

# DEVELOPING YOUR LOT

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**PLEASE NOTE:**

**PRIOR TO CONSTRUCTING A NEW BUILDING OR ADDING TO AN EXISTING ONE, YOU ARE REQUIRED TO SUBMIT THE FOLLOWING:**

- 1) **Two** copies of a detailed Site (Plot) Plan signed and dated.
- 2) **Two** copies of your detailed building plans. Please ensure that building plans that you are submitting include elevations – views of all sides of the building and height of finished grade. These plans must also have large, legible letters and dimensions that can be read easily.
- 3) Complete the attached application for a Site (Plot) Plan Permit in detailed, signed and dated.
- 4) Complete the attached Building Permit Application from the *Department of Labour, Office of the Fire Commissioner*.
- 5) Depending on your proposed construction and location of your construction, a variance application and Letters of Support may also be necessary. These forms can be acquired through our office.
- 6) When planning any construction on your lot you should locate and identify your lot pins to ensure your proposed construction is accurately documented. Location of your lot pins also assists the Natural Resources officer when a location approval is required for variance purposes. If any or all of your lot pins cannot be found, it is strongly recommended that you obtain a Building Location Certificate as this will prevent any unnecessary delays.

**TO OBTAIN A DEVELOPING YOUR LOT PACKAGE, YOU CAN CALL 945-8872 OR 945-4545 AND ONE WILL BE MAILED TO YOU OR YOU CAN PICK ONE UP AT THE ADDRESS LISTED BELOW.**

When completed all of the above is to submitted to:

**MANITOBA CONSERVATION**  
Parks and Natural Areas  
Box 51, 200 Saulteaux Crescent  
Winnipeg ♦ Manitoba ♦ R3J 3W3  
**Attention: Kathy Doell**  
**Phone: 204-945-8872/ Fax: 204-945-0012**

Should you have any questions or require further information, please feel free to contact Kathy Doell at the above number. If you require assistance in completing your building permit package or would like your package reviewed, it is recommended that you set up an appointment in order to serve you better. You should allow 4-6 weeks for processing.

Revised: April 11, 2008

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