

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
- ☐ 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

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