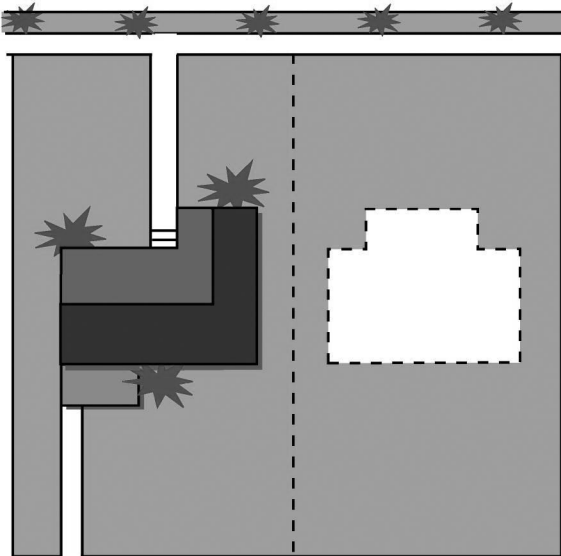


# Short-Form Subdivision Applications (DASSF)

***Application procedure for subdividing  
property where no new public street  
or lane is being created and a zoning  
change is not required.***



## **What is a Plan of Subdivision?**

A Plan of Subdivision is a legal document prepared by a Manitoba Land Surveyor and registered in the Winnipeg Land Titles Office. Commonly referred to as “mylars”, the plan shows:

- the precise boundaries and dimensions of a lot or lots each of which can be sold or leased;
- the location and names of any new public streets and/or lanes and existing boundary streets;
- the basic configuration of existing lots within the immediate surrounding area.

A Plan of Subdivision does not identify the location of existing buildings.

## **What is a Short-Form Subdivision Application?**

When you wish to divide a parcel of land into two or more lots, realign existing property lines or consolidate a number of properties into one lot, you are required to register a Plan of Subdivision in the Winnipeg Land Titles Office for which you must first obtain approval from the City of Winnipeg.

If your proposal does not involve creating any new public streets and/or lanes and no change to the existing zoning classification is required, it may be dealt with under what is commonly known as the “Short-Form Subdivision” approval process and referred to as a DASSF (Development Application Subdivision Short-Form). A Short-Form Subdivision application does not require a public hearing for approval.

If you are proposing to subdivide land and open new public streets and/or lanes at the same time or your proposal requires a zoning classification change, please see the brochure entitled “Long-Form Subdivisions”.



## How do I make an application for my proposed Short-Form Plan of Subdivision?

Your application must be made with the Zoning and Permits Branch at Unit 31–30 Fort Street. The present fee for a subdivision application can be found in the Development Fees By-law.

You will also be required to submit the following documents:

1. **5 copies – Current Status of Title**, available at the Winnipeg Land Titles Office, 276 Portage Ave. at Smith St.
2. **5 copies - Letter of Authorization** from all the registered owners of the land, whose name(s) appear on the title.
3. **5 copies - Current Building Location Certificate**, prepared by a Manitoba Land Surveyor.
4. **1 copy - Title Plot** – Required when there is more than one title affecting the property. The titles are plotted on a map to ensure that all lands described on the titles have been received.
5. **5 copies – Plan of Subdivision**, showing the proposed lots including lot lines, lot dimensions, lot width and area, and labeling (i.e. “Proposed Lot 1”) with no buildings.
6. **5 copies of Plans of Development** including a detailed, fully-dimensioned site plan with buildings, drawn to scale, maximum size 11” x 17”. (Larger maps may be submitted for presentation purposes as additional information only.)

A site plan shall include the following items if applicable:

- A boundary survey showing: the total acreage, present Zoning classification(s), date, north arrow, and vicinity map;
  - All existing easements and rights-of-way
  - Parking and loading areas
  - Proposed and existing screening, including walls, fences, or planting areas, as well as treatment of any existing natural features and any proposed buffers or landscaped yards at the project boundary.
  - Generalized information as to the number, height, size, or in especially critical situations, the location of structures;
  - Proposed phasing, if any, and approximate completion time of the project;
  - Site plan must be titled with project plan and proposed use;
7. **1 copy - City of Winnipeg Caveats** (if applicable) that are registered on the title.
  8. **Letter of Intent** (proposed use of land and structures)
    - for residential uses this shall include the number of units and an outline for the area within which the structures will be located;
    - for non-residential uses, this shall include approximate square footage of structures and an outline of the area within which the structure will be located.

**DO NOT have the subdivision mylars prepared at this stage.** They are expensive and work should not commence on the mylars until you have received a letter from the City approving your application.

**How is my application processed?**

When your application is received, it is first assessed for conformity to adopted Plans and Zoning By-laws. If your application does not conform to an adopted Plan, you would be advised that an application for an amendment to that Plan is required before your subdivision could be referred for approval. A Zoning Officer will determine if your proposal conforms to the relevant Zoning regulations. If a Variance of the zoning regulations is required it would have to be approved at some point before your subdivision could be finalized. The Planner will provide advice on the application including changes that might be recommended as being desirable and/or necessary to gain approval.

Your application would next be circulated to concerned agencies such as public utilities and other civic departments for review and comment as to what conditions may be necessary for approval of your subdivision. For example, the public street and/or lane bordering your property may require upgrading, or underground services may need to be extended to allow development to take place on your proposed lots, the costs for all or part of which you may be responsible.



Your application may then be reviewed by a committee of City officials known as the Administrative Coordinating Group or “ACG”. The ACG can recommend amendments to your plan, conditions to be set on the approval, or that your proposal be denied. You will have the opportunity to discuss the recommendations of the ACG with the appropriate City staff members. The Chairperson of ACG may be required to prepare a report with recommendations which is submitted to the applicable Community Committee for its consideration, at which time you may wish to appear and make a representation. The Community Committee in turn makes its recommendations to the Standing Policy Committee on Property and Development which renders the final decision in this matter.

The Standing Policy Committee on Property and Development has the authority to approve or deny any application which requires either a Subdivision, Servicing or Development Agreement.

Where no conditions are necessary other than a street or lane widening and/or ten per cent cash dedication, the Planning, Property and Development Department may approve your application without referring it to the Community Committee and the Standing Policy Committee on Property and Development.

The valuations for the ten percent cash dedication are calculated by staff of the Planning, Property and Development Department. The dedication applies to each additional lot created.

When you receive a letter from the City approving your application you may proceed to have your Surveyor prepare the mylars for your Plan of Subdivision, if you are prepared to meet all the conditions of approval. Considerations of approval could include a street widening payment of 10% cash dedication in lieu of land or dedication of a portion of the land in lieu of cash. In some cases you may be required to sign a Subdivision Agreement or Servicing Agreement

with the City to ensure that improvements such as sidewalks and road upgrading are provided after the Plan of Subdivision has been registered. Applications which require the execution of any type of Agreement usually have a time limit placed on them. Execution of the required agreement must be completed before expiration of the time limit. If an extension of time is requested, an application for the extension and the associated fee is required along with a letter outlining the reason(s) the application has not been completed. The Administration would then review the request to determine if circumstances affecting the application have changed.

**How long does the Short-Form Plan of Subdivision approval process take?**

In the absence of any conditions, your application may be approved within eight weeks. However, if approval of your Plan of Subdivision requires agreements or amendments to existing policy, it may take four to six months before your plan of subdivision can be registered in the Winnipeg Land Titles Office.

**When can my Plan of Subdivision be registered?**

Once you have met all the conditions of approval, the City's officers will sign your Plan of Subdivision which can then be registered in the Winnipeg Land Titles Office.

*Every effort has been made to ensure the accuracy of information contained in this booklet. However, in the event of a discrepancy between this booklet and the governing City of Winnipeg By-law, the By-law will take precedence.*



*This booklet is published by the Planning, Property and Development Department for the City of Winnipeg. For more information please contact:*

**Zoning & Permits Branch**  
**PH: 204-986-5140**

or



**Winnipeg**  
**at your service.**

City of Winnipeg  
Planning, Property and Development Department  
Zoning and Permits Branch  
Unit 31 – 30 Fort Street  
WINNIPEG, Manitoba  
R3C 4X7

[www.winnipeg.ca/ppd](http://www.winnipeg.ca/ppd)