

Development Application Package

Leased, Permitted or Private Vacation Home Lots & Public Reserve Development in Manitoba Provincial Parks

A **Site Plan Permit** is required for the construction of a new building, alteration or addition to an existing building or structure, on a lot or on a public reserve within a Provincial Park. Depending on the size of your proposed development, a **Building Permit** from the Office of the Fire Commissioner may also be required.

When considering new development on a cottage lot, please review the development guidelines found in *The Cottager's Handbook for Manitoba Provincial Parks*. The Handbook is available at any local district office or online at <https://www.gov.mb.ca/sd/parks/cottaging/developing.html>.

To receive the necessary permit(s) to begin construction on your vacation home lot and/or public reserve, please complete the following checklist requirements. Application package instructions are found on pages 2-4.

Development Application Checklist:

- Complete shaded areas of the *Site Plan Permit Application* (Pages 5-8) in **ink**.
 - **Printed applications must be submitted on legal size paper**
- Two copies** of your detailed **building plans** including:
 - Large, legible labelling of building components and dimensions.
 - Elevations, views of all sides of the building(s) and height of the finished grade
- Site Plan Permit Fee of \$52.50 (\$50.00 + \$2.50 GST), payable to the Minister of Finance.

If required:

- Complete Building Permit Application from the Office of the Fire Commissioner.
 - Development greater than 108 square feet, including open decking.
- Variance Application
 - Application fee of \$52.50 (\$50.00 + \$2.50 GST), payable to the Minister of Finance.
Fee is non-refundable.

Completed applications can be mailed or dropped off at:

Manitoba Sustainable Development
Parks and Protected Spaces Branch
Box 51, 200 Saulteaux Crescent
Winnipeg, MB R3J 3W3

**INCOMPLETE PACKAGES MAY BE RETURNED TO
THE APPLICANT**

Completing your Application

Please note that inaccurate applications may cause a delay in processing

- Sections 1-3
Provide contact information for your vacation home lot and if an *Authorized Agent* will be applying for development on your behalf. 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.
- Sections 4A-4C
Depending on the location of your proposed development (i.e. within your lot boundaries or on the public reserve), you will provide a detailed description of the work within the above noted sections and include square footage. Although detailed construction plans for docks are not required, general construction features (type of dock) and size is required.
- Sections 5A- 5E
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 Section 5C – *Other Existing Development on the Public Reserve*.
- Section 6
Provide a site plan showing your lot dimensions and the relative proximity of all existing and proposed structures to one another, located either on your vacation home lot and/or the public reserve (lakefront lots). In the event that a survey certificate has been obtained, you may submit this document and include any proposed development.

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.

NOTE: A SURVEY WILL BE REQUIRED WITH ALL APPLICATIONS FOR NEW COTTAGE CONSTRUCTION.

Contact Information:

Should you have any questions or require further information regarding your development application, please contact Parks Branch at (204) 945-8872 for assistance. In order to serve you better, *appointments are required* for review or assistance in completing your development package.

Variance Application

Depending on your proposed construction and the location of the structure, a *Variance* may be required. Variance application forms are available at any local district office, at the Parks and Protected Spaces Branch or online at: <http://www.gov.mb.ca/sd/parks/cottaging/developing.html>.

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. Timing windows can be found online 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, including a septic tank, holding tank, grey water pit or disposal field, 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

Application Processing and Review

Expected Timelines

Depending on the time of year, the Parks and Protected Spaces Branch receives a high volume of Development Applications. To ensure that you can receive the necessary approvals prior to your anticipated start of construction, please allow **4-6 weeks** for processing. If your development proposal requires review and issuance of a building permit from the Office of the Fire Commissioner (OFC), additional processing time can be expected. An overview of the steps involved in the processing of your application includes:

Processing

1. SUBMISSION
Development application submitted by Applicant or Authorized Agent to Parks Branch.
2. PARKS BRANCH PROCESSING
Parks Branch staff review application documents to ensure all application details have been submitted and are compliant with development guidelines.
3. DISTRICT REVIEW
If applicable, application documents are sent to respective District Offices for review and to conduct an onsite inspection, if required.
4. FINALIZATION OF APPLICATION
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, application is prepared for final approval.
5. PARKS BRANCH APPROVAL
Parks Branch will issue a Site Plan Permit authorizing the construction of your proposed development. 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. A fee of \$10.00 will be charged annually to your account for this permit. Copies of these approvals are sent to the lessee.
6. APPLICATION FOR A BUILDING PERMIT (If required)
A copy of the approval provided by the Parks Branch along with the second copy of your building plans will be sent to the Office of the Fire Commissioner (OFC) for their review and issuance of a building permit.
Note: Processing time may vary however; construction cannot begin until your Building Permit has been approved.

Building Permit applications are available by contacting the OFC at 204-945-3322 or online at http://www.firecomm.gov.mb.ca/codes_forms.html

NOTE: If your vacation home lot is located within **Poplar Bay Provincial Park**, please note that the Winnipeg River Planning District issues a Building Permit for development in this area and not the Office of the Fire Commissioner.

Glossary of Terms

<u>Building Permit</u>	Permit issued from the Office of the Fire Commissioner to ensure Manitoba Building Code compliance.
<u>Crown Land Permit</u>	Land use permit issued to possess or maintain a building or structure on the Public reserve, not within the boundaries of your lot.
<u>Developable Footprint</u>	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.
<u>Footprint</u>	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.
<u>Independent Development</u>	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.
<u>PVHL/PVHP</u>	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.
<u>Projected Lot Line</u>	An extension of the side lot lines that project into the public reserve (lakefront lots).
<u>Provincial Park Permit</u>	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)
<u>Public Reserve</u>	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.
<u>SFEE</u>	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.
<u>Site Plan</u>	Shows existing development and 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.
<u>Site Plan Permit</u>	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.
<u>Variance</u>	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.

**SITE PLAN PERMIT
APPLICATION**

Date Received By Parks Branch

Section 1: Applicant Information

Lot ____ Block ____ Plan ____ Subdivision/Lake _____

PVHL No. _____ PVHP No. _____ SFEE No. _____ Lakefront Backtier Remote

Lot Holder Name (please print) _____
(Authorized Agents, see Section 2, Agent Authorization)

Mailing Address _____

Phone No. _____ Email Address _____

Section 2: Agent Authorization

(Authorization of lot holder for a person to act on his/her behalf for this proposed development)

Not Applicable

Agent Contact Information

Agent/Business Name: _____

Phone No. _____ Email _____

*I hereby authorize _____ to act on the behalf of
_____, for the purpose of this application.*

(Lot Holder/Lessee)

Signature of Lot holder/Lessee Date

Section 3: Signature

I hereby certify that the information included within this development application is accurate and complete.

Lot holder/Lessee/Authorized Agent signature Date

For Departmental Use Only

Date Sent: _____ Recorded in Log Yes No

Building Plans to be Scanned and Returned to Parks Branch

Attached Crown Land Permits(s) to be placed in front of separator page

Crown Land Permit Approval

N/A

Permit No. _____

Date Issued _____, 20 _____

For Cashier Use Only:
Rev Code 1-15-4

Variance Application Required YES NO

Proposed Development

If you are proposing to construct multiple projects, you may apply with one development application however, please ensure that each project is noted on a separate line. (i.e. Cottage separate from open decking, from a garage, a boathouse, dock, etc...). The OFC may require a separate application for each project.

<u>Section 4A - Proposed Development Within Your Lot Boundaries</u>		<input type="checkbox"/> <i>Not Applicable</i>
Description:		Square Footage:
1. _____		_____ Sq.Ft.
2. _____		_____ Sq.Ft.
3. _____		_____ Sq.Ft.

<u>Section 4B - Proposed Development on the Public Reserve Fronting a Lakefront Lot</u>		<input type="checkbox"/> <i>Not Applicable</i>
Description: (i.e. boathouse, shed, deck/dock, boat rail, water line/directional drilling)		Square Footage:
1. _____		_____ Sq.Ft.
2. _____		_____ Sq.Ft.
3. _____		_____ Sq.Ft.

<u>Section 4C - Proposed Independent Development for Backtier Cottagers Located on Public Reserve</u>		<input type="checkbox"/> <i>Not Applicable</i>
Description: (i.e. shed, deck/dock, boat rail, water line/directional drilling, boathouse channel)		Square Footage:
1. _____		_____ Sq.Ft.
2. _____		_____ Sq.Ft.
3. _____		_____ Sq.Ft.

<u>For Departmental Use Only</u>

Public Reserve Development			
Cottage Lot Type:	<input type="checkbox"/> Lakefront	<input type="checkbox"/> Backtier	<input type="checkbox"/> Remote
Location Inspected _____	District Officer signature _____		Date _____

<u>Section 5A: Existing Development on Lot</u>		<input type="checkbox"/> <i>Not Applicable</i>
<u>Cottage:</u>	<u>Garage:</u>	
<input type="checkbox"/> Main Level _____ Sq. ft.	<input type="checkbox"/> Main Level _____ Sq. ft.	
<input type="checkbox"/> Second Level or Basement _____ Sq. ft.	<input type="checkbox"/> Upper Level _____ Sq. ft.	
	<u>Guest House:</u>	
	<input type="checkbox"/> Guest House _____ Sq. ft.	
<u>Accessory Building(s):</u> (Please label on your site plan)		
<input type="checkbox"/> _____ (Description)	_____ Sq. ft.	
<input type="checkbox"/> _____ (Description)	_____ Sq. ft.	
<input type="checkbox"/> _____ (Description)	_____ Sq. ft.	

<u>Section 5B: Existing Development on the Public Reserve</u> (Area fronting lakefront lot)		<input type="checkbox"/> <i>Not Applicable</i>
<u>Boathouse:</u>	<u>Accessory Building(s):</u> (Please label on your site plan)	
<input type="checkbox"/> Boathouse Main Level _____ Sq. ft.	<input type="checkbox"/> _____ (Description) _____ Sq. ft.	
<input type="checkbox"/> Boathouse Upper Level _____ Sq. ft.	<input type="checkbox"/> _____ (Description) _____ Sq. ft.	

<u>Section 5C: Other Existing Public Reserve Development or Independent Development (Backtier Cottages)</u> (i.e. docks, deck, boat ramp, boat port, gazebo, pump house, waterline)		<input type="checkbox"/> <i>Not Applicable</i>
_____ Sq. ft. (Description)		
_____ Sq. ft. (Description)		
_____ Sq. ft. (Description)		

<u>Section 5D: Existing Decking on Lot</u> (i.e. pergola structures or open decks not enclosed)	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please label on site plan

<u>Section 5E: Total Square Footage of Existing Buildings</u> (Main levels)	
(Combine sq. ft. of roofed structures for Sections 5A, 5B and 5C)	
Total	<input style="width: 100px;" type="text"/> Sq. ft.

<u>For Departmental Use Only</u>

Section 6: Site Plan of Vacation Home Lot (and Public Reserve if applicable)

Lot _____ Block _____ Plan _____ Subdivision/Lake _____

Indicate the dimensions of your lot, existing and proposed structures. It is recommended that a Survey Sketch or Building Location and Survey Certificate be obtained.

