

## USING NEW BRUNSWICK CROWN LANDS

**What is Crown Land?** Crown land includes all or any part of land (including land covered by water) that is not privately owned in the Province of New Brunswick. These lands are managed by various provincial Departments. For the purpose of the application, Crown land refers to land administered and controlled by the Department of Natural Resources (DNR).

Crown lands are managed in the best interest of the people of New Brunswick. The use of Crown land is a privilege for all residents of New Brunswick and is made available for people to use and enjoy.

**Occasional use** of Crown land generally does not require formal authorization from DNR. Some examples of occasional use are: hiking, biking, picnicking, and canoeing.

**Extended use** of Crown land or activities that involve development on Crown land requires a formal agreement. This authorization may be given after a review of the application, by issuing a formal document known as a Lease, Easement, or License. Some examples of these activities include

- Camp lot
- Right of way
- Commercial/ Industrial activities

### Information you should know if you require authorization:

Use of Crown land may require some or all of the following (see part III):

- Application and issuance fees
- Approval from other government agencies
- Legal assistance
- Survey plan
- A copy of the deed for your property
- Approval from the Minister of Natural Resources
- Liability insurance
- Business plan and/or Site Development Plan
- Environmental insurance
- Review under *Environmental Impact Assessment Regulation*
- Other documentation based on the specific type of land use application

### The Process:

Once you submit a completed application form and meet basic eligibility requirements, you will receive a letter of acknowledgement advising you of the evaluation process. Your application will be reviewed by the Department of Natural Resources as well as other governmental agencies. The time for the review process will vary depending on the type of request. If accepted, you will be notified. The review process is expected to take between 6 and 21 weeks.

### Information:

More information on Crown lands, and the completing of this application package can be obtained at [www.gnb.ca/naturalresources](http://www.gnb.ca/naturalresources) or at the toll free number 1-888-312-5600.

## CROWN LAND LEASE APPLICATION PACKAGE

### Table of Contents

<b>PART I</b> .....	<b>General Information</b>
<b>PART II</b> .....	<b>Basic Eligibility</b>
<b>PART III</b> .....	<b>Should Your Application be Approved</b>
<b>PART IV</b> .....	<b>How to Apply</b>
<b>PART V</b> .....	<b>Application Form</b>
<b>PART VI</b> .....	<b>Definitions</b>

### Appendix

<b>A</b> .....	<b>Maps - Example</b>
<b>B</b> .....	<b>Site Plan</b>
<b>C</b> .....	<b>Check List</b>

This application package is used for the following types of leases:  
communication, commercial, industrial, institutional,  
municipal services, transportation, utility and recreational

Please read the entire application package before  
filling out the application form.

**The application will be returned to you if the form  
and required attachments are not complete.**

*Disponible en français*

## GENERAL INFORMATION

### Commercial Lease

A **Commercial Lease** is a legal agreement which authorizes the use of Crown land for running a wholesale or retail business activity. Examples of a commercial lease are: outfitting business, convenience store, restaurant. Commercial Leases are issued for a term of 20 years.

**Fees\*:**

- Application Fee: \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III- *Should Your Application Be Approved*.

### Communication Lease

A **Communication Lease** is a legal agreement which authorizes the use of Crown land for the purpose of establishing and maintaining telecommunication facilities. Examples of a communication lease are: a television or radio antenna and a tower site. Communication Leases are issued for a term of 20 years.

**Fees\*:**

- Application Fee \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III- *Should Your Application Be Approved*.

### Industrial Lease

An **Industrial Lease** is a legal agreement which authorizes the use of Crown land for the purpose of processing of or manufacturing goods from man-made or natural products, and other related activities. Industrial Leases are issued for a term of 20 years.

**Fees\*:**

- Application Fee \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III- *Should Your Application Be Approved*.

### Institutional Lease

An **Institutional Lease** is a legal agreement issued for the use of Crown land for human development activities. An Institutional Lease is only issued to non-profit organizations whose purpose is to promote educational, religious, moral, physical or social growth of persons. Examples of an institutional lease are: a scout camp or church camp. Institutional Leases are issued for a term of 10 years.

**Fees\*:**

- Application Fee: \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III- *Should Your Application Be Approved*.

## Municipal Service Lease

A **Municipal Service Lease** is a legal agreement issued to a Municipality, which authorizes the use of Crown land for the purpose of providing basic community services such as protective services and related activities (e.g. police, fire, courts, garbage and refuse collection, sorting station, sewage, disposal, drainage water supply, recreational facilities and first aid and ambulance services). Municipal Service Leases are issued for a term of 10 years.

**Fees\*:**

- Application Fee: \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III – *Should Your Application Be Approved*.

## Transportation Lease

A **Transportation Lease** is a legal agreement which authorizes the use of Crown land for the purpose of providing facilities for railroad, highway, water and air transportation and includes related terminal, transfer and maintenance facilities (e.g. landing areas, ferry landing, public wharfs) incidental to this use. Transportation Leases are issued for a term of 10 years.

**Fees\*:**

- Application Fee: \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III – *Should Your Application Be Approved*.

## Utility Lease

A **Utility Lease** is a legal agreement which authorizes the use of Crown land for the purpose of establishing and maintaining an electric utility site. The land is used by business organizations to provide site(s) for the generation of electricity and includes all other services and facilities (e.g. power substations, switching yards, mainline valve sites, transformer pads). Utility Leases are issued for a term of 10 years.

**Fees\*:**

- Application Fee: \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III – *Should Your Application Be Approved*.

## Recreational Lease

A **Recreational Lease** is a legal agreement which authorizes the use of Crown land for the purpose of recreational activities such as boat launches, personal use wharves, retaining walls, etc. This package should not be used for recreational leases involving camp lots, firing ranges, and recreational trails, as these types of leases have their own specific application package. Recreational Leases are issued for a term of 10 years.

**Fees\*:**

- Application Fee: \$300.00 plus HST non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III – *Should Your Application Be Approved*.

\*Fees are established in accordance with the *Lands Administration Regulation - Crown Lands and Forest Act* and are subject to change.

## What do you need to know before you apply ?

### Have you located a site?

In order to apply to use Crown land, you must have located a specific property within the Province of New Brunswick. An application that does not specify a property **will not be considered**.

### Is the property Crown Land?

You must be certain that the property you are requesting is Crown land and not private property. To confirm the ownership of the property you must contact your local Service New Brunswick (SNB) Registry and Mapping office. To locate your local SNB Registry and Mapping, please call the toll free number: 1-888-762-8600 or visit the SNB web site: [www.snb.ca](http://www.snb.ca).

## BASIC ELIGIBILITY

- Applicants must be at least 19 years of age.
- Businesses must be registered with Corporate Affairs in New Brunswick and provide a copy of their Certificate of Incorporation.
- Institutional leases are issued to non-profit organizations **only**. Applicants must be registered as a charitable organization with Corporate Affairs in New Brunswick and provide a copy of their Letters Patent.
- A Site Development Plan must be included (blank copy at end of application package).

**Applications that do not meet the basic eligibility requirements will be rejected.**

## **SHOULD YOUR APPLICATION BE APPROVED**

Once your application is evaluated and approved, a letter from the Department of Natural Resources will inform the applicant of other requirements which may include the following:

### **Requirements that WILL be requested upon approval of the application**

1. Survey Plan: The survey must be completed by a New Brunswick Land Surveyor; and be submitted, reviewed and filed by the Department of Natural Resources (required for Leases with a term of 10 years or less)

**Or**

Subdivision Plan: Required for Leases exceeding 10 years. This plan must be prepared and completed by a New Brunswick Land Surveyor in accordance with the *Community Planning Act*.

### **Requirements that MAY be requested upon approval of the application**

2. Business Plan: A business plan may be required. If you already have a business plan, please include a copy with your application.
3. Liability Insurance: Liability insurance in the amount of \$2,000,000 minimum, listing "Her Majesty the Queen in Right of the Province of New Brunswick as represented by the Minister of Natural Resources" as additional-insured. Proof of insurance must be provided every year.
4. Environmental Insurance: Environmental Remediation Insurance must be purchased and maintained by the Lessee. It is intended to cover the cost of rehabilitating the Crown land should an environmental accident occur.
5. Public Notification: The applicant may be required to advertise the proposal in the local newspapers or satisfy other public consultation requirements.
6. Environmental Impact Assessment (EIA): A copy of an Environmental Impact Assessment determination letter from the Department of Environment and Local Government may be required before the Lease is issued.
7. Permits and Authorizations: Compliance with all laws whether municipal, provincial or federal, and obtaining all required permits and authorizations such as: a building permit, quarry permit, watercourse alteration permit, and petroleum storage license are mandatory.

### **Requirements that WILL be requested upon issuance of the lease:**

8. Preparation Fee: **\$200.00 plus HST non-refundable**. Fee charged for all approved applications when the Lease is issued. Make cheque payable to the New Brunswick Minister of Finance. Due when the Lease document is executed and signed.

9. Annual Rent: Rent (the amount due until the following April 1) is payable when the Lease is executed. Annual rental is due April 1 and is invoiced prior to that date. Annual rental is based on the area in hectares (ha) of the requested Lease. **Should the rent become 31-days past due, the Lease may be cancelled.**

For sample rents, please see Schedule B at <http://laws.gnb.ca/en/showdoc/cr/2009-62>.

10. Harvesting Permit: A harvesting permit must be obtained from the local DNR office before any trees are cut from a site.
11. Annual Property Taxes: The Lessee is responsible for paying the annual property taxes on the Leased property.

**Other terms and conditions may apply.**

**All costs associated with “requirements” are the responsibility of the applicant.**

## **HOW TO APPLY**

Part IV is designed to help you complete the Application Form for a Crown land Commercial, Communication, Industrial, Institutional, Municipal Service, Transportation or Utility Lease (Part V). The order of information contained in Part IV corresponds with the order of requested information on the Lease Application Form.

### **Section A - Applicant**

The name on the application form is the name that will be used on the legal agreement. The only fields that are optional are the e-mail and cellular phone.

**Language:** verbal and written correspondence will be available in the official language of your choice.

**Applicant Status:** if you represent an incorporated body, please provide a copy of the Certificate of Incorporation for your organization, as well as names and titles of signing officers.

**Charitable Registration N°:** must be provided as proof of “non-profit” status for those applying for an Institutional Lease.

### **Section B - Intended use of the land**

**B1** - Identify the type of Lease you are applying for.

**B2** -Provide a detailed description of all planned activities or anticipated construction (e.g. such as telecommunication, manufacturing plant, educational camps, waste water plan, transportation facility, electric utility site or storage as well as dimensions, improvements to or constructions of access roads, removal of timber, excavations, work below the ordinary high water mark of watercourses, structures, storage facilities, parking areas, etc.) and be specific about the equipment to be used. Be sure to describe any land uses, services (retail and other business activities, etc.), utilities and/or any seasonal activities that may occur throughout the entire term of the Lease. Please indicate the location of these planned improvements on a detailed map or sketch (see Appendix B, Site Plan, pg. 18). Include a detailed attachment (and photos) and ensure that this attachment is identified as relating to question **B2**.

**B3-** Describe other known land uses, i.e. is this area used for utilities such as telecommunication, power lines, sewage, etc., and/or are there seasonal activities located on or adjacent to the subject area.

**B4** - Provide specific details, i.e. identify equipment and materials that will be used to complete the proposed activities. If needed, include an attachment with more details. Ensure that this attachment is identified as question **B4**.



- B5** - Explain all possible effects the proposed activities will have on the neighbours, the environment or the local area. Examples are noise, traffic, air quality, or foul odour. If needed, include an attachment with more details. Ensure that this attachment is identified as question **B5**.
- B6** - If petroleum products or hazardous products will be stored on site, specify the quantity. If the storage capacity is 2000 L (528 gal) or more, you will need to obtain a license from the Department of Environment and Local Government.
- B7** - Do you intend to construct or use an existing water supply, sewage disposal or water disposal. In such cases, permits and authorization will be needed from various Departments as Health and Wellness and Environment and Local Government.

### **Section C - Location**

- C1** - Provide an estimate of the size of the proposed area (in hectares) and length and width in meters (m).
- C2** - A PID number is a **Parcel Identifier** number that identifies all properties in New Brunswick. You must provide the **PID** number of the property on your application form. You can obtain this number at your local Service New Brunswick Registry and Mapping office. If for any reason this property has not been assigned a **PID** number, please indicate the **PID** number of an adjacent property.
- C3** - Identify County and Parish for this property.

### **Section D - Site Description**

- D1** - Identify what the current use of the subject Crown land is and what condition it is in.
- D2** - Identify any landmarks (i.e. watercourses or structures, etc.) near the site, give the names. Give the distance of the landmark from the site. What kind of watercourse: stream, swamp, river, ocean, or lake. You may be required to obtain a Watercourse and Wetlands Alteration Permit from the Department of Environment and Local Government. This information will be given to you once the review process is completed.
- D3** - Is there a road accessing the land? Give its name and specify: highway, secondary road, private road, forest road, or other.
- D4** - If a road is accessing the land, describe its condition (ie: good, fair, poor).
- D5** - Can you access this land year round?
- D6** - Is there evidence of present occupation on the land? This could be any structure or activity that may indicate that the site is presently used or occupied.
- D7** - What type of vegetation covers the land, i.e. forest, clearcut, partial cut, field, etc.?

**D8** - Is there any evidence of boundary lines on the land?

Evidence: May be a fence, tree line, rock wall or blazed line.

No Evidence: There is no evidence of the property boundaries.

All visible: All sides of the property are identifiable.

### **Section E - Payment and Signatures**

- Indicate the method of payment used for application fee.
- You **MUST** sign and date the application form.

### **Section F - Attachments**

The following attachments **MUST** be included with the application. If any of the attachments are missing, the application may be returned.

**F1** – The application fee payment of \$300.00 plus HST non-refundable. (See section E of the application form for the different methods of payment.)

**F2** - A map and/or aerial photo identifying the specific location, dimension (size or length), and Property Identification No. (PID). Maps are available on line at <http://geonb.snb.ca/geonb/>.

**F3** - A detailed SNB Planet site map large enough to locate the site. This map is available at your local Service New Brunswick Registry and Mapping office. See **Appendix A** for an example. On this map please:

- clearly outline the requested site (highlight the boundaries).
- have at least one legible PID number.

**F4** - Include a Site Plan with your application. A description and sketch of the physical layout location of an actual or planned structure or set of structures (e.g. buildings, fencing, access road, well, septic system, parking area, etc.) including their intended use. A sample Site plan is included in this application package, in **Appendix B**.

**F5** - A copy of the “Certificate of Incorporation” where the applicant has corporate status which will include appropriate signing officials and also the names and titles of signing officers.

**F6** - A copy of the organization’s “Letters Patent” issued by Corporate Affairs Registry of New Brunswick for non-profit organizations and the names and titles of signing officers. This applies for institutional leases only.

**F7** - Include a Site Development Plan (SDP). A blank SDP is attached at the end of the package for your use.

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**All costs associated with the application are the responsibility of the applicant.**

For clarification on any parts of the Application Package please call 1-888-312-5600.

If you intend to apply to use Crown lands located along the shore of inland or coastal waters, you must include with the Application Form the Coastal Land Use Application Form.

See **Appendix C** for a check list to ensure the completeness of the application form.

**PART V**  
Crown Land Lease

**Application Form – Crown Land Lease**

Department of Natural Resources  
Crown Lands Branch  
P.O. Box 6000  
Fredericton NB E3B 5H1  
Tel: 1-888-312-5600 Fax: (506) 457-4802



**Please refer to PART IV “How to Apply”**

<b>A - APPLICANT</b>		<i>Please Print</i>
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	<b>Language Preference:</b> <input type="checkbox"/> English <input type="checkbox"/> French	
<b>Name or Company Name</b>	<b>E-mail</b>	
<b>Mailing address</b> (Street - apartment)	<b>City / Town</b>	
<b>Postal Code</b>	<b>Correspondence Preference:</b> <input type="checkbox"/> Postal Service <input type="checkbox"/> E-mail	
<b>Telephone</b> (home)	<b>Telephone</b> (work)	<b>Cellular phone</b>
<b>Applicant Status</b> <input type="checkbox"/> Individual <input type="checkbox"/> Municipality <input type="checkbox"/> Business <input type="checkbox"/> Other, specify		
<b>Contact person</b>		
<b>Charitable Registration No (if not-for-profit)</b>		
<b>B - INTENDED USE OF THE LAND</b>		
B1	<b>Application for</b>	
	<input type="checkbox"/> Commercial Lease	<input type="checkbox"/> Communication Lease
	<input type="checkbox"/> Institutional Lease	<input type="checkbox"/> Municipal Services Lease
	<input type="checkbox"/> Utility Lease	<input type="checkbox"/> Industrial Lease
		<input type="checkbox"/> Transportation Lease
		<input type="checkbox"/> Recreational Lease
B2	<b>Provide a detailed description of planned activities and/or anticipated construction. Show location of these planned improvements on the Site Plan attached (Appendix B)</b>	
B3	<b>Describe other known land uses, services, utilities and/or seasonal activities located on or adjacent to the subject area.</b>	
B4	<b>Provide specific details about equipment and materials that will be used.</b>	
	<b>Equipment Type:</b>	
	<b>Material Types:</b>	

**PART V**  
Crown Land Lease

B5	Describe all potential effects on adjacent landowners, the environment or local area. _____
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B6	Will Petroleum Products or other hazardous products be stored on site?
<input type="checkbox"/> No <input type="checkbox"/> Yes, less than 2000 litres <input type="checkbox"/> Yes, more than 2000 litres	

B7	Do any of the following apply in your application?					
	No	To be constructed	Existing			
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Dug Well	<input type="checkbox"/> Drilled Well	<input type="checkbox"/> Other _____
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Portable system	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Other _____
Gray Water Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Seepage Pit	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Other _____

**C - LOCATION**

C1	Estimated size of the area (ha)	Length and Width (m):
C2	PID number	Adjacent PID(s)
C3	County	Parish

**D - SITE DESCRIPTION**

D1	What is the current use and condition of the subject Crown land? _____ _____ _____ _____ _____
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D2	<ul style="list-style-type: none"> <li>Is there a visible landmark nearby, such as a watercourse, wetlands, bridge, designated road, etc. If yes, what is the distance from the landmark to the requested property? _____</li> <li>Are there any watercourse crossings (please list the type and condition)? _____</li> <li>Are there any new watercourse crossings required? _____</li> </ul>
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D3	Is there access to the site?
<input type="checkbox"/> No <input type="checkbox"/> Yes, specify: <input type="checkbox"/> Public <input type="checkbox"/> Private (If private, please provide written consent to use access)	

D4	If there is a public access, describe its condition.
<input type="checkbox"/> Good condition <input type="checkbox"/> Fair condition <input type="checkbox"/> Poor condition	

**PART V**  
Crown Land Lease

D5	<b>If there is a public access, is there year round access to the site?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D6	<b>Is there evidence of present occupation on the land?</b>		
	<input type="checkbox"/> Building	<input type="checkbox"/> Fences	<input type="checkbox"/> Clearing
	<input type="checkbox"/> Other, specify:		
D7	<b>Vegetation cover</b>		
	<input type="checkbox"/> Forest	<input type="checkbox"/> Clear cut	<input type="checkbox"/> Partial cut
	<input type="checkbox"/> Field	<input type="checkbox"/> Other, specify:	
D8	<b>Describe the boundary lines</b>		
	<input type="checkbox"/> Evidence	<input type="checkbox"/> No evidence	<input type="checkbox"/> All visible

**E - PAYMENT & SIGNATURES**

**Indicate the method of payment used for the application fee**

<input type="checkbox"/>	Money Order (made payable to the Minister of Finance)
<input type="checkbox"/>	Cheque (made payable to the Minister of Finance)
<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card
	Number _____ Expiry date: _____
	Name on Credit Card if different from applicant:
	Signature of Cardholder:
<input type="checkbox"/>	Yes I am over 19 years of age
	Signature of applicant
Date	_____ 20 _____ <b>x</b>

**F - ATTACHMENTS**

**Required documents**

F1	Application fee payment of \$300.00 plus HST non-refundable
F2	A map and/or Aerial Photo (see Appendix A)
F3	SNB Planet Map (see Appendix A)
F4	Site Plan (see Appendix B)
F5	Copy of Certificate of Incorporation (if applicable)
F6	Copy of Letters Patent (for institutional lease only)
F7	Site Development Plan

**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Certificate of Incorporation	A document issued by Corporate Affairs in New Brunswick to verify a company has been registered with the government and is authorized to operate a business within the province.
Commercial Lease	A legal agreement which authorises the use of Crown land for operating a wholesale or retail business activity.
Communication Lease	A legal agreement which authorizes the use of Crown land for the purpose of establishing and maintaining telecommunication facilities.
Crown	Her Majesty the Queen, in right of the Province of New Brunswick as represented by the Minister of Natural Resources or any other Minister of the Provincial Government.
Crown Land	Crown land is defined under the <i>Crown Lands and Forest Act</i> as the lands vested in the Crown that are under the administration and control of the Minister of Natural Resources and may include land covered by water.
Deed	A written document signed, sealed and delivered by the seller, transferring title (ownership) of a specific property to the purchaser.
Environmental Impact Assessment (EIA)	A screening process that examines the possible or probable impacts of a proposal on the environment. The approval is given by the Department of Environment and Local Government (DELG). The proposal is reviewed by the DELG only.
Environmental Insurance	Environmental Remediation Insurance maintained by an individual who leases crown lands, intended to cover the cost of rehabilitating the Crown land should an environmental accident occur.
Environmental Liability	The liability associated with the responsibility to clean up lands subject to environmental hazards or damage.
Harvesting Permit	A permit issued by the local Region/District authorizing the permit holder to cut/harvest trees from Crown land.
Human Development Activities	Refers to activities operated by non-profit and/or charitable organizations that promote educational, religious, moral, physical or social growth of persons.
Illegal Occupation	To occupy or use Crown land without permission or the legitimate right to do so.
Industrial Lease	A legal agreement which authorizes the use of Crown land for the purpose of processing natural products or manufacturing goods from man-made or natural products, and other related activities.

Institutional Lease	A legal agreement which authorizes the use of Crown land by non-profit and/or charitable organizations for human development activities.
Issuance Fee	Fee charged to issue a lease once it has been approved.
Lessee	An individual or company to whom a lease has been issued.
Liability Insurance	General liability insurance coverage in the amount of 2 million dollars minimum, listing "Her Majesty the Queen in Right of the Province of New Brunswick as represented by the Minister of Natural Resources" as additional insured. A certificate of insurance must be provided each year.
Licensee	Individual or corporation that has been issued a license.
Municipal Service Lease	A legal agreement, issued to a Municipality, which authorizes the use of Crown land for providing basic community services such as protective services and related activities (examples: garbage and refuse collection, sewage, water supply and recreational facilities)
Non-Fibre Forestry Lease	A legal agreement authorizing the use of Crown land for the production of forest products other than processed wood.
Non-Profit Organization	A group or organization incorporated to benefit/aid other individuals or its own members without financial benefit to the organization.
Parcel Identifier Number (PID)	A unique number issued by Service New Brunswick used to identify each property in New Brunswick.
Park Land	Park land is any land designated under the Parks Act for use as any type of recreational park or wildlife park or combination thereof and includes a recreational trail or portion designated by the Minister of Natural Resources and Energy (See <i>Parks Act</i> for the Legal Definition).
Processing Plant	A commercial enterprise where a raw product is processed to another form for sale.
Public Benefit	Refers to a clear overall benefit to the citizens of New Brunswick, a community or a significant group of people.
Public Notification	A requirement to advertise proposals in a local or regional newspaper, or some other forum that satisfies a public consultation requirement.
Rental	Rent payable when a lease is signed and sealed. Also due April 1 each year during the term of a lease or license of occupation. Lessees/licensees are invoiced annually prior to that date. If the rent is 91-days overdue, a lease may be cancelled.

Site Development Plan	A written description of the manner and time which a Lessee shall alter, develop, use, maintain and rehabilitate Crown lands. This may include a description and sketch of the physical location of an existing or planned structure(s) (e.g., buildings, fencing, access roads, electrical, water and septic systems, parking areas, etc.) plus a timetable or phases of development.
Site Inspection	The inspection by a DNR staff member of a property affected by a land use application.
Subdivision Plan	A survey plan prepared for the purpose of subdividing land into two or more parcels, in accordance with the <i>Community Planning Act</i> , and able to be approved by a Development Officer for registration.
Survey	The physical measurement of land, water, or space above or below the surface of the earth and may include both natural and man made features.
Survey Plan	A survey plan is a drawing, map or plan prepared by a New Brunswick Land Surveyor to show information obtained from a survey of lands.
Timber Rights	The right to cut or harvest trees on Crown land. Only Crown Timber Licensees, through the Department of Natural Resources, have these rights.
Transportation Lease	A legal agreement which authorizes the use of Crown land for the purpose of providing facilities for railroad, highway, water and air transportation and includes related terminal, transfer and maintenance facilities (including landing areas) incidental to this use.
Utility Lease	A legal agreement which authorizes the use of Crown land for the purpose of establishing and maintaining an electric utility site. The land is used by business organizations to provide site(s) for the generation of electricity and includes all other services and facilities (e.g. power substations, switching yards, mainline valve sites, transformer pads).
Water lot	A parcel of submerged Crown land that lies below the ordinary high water mark.
Wholesale	The sale of commodities in quantity usually for resale by a merchant.

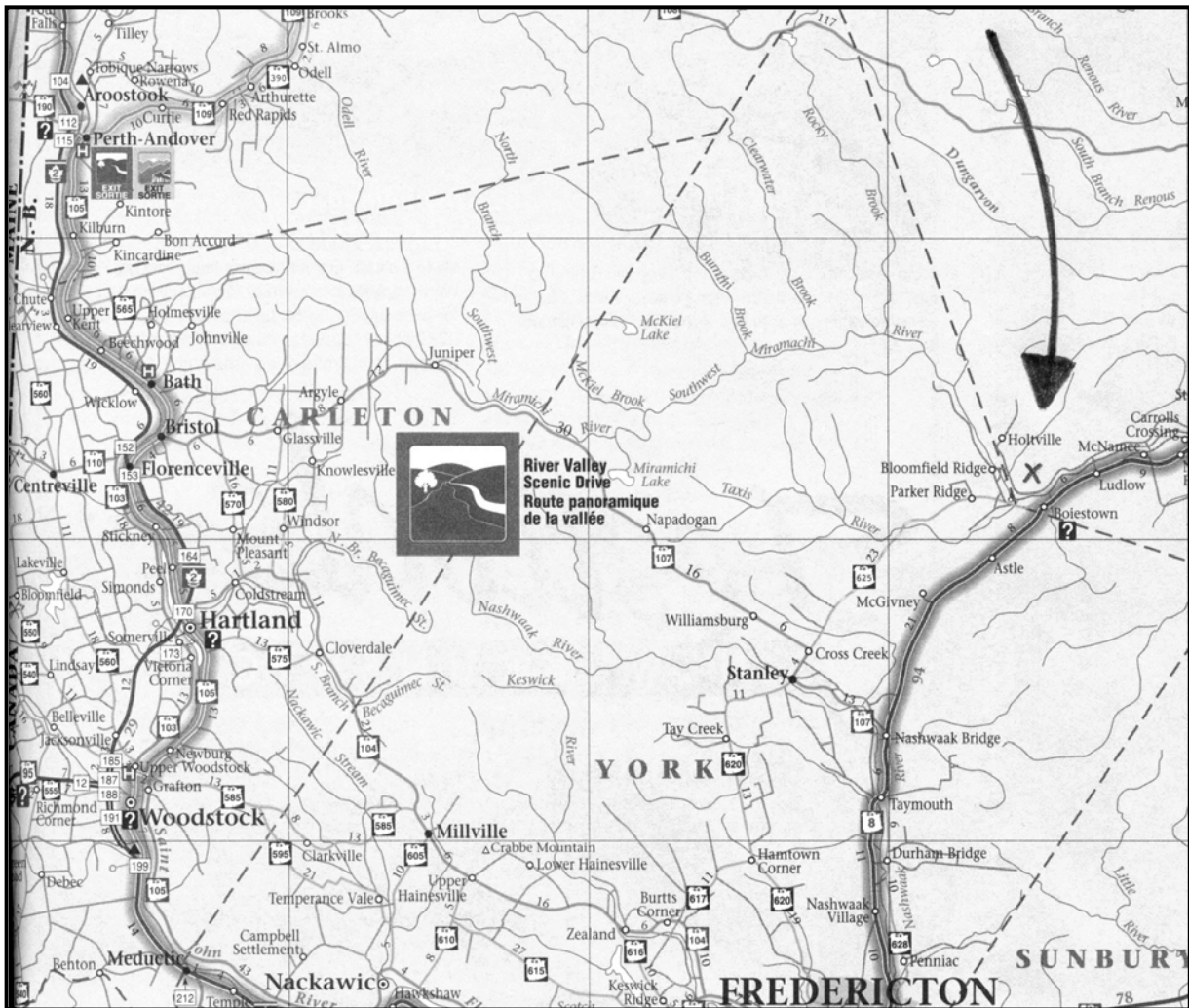


## MAPS - EXAMPLES

The following are examples of maps that must be included in your application.

**You must include a copy of both a General Map and a Site Map with your application.**

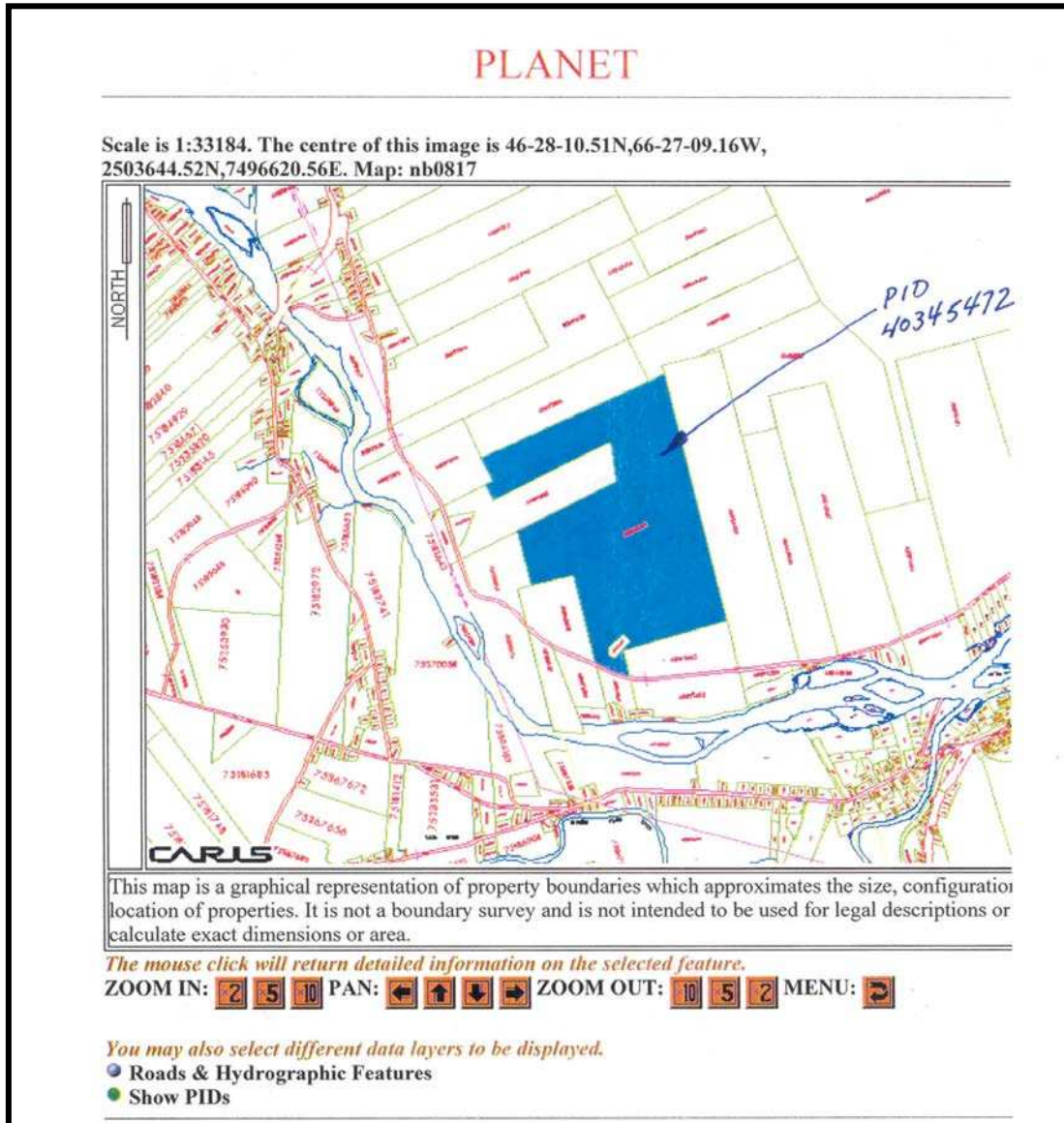
**General Map:** Include a general map that will locate the site within the province.  
For example, a road map, or a Provincial Atlas map.



**Site Map:** Include a SNB Planet map that:

- clearly outlines the request site (highlight the boundaries),
- and have at least one legible PID number.

A Planet map can be obtained at Service New Brunswick Registry and Mapping office.



## SITE PLAN

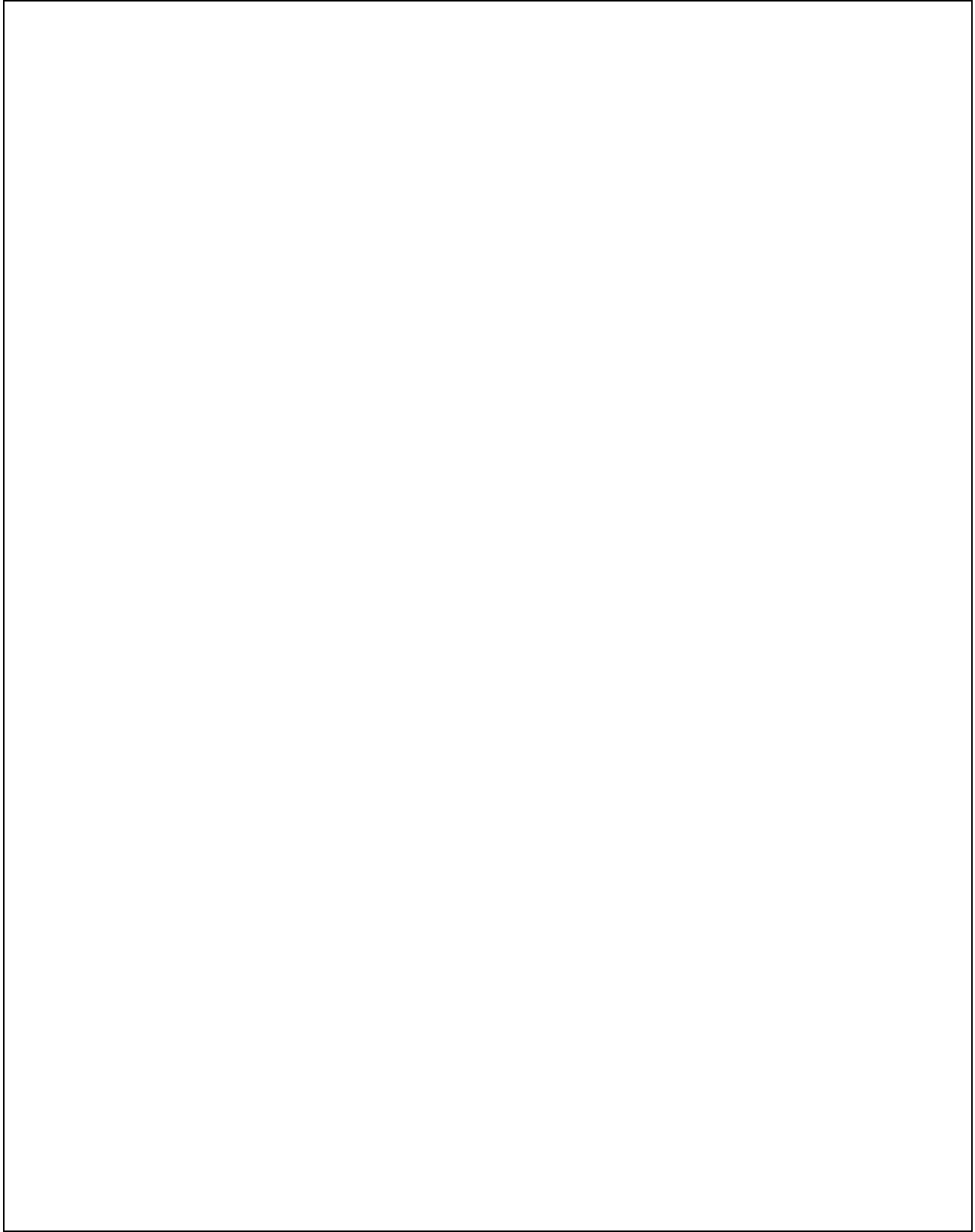
The Site Plan is a sketch describing the future activities and improvements to the property. This sketch does not need to be to scale as it is meant to give a general overview of the proposed developments.

Indicate by means of a sketch, the location of all of the existing and planned improvements.

Locate the following:

- Property boundaries
- All watercourses, please include their name(s)
- Roads
- Trails
- Position of buildings (structures, storage facilities)
- Parking
- Water supply (if any) (well, reservoir, underground pipes, etc.)
- The method of sewage and waste disposal including a description of any waste materials and indicate on the sketch the location where they will be stored or deposited on the lease
- Any fuel or hazardous product storage facilities
- Show North Arrow on sketch

**Site Plan**



**CHECK LIST**

Before sending your application, please ensure that you have included the following:

<input type="checkbox"/>	The application fee payment of \$300.00 plus HST. See section E of the application form for the different methods of payment. <b>(non-refundable)</b>
<input type="checkbox"/>	A map and/or aerial photo identifying the specific location, dimension (size or length), and Property Identification No. (PID). Maps are available on line at <a href="http://geonb.snb.ca/geonb/">http://geonb.snb.ca/geonb/</a> .
<input type="checkbox"/>	A SNB Planet map identifying the PID number of the specific area applied for. Maps are available at your local Service New Brunswick Registry and Mapping office*.
<input type="checkbox"/>	Include a Site plan with your application. A description and sketch of the showing any existing or planned improvements (i.e. structures, fences, acc roads, wells, parking, etc.) including the intended use. A sample Site plan included in this application package, in <b>Appendix B</b> .
<input type="checkbox"/>	Certificate of Incorporation if a Business.
<input type="checkbox"/>	The attached Site Development Plan <b>must</b> be included with the application.
<input type="checkbox"/>	Complete all sections, sign and date the Application Form.
<input type="checkbox"/>	All required attachments.

\*Associated SNB mapping and research fee will apply

**Send your completed Crown Land Lease Application Form to:**

Department of Natural Resources  
Crown Lands Branch  
Land Use Application Service Centre  
P.O. Box 6000  
Fredericton NB E3B 5H1

Courier address: 1350 Regent Street, Room 250, Fredericton, NB E3C 2G6

# **SITE DEVELOPMENT PLAN FOR CROWN LAND LEASES**



Revised: June 27, 2006  
Department of Natural Resources  
Crown Lands Branch



4. If applicable, describe the source of the water supply and all associated improvements (e.g., watercourse, well, reservoir, above-ground or underground intake and/or outfall pipes, etc.) and its location(s) on the Site Plan.
  
5. Describe the method of sewage and waste disposal including a description of the types of waste materials, and where and how these will be stored, collected and disposed. Indicate the location(s) on the Site Plan.
  
6. Describe in detail any fuel or hazardous product storage facilities maintained or to be maintained on the subject Crown lands including the type of fuel and/or hazardous products, the amount stored, the type of storage container or structure and indicate its location(s) on the Site Plan.

**SECTION 2: MAINTENANCE**

1. Describe in detail any repairs or maintenance which will be required on an annual or periodic basis in order to satisfy any required government approvals: This would include any improvements to access, landscaping, servicing, pump-outs, etc.

Repair/Maintenance Activity	Timing (monthly, annually, seasonally, etc.)	Equipment/Materials

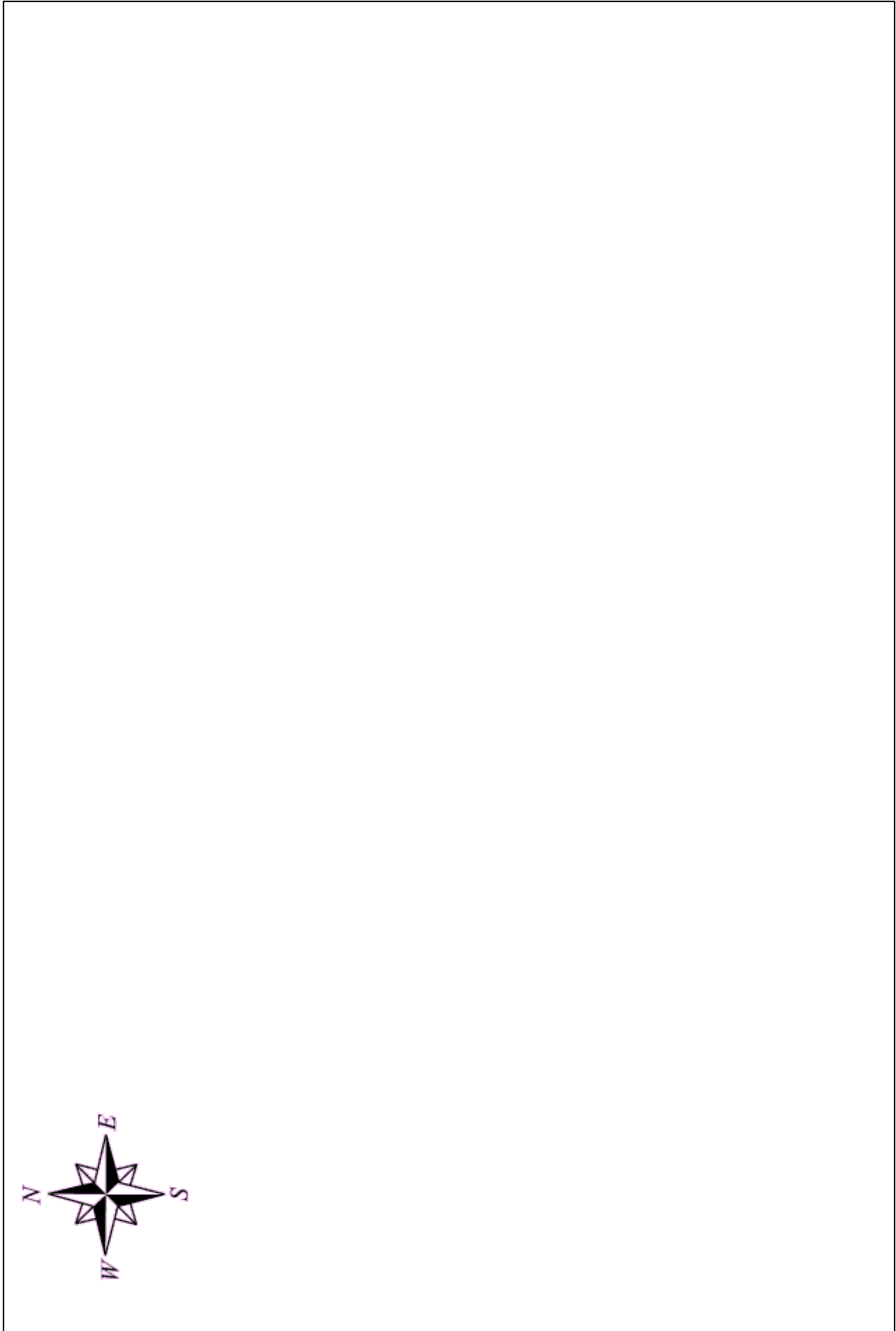
**SECTION 3: REHABILITATION**

Describe in detail the steps which will be taken to remove all improvements from the lease area and/or return the site to a condition acceptable to the Minister in the eventuality that the lease expires or is terminated. This would include dismantling any or all structures, foundations, the removal and disposal of any fuels, garbage and other waste, storage tanks, construction and any other materials stockpiled on site plus the disposal of any debris that may have accumulated within the lease area. The plan must also include a statement indicating how long the Lessee expects it will take to rehabilitate the lease area.



## **SECTION 4: SITE PLAN**

Use the space below or provide a detailed plan showing the location and dimensions of all existing, planned and/or anticipated improvements that may be developed on the subject Crown land (and, if applicable, on any adjoining lands) throughout the entire term of the lease. Include the site boundaries, distances, all watercourses, roads, trails and any other significant features. This information may be incorporated on the Plan of Survey or Subdivision Plan, whichever is required.



*No construction or development shall occur unless it is contained in the Site Development Plan or is approved as an amendment to the Crown land lease. Any amendments to the Site Development Plan must be addressed to the Director of Crown Lands Branch at the following address:*

*Land Use Application Service Centre  
Director of Crown Lands Branch  
Department of Natural Resources  
P. O. Box 6000  
Fredericton, N. B.  
E3B 5H1*

*This Site Development Plan and all approved amendments will form part of the Crown land lease issued by the Department of Natural Resources and will be subject to the terms and conditions contained in the Schedule "C".*

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**Date Submitted**

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**Applicant for Crown Land Lease**

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**Director of Crown Lands**