sq. ft.
   (Description)

☐ _____ _____ Sq. ft.
   (Description)

For Departmental Use Only

Section 9: 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.