

### Details of a “Plan of Subdivision” Process

If the Land Titles Office requires a Plan of Subdivision as part of the subdivision process, the following describes the process involved:

1. Applicant solicits the services of a Manitoba Land Surveyor to prepare the survey plan.
2. Surveyor does the field work and prepares the survey plan.
3. Surveyor deposits plan for examination by the Provincial Examiner of Surveys.
4. Applicant submits the final survey plan to the City of Brandon Planning, Property & Buildings Department for final planning approval. The Planning, Property & Buildings Department is located at 638 Princess Avenue, Brandon MB R7A 0P3.
5. City of Brandon Planning, Property & Buildings Department confirms that all conditions of subdivision are completed, and then prepares the subdivision Certificate of Approval.
6. The Certificate of Approval and survey plans are returned to the applicant.
7. Applicant submits the signed subdivision plans to the Examiner of Surveys for final approval at the Brandon Land Titles Office located at 705 Princess Avenue, Brandon MB R7A 0P4.
8. Examiner of Surveys returns the approved plans to the applicant.
9. The approved plan may now be registered at the Brandon Land Titles Office. The Certificate of Approval and any other required documentation outlined in the certificate of approval must accompany the survey plans.