

SURVEYING

The applicant must have the property surveyed by a registered land surveyor and provide mylar and paper copies of the survey plans including total area of each lot calculated by a surveyor. These copies are then signed by the approving authority (Department of Local Government) at a cost of \$150.00 for each new lot created.

The Certificate of Approval and signed survey copies must be registered with the Winnipeg Land Titles Office by the applicant. The Development Agreement will be registered at the Winnipeg Land Titles Office by the municipality at cost to the applicant.

The applicant must provide to the Municipality a copy of legal plan of survey in TIFF format.

For more information on the subdivision process, appealing decisions and conditions, and specific requirements, visit the Department of Local Government website at www.gov.mb.ca/ia or contact the Community and Regional Planning office at (204)785-5090.

**Planning Department
Office Hours
Monday to Friday
8:30am to 5:00pm**



**RM of East St. Paul
Unit 1 - 3021 Birds Hill Road
East St. Paul, Manitoba
R2E 1A7**

**Ph. (204)663-0618
Fax (204)668-1987**

**Email:
planning.department@eaststpaul.com**

**Web:
www.eaststpaul.com**

This pamphlet provides general guidance only. For definitive requirements and procedures, please consult The Planning Act, the East St. Paul Development Plan, the East St. Paul Zoning By-Law or the Manitoba Department of Local Government.

Please consult the RM of East St. Paul Planning Department for further information or to make an application.

Subdivision Fees



Rural Municipality of
EAST ST. PAUL
Planning Department

How much does it cost to subdivide?

APPLICATION FEE

The Manitoba Department of Local Government requires an application fee of \$250.00.

DEPOSIT

Upon receipt of the application from the Department of Local Government, the East St. Paul Planning Department will send a letter to the applicant requesting an initial deposit and fees as follows:

No. of lots (residential)	Admin. Fee	Service Deposit	Total
0 to 5	\$200.00	\$800.00	\$1000.00
6 to 10	\$300.00	\$1200.00	\$1500.00
11 to 20	\$500.00	\$2000.00	\$2500.00
Over 20 lots	\$1000.00	\$4000.00	\$5000.00

*The deposit must be paid prior to the subdivision hearing.

On receipt of the deposit and support material that the applicant intends to present at the hearing and the recommendations from the Department of Local Government Office, your application will be placed on the next available Council Meeting. The property will be posted 14 days prior to the hearing and the applicant will be notified of the hearing date and be advised to attend.

SUBSEQUENT DEPOSIT

Where Council approves the subdivision subject to the condition of a development agreement, a letter will be forwarded to the applicant by the Planning Department stating that conditional approval has been provided. The applicant must return a signed copy of the letter indicating that he or she understands that they as the applicant will pay all technical, professional, consultative, or other services required by the Municipality in approving the application, and provide a further deposit of \$100.00 per equivalent residential lot for this purpose, as well as a further deposit should this be required. Where the service deposit exceeds the actual expenses incurred, the excess funds will be reimbursed to the applicant.

DEVELOPMENT AGREEMENT

On receiving confirmation and applicable fees from the applicant to proceed with the development agreement, the document will be prepared and be presented to Council for approval. A copy of the draft development agreement will be provided to the applicant for review, including a letter explaining what is required to be signed and a reminder of applicable fees to be paid with the return of the development agreement. If the applicant is unsure, has any concerns or questions with the document, please contact the Development Officer at 663-0618.



ADDITIONAL APPROVALS

If a rezoning is required as a condition of subdivision approval, the cost is \$1,000.00 plus advertising.

If a Variation or Conditional Use is required as a condition of subdivision approval, the cost is \$300.00.

The Department of Local Government or Council may require studies be conducted or information supplied, dependent upon the size and location of the proposed subdivision, prior to approval being granted. Examples of studies that could be required include:

- Supply and Demand
- Traffic Impact
- Geotechnical Engineering Report
- Drainage and/or lot grade plans
- Sewer/Water Capacity

Government departments and agencies may also require permit approvals be obtained, for which there will be additional application fees.

GENERAL CONDITIONS that may be attached to the subdivision approval:

- Enter into a Development Agreement
- Administration Fee of \$200.00 per lot
- Capital Levy Reserve - \$3,000.00 per new lot
- Road Rebuilding Reserve - \$3,000.00 per new lot
- Drainage Reserve - \$2,000.00 per new lot
- Traffic Signalization Reserve - \$500.00 per new lot
- Environmental Health Service Levy - \$250.00 per new residential lot or \$250.00 per residential equivalent unit for non-residential and multi-residential units
- Drainage Plan and compliance
- Lot Grade Plan and compliance
- Money in place of public reserve or school lands not to exceed 10% of land being subdivided as per *The Planning Act* Section 136(1)
- Any recoverable cost or other costs related to the property/s. These fees will be defined in the development agreement.
- Connection to Sewer and Water system
 - Connection to sewer and water is a requirement for all major subdivisions
 - Connection to sewer and water, where available, is a requirement for small subdivisions
 - Payment of \$5,000.00 for Sewer Treatment Plant Reserve (per lot)
 - Payment of \$4,000.00 for Water Treatment Plant Reserve (per lot)
- Registration by caveat of the Development Agreement and other such agreements as required (e.g. easements) shall be registered by the Municipality at the applicant's expense
- The legal plan of subdivision prepared by a legal land surveyor is to be provided to the Municipality in a TIFF format

All the applicable conditions will be set out in the Development Agreement between the applicant and the Municipality. Prior to registration of the subdivision, payment of all levies, taxes for the current year plus any arrears, and water and sewer costs are to be paid.