

Plan Registration Checklist (Form 31)

- This checklist must be included with the plan when submitted for registration.
- Attach the certificate of approval (if available) to this document.
- Do not list the certificate of approval on the Registration Details Application (RDA) form.
- It is your responsibility to ensure all appropriate signatures and documents have accompanied your registration.

Deposit number	
Plan type	
List all titles affected by the plan	

REQUIRED SIGNATURES ON PLANS

Surveyor's affidavit completed		
Registered owners signatures	or	Not a plan of subdivision
Municipal planning authority	or	City of Winnipeg planning or Not required
Examiner of Surveys (Morden office only)	or	Signature at time of registration (all other offices)
Affected encumbrancers	or	No lands will become public use lands (streets, lanes, public reserves, etc.)

CERTIFICATE OF APPROVAL FOR LANDS OUTSIDE WINNIPEG

Certificate of Approval not required	or	All conditions on the certificate have been satisfied; and The certificate has not expired
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TITLE ISSUING REQUESTS

Request (TREQ) to issue title for streets, lanes, avenues, footpaths, walkways, roads, highway, parks, public squares and other means of communication (HMQ) provided	or	None created
Requests (TREQ) to issue title for public reserves (municipality) or crown reserves (HMQ)	or	None created
Request (TREQ) to issue title for the new lots/parcels and residual titles	or	None created

DUPLICATE TITLES

Required duplicate titles are either provided or are accounted for (by way of affidavits of lost or destroyed duplicate titles).

or

There are no outstanding duplicate titles

or

Not applicable for these circumstances

REQUIRED TRANSFERS

No lands are changing ownership

or

Transfers of land have been provided for the lands changing ownership as part of this subdivision

*See subdivisions with ownership changes in the Plan Registration Guide for more details.

ENCUMBRANCES AFFECT PARTS OF LOTS

There are no encumbrances that will affect only parts of lots

or

There are encumbrances affecting parts of lots but none of these could cause a subdivision in the future

or

Discharges and/or amending agreements adding land have been provided for those encumbrances that affect parts of lots and could cause a subdivision in the future

*See Dealing with Encumbrances of the Plan Registration Guide for more details and examples.

SIGNATURES

This box must be signed by **all** registered owners **or** their solicitor and agent

.....
Name of registered owner / agent

Signature

Date

.....
Name of registered owner

Signature

Date

.....
Name of registered owner

Signature

Date