



# Rural Municipality of Stanley

## Subdivision Guide

This guide is to help applicants understand the subdivision steps throughout the process.

### Can I subdivide my land?

Subdivision can be a complicated process. Please speak with the RM of Stanley Planning Staff and/or the Community Planning Branch (CPB) in Morden to determine whether your proposal meets the policies in the Development Plan. The RM Council will need to approve the subdivision, however CPB is the final approving authority. Applications must meet the policies in the application by-laws in order to obtain support.

### Applying for the Subdivision

Once ready to apply for a subdivision, you must submit the following to the CPB in Morden (536 Stephen Street, Unit A):

- Subdivision Application Map (SAM)
- Fee
- Title of property (no older than 30 days. Your surveyor will provide you with one)
- Application

### Subdivision Timeline

The timeline varies depending on the complexity of your application.

Applicant submits application	
CPB reviews and circulates application	5 days
Government review and comment	20 days
CPB submits report to council	5 days
Council decision	up to 90 days
Approving authority decision	60 days
Complete conditions	up to 2 years
Issuance of certificate of approval	5 days
Registration at The Property Registry	3 weeks

### Circulation Process

Once the application has been submitted to CPB, they will circulate the application to a number of agencies. They also send a copy of the application the RM. The RM will circulate the application to adjacent neighbours.

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1-23111 PTH 14, Stanley MB R6P 0B1 Ph: (204) 325-4101 Fax: (204) 325-4008 [www.rmofstanley.ca](http://www.rmofstanley.ca)



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## Report to Council

Once the comments have been received back, CPB provides a report to Council. This report outlines the comments and recommendations. Once the report is received, it will go to the RM Council for decision and any required conditions which may include such things capital lot levy fees, easements/agreements, variation applications, etc. Meeting with staff prior to submission of the application will narrow the RM requirements down for you. The Council resolution will be sent to CPB. Council has 90 days to provide a resolution or 60 days if a minor subdivision.

## Conditions of Subdivision

CPB will then provide you with a conditional approval letter, outlining all the conditions that need to be met before they can sign the final Certificate of Approval. It is the applicant's responsibility to complete all conditions before that can happen. You have two years to complete the conditions, and you may ask for a one year extension. Only one extension may be granted.

You can appeal the condition of the subdivision or a rejection of the subdivision. More information will be included in your conditional approval letter.

## Registering the Subdivision

Once CPB has signed the final Certificate of Approval, that along with the plans and required agreements must be submitted to your lawyer. The Certificate of Approval expires in 2 years. Your lawyer will submit everything to Teranet (Land Titles) for registration to create the new titles. Without the new titles, the lot(s) cannot be sold. Registration takes approximately 2-3 weeks.

## Costs

There are a number of costs to consider when subdividing land including:

- Surveying fees (please consult with your surveyor)
- RM fees (dependent on conditions of subdivision such as lot levies, variances, agreements, security amounts, etc)
- Legal fees (please consult with your lawyer)
- Registration fees (please consult with your lawyer)
- Construction/Engineering fees (please consult with your contractor and engineer)

For more detailed information, please refer to the [Planning Resource Guide – Subdivision in Manitoba](#).

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