

Site Plan Permit Development Application Guide

A **Site Plan Permit** is required for the construction of a new building, replacement, alteration, renovation or addition to an existing building or structure, on a lot or public reserve within a Provincial Park. Depending on the type and size of your proposed development, a **Building and/or Plumbing Permit** from the Inspection Technical Services may also be required.

The following checklist will assist in ensuring that your application package is complete prior to submission to Manitoba Parks. Further Site plan permit application instructions can be found on pages 2-4 of this guide.

NOTE - INCOMPLETE APPLICATIONS MAY BE RETURNED.

Application Package Checklist:

- Site Plan Permit Application**, all shaded areas completed in **ink**.
- Site Plan** – illustrating:
 - Property Boundaries;
 - Existing structures
 - Onsite Wastewater Management Systems (i.e. holding tanks or septic fields)
- Application Fee** of \$52.50 (\$50.00 + \$2.50 GST)
 - Payment Options
 - Receive a phone call from Parks Branch to make payment via credit card **OR**
 - Cheque made payable to the Minister of Finance.

Note: Fee is non-refundable once application is processed
- Detailed 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

If proposed development requires:

- Building Permit and/or Plumbing Permit Application**,
Fees for the Building Permit and Plumbing Permit will vary depending on the proposed development. The fee(s) will be communicated upon review of your application.

Completed application packages can be emailed or mailed to:

Parkscommercial@gov.mb.ca

Natural Resources and Northern Development - Manitoba Parks
Box 51, 4th Floor – 258 Portage Avenue
Winnipeg MB R3C 0B6

Contact Information:

Should you have any questions regarding your application or the development application process, please contact our office at (204) 945-4545 or via email at

parkscommercial@gov.mb.ca

Completing your Application

Please note that inaccurate applications will cause a delay in processing

- **Sections 1 - 4**
 - If an *Authorized Agent* will be applying for development on your behalf, complete section 3. 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 5**
 - Provide a detailed description of the work within the above noted section and include square footage.
 - Although detailed construction plans for docks are not required, general construction features (type of dock) and size is required.

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. In some instances, Manitoba Parks may require a survey certificate.

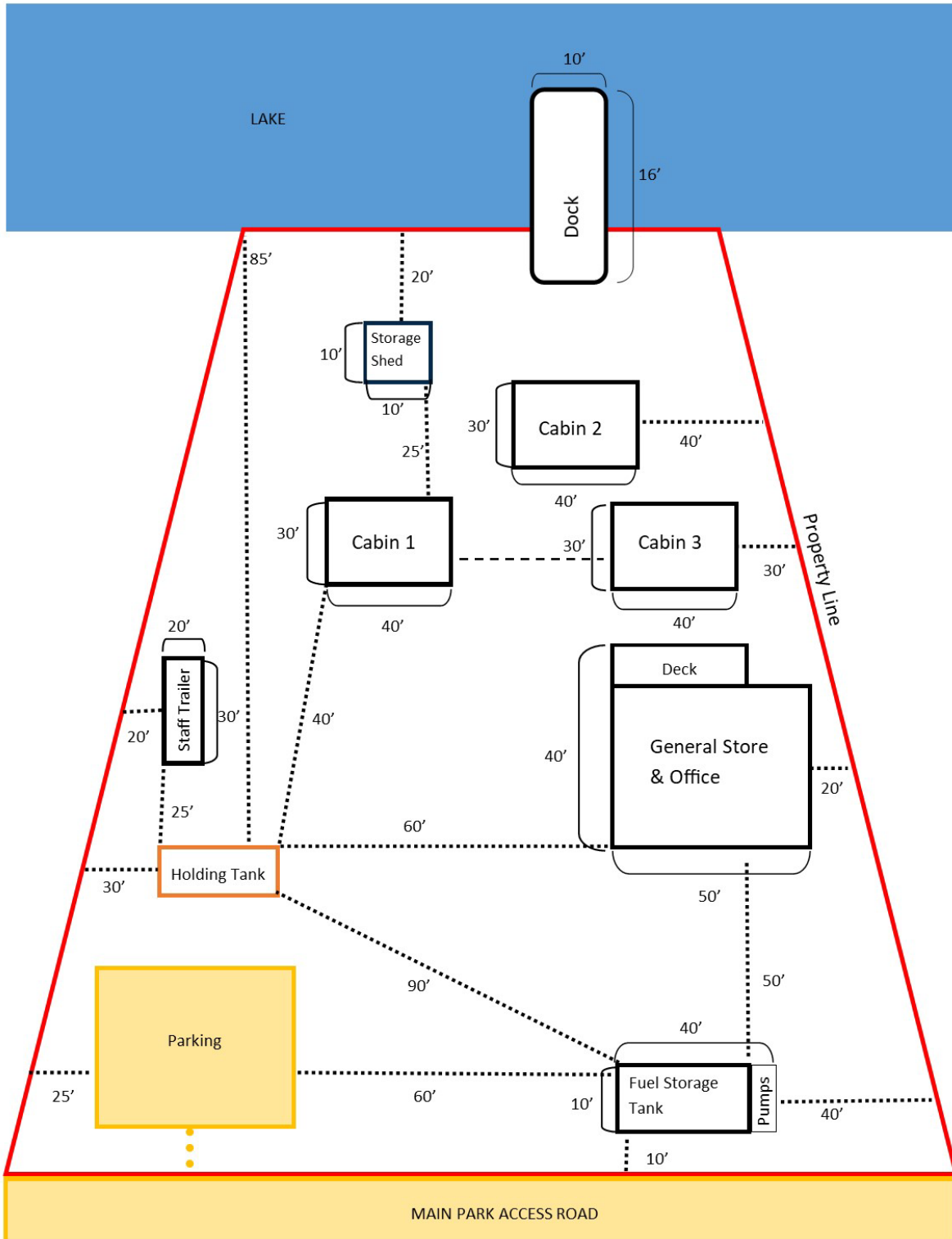
Development In or Near Waterways

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. For information on timing windows, please visit the DFO website 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, ie. a holding tank, 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

Site Plan Sample



*Image not to scale

Site Plan Requirements

- Site plan must be legible – it may either be created digitally or drawn clearly on paper.
- Distance from structures to property lines should be labeled.
- Distance between structures should be labeled.
- Distance from structures to shoreline should be labeled.
- Structures should have dimensions and a description.
- Include all structures in the area where development is being proposed. Depending on the size of the operation it may not be necessary to include the whole lot, but the site plan should provide the review team with an overall sense of existing development near the proposed change.

Application Processing

1. SUBMISSION OF APPLICATION PACKAGE

- Application documents submitted by *Applicant* or *Authorized Agent* to Manitoba Parks.
- Application package to include a site plan permit application and building permit application, if required.

2. PARKS BRANCH PROCESSING

- Staff intake site plan permit application and record application in log.
- 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 so that processing of the application may continue.

4. FINAL PROCESSING STAGES

- 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, the process will continue with either a review of building permit and/or plumbing permit or the issuance of a site plan permit.

4a. 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.

5. FINAL APPROVAL PACKAGE

- Manitoba Parks will prepare and issue a final approval package that will include a Site Plan Permit and if applicable, a Building/Plumbing permit.
- 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. An annual fee will be charged to your account for this permit.
- Approval packages are typically sent directly to the lessee unless otherwise requested.
 - Approval packages will be sent via email unless otherwise indicated on your application
- Building Permit placards are to be posted onsite.
- 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 your local district office.