

CROWN LAND LEASE APPLICATION

A **Lease** is a legal agreement authorizing the use of Crown lands for a specific period of time under specific terms and conditions as the Minister of Natural Resources and Energy Development determines to be appropriate.

TYPES OF USES

Commercial Lease: Authorizes the use of Crown land for running a wholesale or retail business activity for a term of 20 years. Requires submission of a Site Development Plan (Appendix A) and a Business Plan (Appendix B).

Communication Lease: Authorizes the use of Crown land for the purpose of establishing and maintaining telecommunication facilities for a term of 20 years. Requires submission of a Site Development Plan (Appendix A) and a Business Plan (Appendix B).

Industrial Lease: Authorizes the use of Crown land for the purpose of processing or manufacturing goods from man-made or natural products, and other related activities for a term of 20 years. Requires submission of a Site Development Plan (Appendix A) and a Business Plan (Appendix B).

Institutional Lease: Authorizes the use of Crown land to non-profit organizations whose purpose is to promote educational, religious, moral, physical or social growth of persons for a term of 10 years. Examples: a scout camp or church camp. Requires submission of a Site Development Plan (Appendix A) and a Business Plan (Appendix B).

Municipal Service Lease: Authorizes the use of Crown land to a Municipality for the purpose of providing community services for a term of 10 years. Examples: sewage, drainage water supply, recreational facilities. Requires submission of a Site Development Plan (Appendix A).

Transportation Lease: Authorizes the use of Crown land for the purpose of providing facilities for water and air transportation and includes related terminal, transfer and maintenance facilities for a term of 10 years. Examples: landing areas, ferry landing, public wharves. Requires submission of a Site Development Plan (Appendix A) and a Business Plan (Appendix B).

Utility Lease: Authorizes the use of Crown land for the purpose of establishing and maintaining an energy utility site for a term of 10 years. Examples: 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). Requires submission of a Site Development Plan (Appendix A) and a Business Plan (Appendix B).

Recreational Lease: Authorizes the use of Crown land for the purpose of recreational activities for a term of 10 years. Examples: boat launches, personal use wharves, etc. This package should not be used for recreational leases involving camp lots or shooting ranges as these types of leases have their own specific application package. Requires submission of a Site Development Plan (Appendix A).

APPLICATION FEE

\$1,610.00 non-refundable (\$1,400.00 plus \$210.00 HST).

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

PROCESS

Your application will be reviewed by the Department of Natural Resources and Energy Development (DNRED) in consultation with other agencies. The review process is expected to take between 6 and 12 weeks and may take longer depending on the type of use.

Permits and Authorizations: Compliance is required with all laws whether rural community, municipal, provincial or federal, and may include obtaining all required permits and authorizations such as: building permit, harvesting permit, quarry permit, watercourse and wetlands alteration permit, and petroleum storage licence.

Information: Contact the DNRED Land Use Application Service Centre at the toll-free number 1-888-312-5600 or at www.gnb.ca/naturalresources.

IF YOUR APPLICATION IS APPROVED

Once your application is evaluated and approved, a letter from the Department will advise you of other requirements which may include the following:

Requirements that WILL be requested upon approval of the application

Survey Plan / Subdivision Plan: The plan must be completed by a licensed New Brunswick Land Surveyor and be submitted, approved and recorded by DNRED.

Requirements that MAY be requested upon approval of the application

Liability Insurance: Liability insurance in the amount of \$5,000,000 minimum, listing "Her Majesty the Queen in Right of the Province of New Brunswick as represented by the Minister of Natural Resources and Energy Development" as additional-insured.

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.

Public Notification: The applicant may be required to advertise the proposal in the local newspapers or satisfy other public consultation requirements.

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.

Requirements that WILL be requested upon issuance of the lease:

Annual Rent: Rents are invoiced annually on April 1, established in accordance with the Lands Administration Regulation, *Crown Lands and Forests Act* and are subject to change.

Annual Property Taxes: The Lessee is responsible for paying the annual property taxes on the leased property.

Other terms and conditions may apply.

Application Form – Crown Land Lease

Department of Natural Resources and Energy Development
Land Use Application Service Centre
P.O. Box 6000
Fredericton NB E3B 5H1
Courier Address: 1350 Regent St., Fredericton, NB, E3C 2G6
Tel: 1-888-312-5600 Fax: (506) 457-4802

**APPLICANT****Please Print**


Name or Company Name		Date of Birth (YYYY-MM-DD)	
Mailing address (Street-apartment, City/Town, Province, Postal Code)			
Language Preference:	<input type="checkbox"/> English	<input type="checkbox"/> French	Contact Person:
Correspondence Preference:	<input type="checkbox"/> Canada Post	<input type="checkbox"/> E-mail	Email Address:
Telephone (home)	Telephone (work)	Fax	Cellular phone
Applicant Status:	<input type="checkbox"/> Individual <input type="checkbox"/> Municipality <input type="checkbox"/> Company (attach Certificate of Incorporation) <input type="checkbox"/> Other, specify: _____		
Funding:	If the proposed project will be referenced in an application for provincial or federal financial assistance or funding, indicate the organization(s): _____		
Charitable Registration # (if not-for-profit): _____			

INTENDED USE OF THE LAND

<input type="checkbox"/> Commercial Lease	<input type="checkbox"/> Institutional Lease	<input type="checkbox"/> Recreational Lease
<input type="checkbox"/> Communication Lease	<input type="checkbox"/> Industrial Lease	<input type="checkbox"/> Transportation Lease
<input type="checkbox"/> Utility Lease	<input type="checkbox"/> Municipal Services Lease	

Provide a detailed description of planned activities and/or anticipated construction. Indicate any activities involving new or existing watercourse crossings. If work is proposed along the shore of inland or coastal waters, indicate how far it will extend below the Ordinary High Water Mark (OHWM).

Provide specific details about equipment and materials that will be used.

Describe all potential effects on adjacent landowners, the environment or local area.	
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	
LOCATION	
Property Identification # (PID) http://geonb.snb.ca/geonb/	Area (ha)
Adjacent PID(s)	Length and Width (m)
SITE DESCRIPTION	
Describe the current use and condition of the subject Crown land. Describe other known land uses, services, utilities and/or seasonal activities located on or adjacent to the subject area.	
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)	
PAYMENT AND SIGNATURE	
<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"/> Visa <input type="checkbox"/> Mastercard	
Credit Card Number:	Expiry date:
Name on Credit Card:	
Signature of Cardholder:	
<input type="checkbox"/> Yes I am 19 years of age or over	Signature of applicant <div style="text-align: center; margin-top: 10px;">  _____ </div>
Date _____ 20____	
REQUIRED ATTACHMENTS	
Application fee: \$1,610.00 non-refundable (\$1,400.00 plus \$210.00 HST)	
Map and/or aerial photo: available online at http://geonb.snb.ca/geonb/	
Copy of Certificate of Incorporation (if applicable)	
Copy of Letters Patent (for institutional lease only)	
Site Development Plan (Appendix A)	
Business Plan where applicable (Appendix B)	

Crown Lands Lease N°:

SITE DEVELOPMENT PLAN FOR CROWN LAND LEASES

Applicant/Lessee: _____
(print)

This Site Development Plan is submitted in partial
fulfillment of the lease requirements.



Revised: October 11, 2012
Department of Natural Resources and Energy Development
Crown Lands Branch

**Department of Natural Resources and Energy Development
Site Development Plan for Crown Land Leases**

The Site Development Plan is required so that applicants can describe all proposed alterations, activities and improvements that may occur or may be developed upon Crown land during the entire term of the Crown land lease. This should also describe any required rehabilitation prior to the termination of the lease and/or any other remediation or restoration that may be needed to satisfy various approvals issued by government during the term of the lease. Once approved, the Site Development Plan will be considered part of the lease issued by the Department of Natural Resources and Energy Development under the *Crown Lands and Forests Act*. Any deviation from the approved plan without prior written consent of the Minister of Natural Resources and Energy Development or the Minister's designate may warrant immediate cancellation of the lease. Development guidelines:

- a) No construction shall occur unless it is contained in this plan or an approved amendment thereof;
- b) The lessee shall insure that all construction, repairs or renovations meets health, environmental, safety, zoning, fire, building or other standards and codes.

SECTION A: DEVELOPMENT

1. Provide a detailed description of all planned or anticipated construction (e.g., design, dimensions, improvements to or construction of access roads, removal of timber, excavations, pouring foundations, structures, storage facilities, parking areas, etc.). Be sure to describe any other land uses, services (retail and other business activities, etc.), utilities and/or any seasonal activities that may occur throughout the entire term of the occupation. Please indicate the location of these improvements on the site plan (Section D).

2. Will any activities or developments associated with the proposed uses and/or improvements occur on adjoining freehold lands? If so, provide ownership details, and, if the applicant is not the owner, proof that the landowner(s) consents.

4. Describe the method of sewage disposal and indicate its location on the site plan (Section D).

6. Describe in detail any improvements that will be constructed throughout the term of the lease.

		CONSTRUCTION		
Improvement	Use	Anticipated Cost	Anticipated Commencement Date	Anticipated Completion Date

SECTION B: 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.

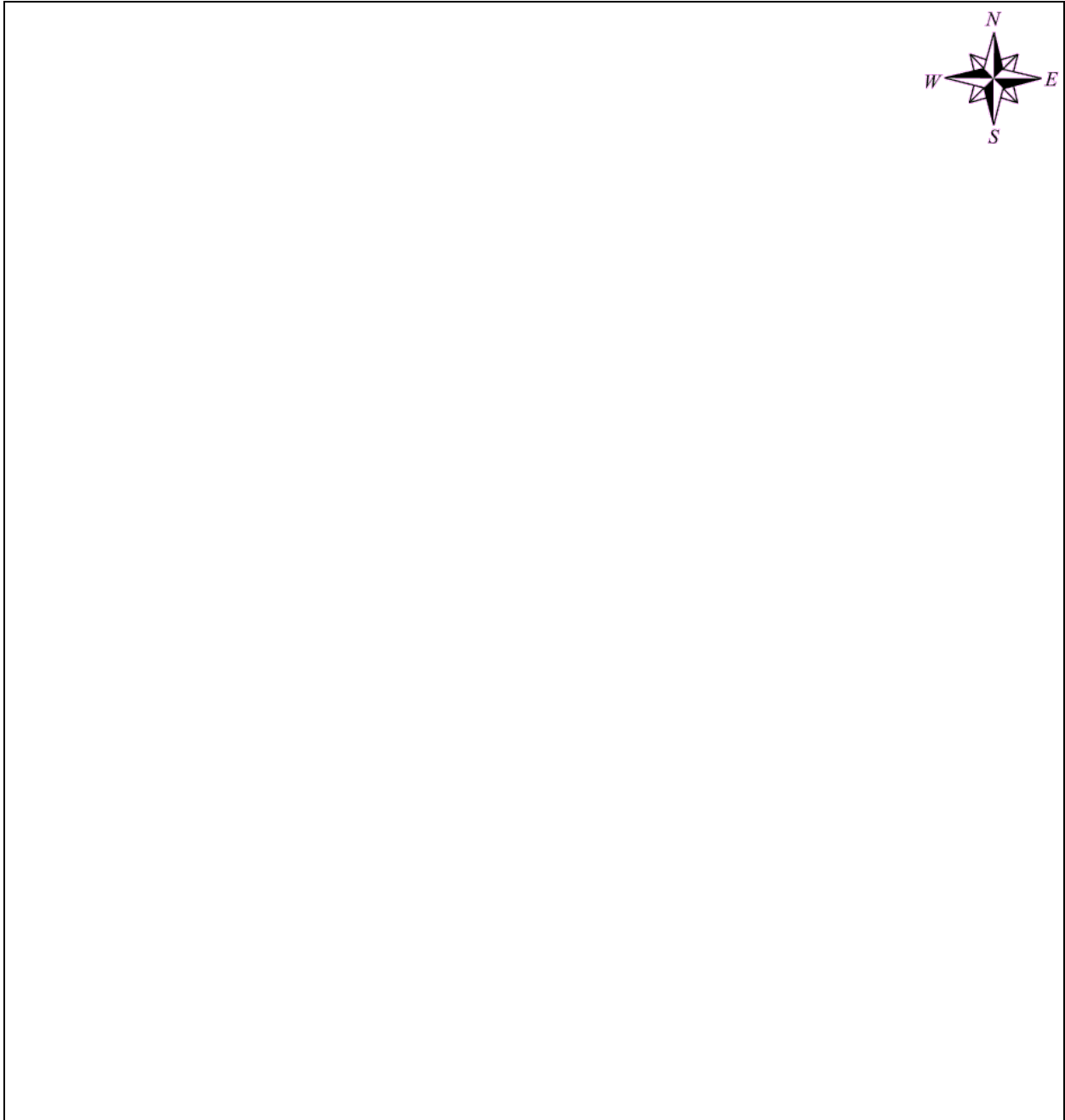
Repair/Maintenance Activity	Timing (monthly, annually, seasonally, etc.)	Equipment/Materials

SECTION C: REHABILITATION

Describe in detail the steps which will be taken to remove all improvements from the site and return the site to a condition acceptable to the Minister in the eventuality that the lease expires or is cancelled. This would include, but is not limited to, the removal from the site of all structures and foundations, fuel, garbage, storage tanks, and stockpiled materials. Also include a statement indicating how long it is expected to take to rehabilitate the site.

SECTION D: 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 and Energy Development
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 Energy Development and will be subject to the terms and conditions contained in the Schedule "C".

<hr/>	{	<hr/>
Date Submitted		Signature of Lessee
		<hr/>
		Signature of Lessee
<hr/>		<hr/>
Date of Approval		Director of Crown Lands as Minister's Designate

Crown Lands Business Plan- Short form
(DNRED may require further information to make a decision)

Submitted by:

Name(s) _____

Full Address _____

Company name (if incorporated) _____

1 .EXECUTIVE SUMMARY- short description of the proposed business or project including the request:

2. SUMMARY OF THE OPPORTUNITY:

a. The opportunity - What is it? How does it work? How will it benefit NB?

- b. Company history - How did the opportunity occur to you? Do you currently lease from DNRED? What have you done on this project to date? Describe what business you are in now and attach a copy of the latest balance sheet and income statement or income tax return.

- c. If there is a value-added product, describe the production process and the equipment required.

3. OVERVIEW OF PROPOSED CROWN LAND SITE

- a. Describe the land, location, and how it will be used. What makes this location unique with respect to your business?

4. MARKET OPPORTUNITY

- a. Market analysis - Describe the overall market, the primary industries associated with it, and how your Opportunity fits in.

- b. Target market - Describe the portion of that market you will target. Describe or list the customers and suppliers.

- c. Competitive landscape - How is your target market meeting its needs now? Who or what is your competition? How is your product, service, technology or business model different from theirs? Do you see opportunities they don't?

5. COMPANY MANAGEMENT

- a. Description of the key personnel in terms of their talent, education, skills and years of experience. This is very important for the success of your project. (May attach resumes)

- b. Human resources plan - Description of positions that need to be created, how and when they will be filled:

6. DEVELOPMENT PLAN

- a. Description of project development milestones and proposed timeline.

- b. Description of sales and marketing strategy, including revenue model for the next 3 years or until it is profitable. Attach revenue model on a separate sheet.

Example of revenue model:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Revenue from:														
Maple syrup 500ml														
Maple sugar 2kg														
Wind farm														
Blueberries 1kg														

7. FINANCIAL PLAN

- a. Projected cash flow statement- attach a separate sheet showing a monthly cash flow for the first two years: (Hint: Ending Cash should always be a positive number; you may have to borrow money to make it positive)

Example:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Beginning Cash														
Plus Cash in:														
Sales														
Bank Loan														
Minus Cash out:														
Payroll														
Power														
Rent														
Ending Cash														

- b. Investment needs, short-term and long-term financing requirements include cash sources and cash uses. (The totals should match)

Cash Sources: Provide documents for all amounts (i.e. bank statement or letter from bank)

Owners cash investment:	\$ _____
Bank Loan(s)	_____
Shareholders	_____
Other _____	_____
Total	\$ _____

Cash Uses: Provide documents for all amounts (i.e. equipment quotes)

Buy land	\$ _____
Buy equipment	_____
Startup costs	_____
Other _____	_____
Total	\$ _____

8. CURRENT FINANCIALS

If this business is currently operating, please include a copy of your most recent financial income statement or income tax return.