



Mid-West Planning District

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POLICY

Title	Application Document Requirements
Policy #	2-2024
Issue Date	January 04, 2024
Resolution	06/24
Authority	Mid-West Planning District Board and By-Laws; Manitoba Regulations
Repeals Policy #	None

Preamble: Where provisions of this policy conflict with Manitoba Provincial Acts, the Provincial Act shall prevail.

SUBJECT / APPLICATION: Extra documentation is sometimes required in certain situations. This policy outlines some of the often-occurring situations and the types of documentation required. This does not exclude the request for more documentation by the Authority Having Jurisdiction (Mid-West Planning District), nor does it affect the list of regular documents or forms required with an application.

LEGAL AUTHORITY / RELEVANT BY-LAWS: The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

The relevant regulatory documents which may be applicable are as follows:

- The Planning Act
- The Municipal Act
- The Mid-West Planning District Development Plan By-Law
- Member Municipality's Building By-Laws
- Member Municipality's Zoning By-Laws

POLICY:

- 1. Company-Owned Properties:** For the development of or building on a property owned by a company, a copy of the articles of incorporation or the official list of shareholders with mailing addresses must be submitted.
 - a. If the applicant is one of the owners listed, but not listed as a signing authority for the company, then a Letter of Authorization from the other owners must be submitted with the application or a letter of authorization from the listed owner that has signing authority.
 - b. If the applicant is not one of the listed owners, then a Letter of Authorization from the owners or an owner with signing authority on behalf of the company must be submitted with the application.
- 2. Newly Purchased Properties:** For properties in the process of being purchased and transferred that have not had the information updated in the Manitoba Assessment database, will be required to submit a letter from the currently listed owner or lawyer representing the owner, stating that the property has been purchased, the land transfer date, and who the new owners are, OR a valid Land Title Certificate issued within the last 30 days.
 - a. If the applicant is not the current owner by the land transfer date, a letter or authorization from the current owner must be submitted with the application.

3. **Existing Buildings/Structures:** For existing buildings or structures that are currently legal non-conforming regarding the zoning by-law, any application to change the use, expand the footprint or intensify the use of the building, must have a building locate survey submitted with the application.
4. **Fences:** For Residential or Commercial fences that are to be built on or within five (5) feet of a property line, a Land Survey will be required to be submitted with the application.
5. **Aggregate Conditional Use Applications:** an applicant must submit a Land Title Certificate issued within the last 30 days for the property in the application. The Land Title Certificate must not state that Sand and Gravel Rights are given to or reserved by someone other than the landowner.
 - a. If the Sand and Gravel Rights are with someone other than the owner, that person/company should be the applicant, with a letter of Authorization from the Surface Rights owner.

General Notes: This policy may be reviewed from time to time by the Board of the Mid-West Planning District.

End of Policy.

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on January 04, 2024, by Resolution 06/24.

Signed copy on file.