



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: \$52.50 (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:	<i>For Cashier Use Only:</i> Rev Code 1-15-4	
SPP Payment Processed Date: Initials:		

Rev 01/2024

258 Portage Avenue, 4th Floor (Box 51) Winnipeg, MB R3C 0B6 * Email: parkdistricts@gov.mb.ca * Phone: 204-945-8872

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...).

Square Footage		
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.		
Date		
Site Plan Permit No.:		
Crown Land Permit No.:		
□ 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
Cottage:	Backtier Cottages Only – development independent of the lot (i.e. dock/deck, boat ramp, boat port, pump house, waterline)
Second Level or Basement Sq. ft.	Description) Sq. ft.
Guest House Sq. ft.	Image: Sq. ft. (Description) Image: Sq. ft. (Description)
Garage: Sq. ft.	(Description) Sq. ft.
Second Level Sq. ft.	
Accessory Buildings: (Please label on your site plan) (Description) (Description) (Description) (Description) Sq. ft. (Description) Sq. ft. (Description) Sq. ft. (Description) Sq. ft.	<u>For Departmental Use Only</u>
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) (Description) (Description) (Description) Sq. ft. (Description) Sq. ft. (Description) Sq. ft.	
Total Square Footage: (Total main level ft ² 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.

