

Bulletin # 2017-09

Community and Regional Planning Branch

Notice to All Chief Administrative Officers

Subdivision Process

Municipal Relations is pleased to share a number of exciting improvements to the subdivision process. In partnership with the Association of Manitoba Municipalities and other participating agencies we are implementing administrative and technical improvements intended to speed up the process, and reduce errors that add time or cost to the process. Three of the most significant include:

1. Planning Resource Guide to Subdivision in Manitoba

Now available is the first comprehensive Planning Resource Guide to Subdivision in Manitoba. Information in the Guide includes:

- **Subdivision basics (Part 1)** outlines common terms, timeframes, and costs associated with subdivisions.
- **Subdivision process (Part 2)** depicts the steps for standard and minor subdivisions, including tips for the subdivision applicant.
- **Subdivision requirements and conditions (Part 3)** describes the requirements of each government department and agency.
- **Subdivision registration (Part 4)** provides the applicant with information on the final approval as well as a summary of essentials.

This Guide also serves as a primary reference for all staff involved in the subdivision process and can assist when advising applicants and municipal clients.

[The Planning Resource Guide to Subdivision in Manitoba](#) can be accessed online. This new online, downloadable format ensures that all users are provided with continually updated, accurate and reliable information.

2. Subdivision Application Map (SAM)

To further improve subdivision processing, subdivision applicants will be required to submit a Subdivision Application Map prepared by a Manitoba Land Surveyor with their application. It will replace hand-drawn sketches.

The Subdivision Application Map will provide assurance to the applicant, the municipality and review agencies that it accurately reflects property limits and does not create physical encroachments or omit important information. As a result, authorities can efficiently process subdivision applications knowing all the necessary and correct information is provided. Variances and other zoning requirements will be easily identified as part of the approval process. For more detailed information about the Subdivision Application Map refer to the Planning Resource Guide to Subdivision in Manitoba.

3. Reduction in Subdivision Application Circulation Time

We are confident that subdivision applicants will be able to navigate the approval and registration process easily and more quickly than before. We are committed to achieving efficiencies in the process through these improvements. As a result, we have mandated a reduction of review times by departments and agencies by 33%, from 30 days to 20 days on average.

Community and Regional Planning would be happy to assist you with any questions you may have regarding these changes and encourage you to speak with our Regional Manager responsible for your area.

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