



APPLICATION FOR
**FIRST-COME, FIRST SERVED
 COTTAGE LOT PROGRAM**
 (Under The Crown Lands Act c.C340)

PART 1 – TYPE OF APPLICATION
<input checked="" type="checkbox"/> PURCHASE

PART 2 – CONTACT INFORMATION

a) PRIMARY APPLICANT

First Name:	Full Middle Name: (no initials)	Last Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Country:	Home/Cell Phone:	Work Phone:
Email:	Date of Birth: (Year/Month/Day)	

If applicable, check to add a Secondary Applicant and complete Appendix 'A'. Note: only 1 Secondary Applicant will be accepted.

b) CORPORATE / GOVERNMENT DEPARTMENT / AGENCY APPLICANT

Registered Name:		
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Other:		
Mailing Address:		
City/Town:	Province:	Postal Code:
Phone Number:	Email:	
Name(s) of Authorized Signing Officers:		

FOR INTERNAL USE ONLY:		DATE RECEIVED:	FOR CASHIER USE ONLY:
1. Client #:	2. Client #:	<input type="checkbox"/> Received by mail	
Proof of age verified:	Proof of age verified:	<input type="checkbox"/> Received in person	
CQ/MO/CA\$:	MRO:		
CD:			
Rev Code 8-50:	Parcel ID:		
Disposition Type & Number:			
Signature (print and sign):			

PART 3 – COTTAGE LOCATION

Provide cottage location of land applying for.

Lot / Parcel No.:	Block No.:	Plan No. & LTO:
Name of Subdivision:		

PART 4 – LAWYER CONTACT INFORMATION

The land transfer document will be sent through a designated lawyer to file the transfer document and a Property Registry Application with the Land Title Office to register the title.

Lawyer Name:		
Law Firm Name:		
Mailing Address:		
City/Town:	Province:	Postal Code:
Phone Number:	Fax:	Email:

PART 5 – PERSONAL INFORMATION PROVISIONS - AUTHORIZATION AND CONSENT

This personal information is being collected under the authority of The Crown Land Act and The Freedom of Information and Privacy Act. Information will be used by Public Service Delivery, Real Estate Services Branch for communications and establishing a client account. Personal Information will not be used or disclosed for any other purposes, except as authorized by law.

Personal information is protected by The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this personal information, contact Real Estate Services Branch at (204) 239-3510 or resdinfo@gov.mb.ca.

By checking this box, I understand, consent and authorize the Province of Manitoba to collect, use and disclose my personal information as described above for as long as the encumbrance applied for remains valid. I understand that I may revoke my consent at anytime by notifying the Real Estate Services Branch. I understand if consent is withheld the application may be denied.

PART 6 – DECLARATION FOR APPLICANTS

Definitions:

Employee - is a person employed in any of the following branch/departments and includes seasonal, casual, departmental, part-time, term, and regular employees:

- **Real Estate Services Branch**, Public Service Delivery
- **Conservation Officers Service**, Natural Resources and Indigenous Futures
- **Parks Branch**, Environment and Climate Change
- **Land Use and Ecosystem Resilience Branch**, Agriculture
- **Lands Branch**, Natural Resources and Indigenous Futures
- **Minister**, Government of Manitoba

Or a **Senior Public Executive**, being a person employed as:

- a) the Clerk of the Executive Council;
- b) a Deputy Minister;
- c) an Assistant Deputy Minister;
- d) a person in a prescribed senior executive position, this includes:
 - i. an Associate Deputy Minister;
 - ii. the Provincial Comptroller appointed under subsection 13(1) of The Financial Administration Act;
 - iii. any other position classified in the executive officer series; or
- e) in respect of a prescribed reporting organization, a chairperson, president, vice-president, chief executive officer or deputy chief executive officer or other person in a prescribed senior executive position, in the organization, including:
 - i. Manitoba Hydro;
 - ii. Manitoba Liquor and Lotteries Corporation;
 - iii. Manitoba Public Insurance Corporation;
 - iv. Efficiency Manitoba

Immediate Family Member - is an employee's parent, sibling, offspring, spouse, common-law partner, ward, or relative permanently living in the employee's household.

PART 6(a) – DECLARATION FOR PRIMARY APPLICANT

(including any unincorporated business entity). Refer to Applicant Definitions as outlined in Part 6.

I am an employee or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Part 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” for the Immediate Family Member, provide the following:

Name of the Employee: _____ Relationship to Primary Applicant: _____

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application. “Witness” is to be over 18 years of age, non-relative, and not be named as an applicant.

Witness Signature

Primary Applicant Signature

Witness Name (printed)

Date

PART 6(b) – DECLARATION FOR CORPORATE / GOVERNMENT DEPARTMENT / AGENCY (if applicable)

(including any unincorporated business entity). Refer to applicant definitions in Part 6.

Is any shareholder of the Applicant Corporation an employee of, or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Part 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “**Yes**” for the Immediate Family Member, provide the following:

Name of the Employee: _____ Relationship to Primary Applicant: _____

A separate form of declaration may be required to be completed by the applicant’s corporate secretary and by one or more if its shareholders.

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application. “Witness” is to be over 18 years of age, non-relative, and not be named as an applicant.

Witness Signature (not required if sealed)

Signature of Authorized Signing Authority

Witness Name (print)

Date

PART 7 – APPLICATION PROCESS

1. Contact a Crown Land Specialist for any Cottage lot subdivision questions. Find a regional map on the Lands Branch “Contact Us” webpage: <https://www.gov.mb.ca/nrnd/forest/land-management/contact.html>

Central Region	(204) 671-0382
Eastern Region	(204) 945-7781
Western Region	(204) 476-7520
Northwest Region	(431) 351-1285
Northeast Region	(204) 679-0987

2. Contact the municipal and planning authorities for the cottage lot subdivision area to determine necessary permits and approvals.
3. For application form submission, status and payment inquiries, contact the Real Estate Services Branch at (204) 239-3510 or resdinfo@gov.mb.ca.

4. Application Fee and Submission

The appropriate application fee must accompany this application. If this application is approved, additional fees may be charged for preparation of documents and other administrative services in accordance with the Administration Fee Regulation under The Crown Lands Act.

Fees will only be refunded if the land is unavailable or if the land is not held under the administration and control of The Crown Lands Act.

Purchase fee	\$105.00	Application fee includes 5% GST. Make cheque or money order payable to: Minister of Finance of Manitoba	Submit Application and Fee to: Real Estate Services Branch 308 – 25 Tupper Street North Portage la Prairie, MB R1N 3K1
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PART 8 – APPLICATION CHECKLIST

Use the checklist provided to ensure that all applicable parts of the application form have been completed and supporting information is attached. **Incomplete or photocopied applications will not be accepted.**

APPLICATION MUST PROVIDE

- Application fee (see Part 7)
- Copy of Driver’s Licence for each applicant or Copy of Manitoba Health Card

CORPORATE / GOVERNMENT DEPARTMENT / AGENCY APPLICATION

- Current copy of Certificate of Status (if applicable)

APPENDIX 'A'
 SECONDARY APPLICANT

1. SECONDARY APPLICANT INFORMATION

First Name:	Full Middle Name: (no initials)	Last Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Country:	Home/Cell Phone:	Work Phone:
Email:	Date of Birth: (Year/Month/Day)	
Specify the following if there are two applicants:		
<input type="checkbox"/> As Joint Tenants – Two or more people who hold an undivided equal interest in the entire property; after death, the survivor acquires the deceased's interest.		
<input type="checkbox"/> As Tenants in Common – Two or more people who each have an undivided interest in the property; each of them may occupy all the land in common with the others. Each tenant may dispose of their interest by will or deed. There is no right of survivorship as in a joint tenancy.		

2. DECLARATION FOR SECONDARY APPLICANT

(including any unincorporated business entity). Refer to Applicant Definitions as outlined in Part 6.

I am an employee or an immediate family member of an employee, in the following parts of the Government of Manitoba:

Name of Branch/Department:	Employee in:	Immediate Family Member of an Employee in:
Real Estate Services Branch Public Service Delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conservation Officers Service Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Branch Environment and Climate Change	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land Use and Ecosystem Resilience Branch Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lands Branch Natural Resources and Indigenous Futures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minister Government of Manitoba	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Public Executive (as described above in Part 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "**Yes**" for the Immediate Family Member, provide the following:

Name of the Employee: _____ Relationship to Primary Applicant: _____

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application. "Witness" is to be over 18 years of age, non-relative, and not be named as an applicant.

Witness Signature

Secondary Applicant Signature

Witness Name (printed)

Date