

LAND EXCHANGE APPLICATION PACKAGE

The Department of Natural Resources and Energy Development (DNRED) may exchange Crown Lands for privately owned lands with comparable merchantable timber value. The exchange will be on a value basis, not acre for acre.

APPLICATION FEE

Fee is based on the amount of Crown Land to be acquired and is non-refundable.

LESS than 75 ha: \$1,840.00 (\$1,600.00 + 240.00 HST)

MORE than 75 ha: \$1,840.00 (\$1,600.00 + 240.00 HST) plus \$23.00 (\$20.00 + \$3.00 HST) for each additional hectare to a maximum of \$2,300.00 (\$2,000+ \$300 HST)

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

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.

Land offered for exchange should:

- help consolidate Crown Land;
- reduce boundary line maintenance; or
- meet at least one of the following criteria:
 - they have more than 50% of their boundary in common with Crown Land;
 - they border on Crown Land and utilize boundaries not requiring periodic maintenance (e.g. roads, rivers) such that the length of boundary requiring maintenance is reduced; or
 - they adjoin other privately owned land located within a major block of Crown Land such that the acquisition would lead to future consolidation of land units
- have clear title that is free of encumbrances and can be obtained by the Crown under the *Land Titles Act*.
- Must offer significant resource features to the Crown such as:
 - special wildlife or wetland habitats;
 - recreational opportunities;
 - coastal habitats;
 - ecologically significant areas; or
 - access to Crown Lands or water-based resources.

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

SHOULD YOUR APPLICATION BE ACCEPTED

Once your application is reviewed and accepted, a letter from the Department of Natural Resources and Energy Development will inform you of other requirements if applicable.

Once your application has been accepted the following WILL apply:

- Appraisals
- Land Title Registration
- Timber Cruise
- Transfer Documents
- Taxes

Once your application has been review, the following MAY apply:

- Sub-Division Plan
- Survey plan
- Business Plan (for Commercial and Industrial purposes)

Other terms and conditions may apply.

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

Application Form - Land Exchange

Department of Natural Resources and Energy Development
 Land Use Application Service Centre
 P.O. Box 6000
 Fredericton NB E3B 5H1
 Tel: 1-888-312-5600 Fax: (506) 457-4802



APPLICANT		<i>Please Print</i>	
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:		
Charitable Registration # (if not-for-profit):			
LOCATION AND DESCRIPTION OF CROWN LAND			
Property Identification # (PID) http://geonb.snb.ca/geonb/		Area (ha)	
Vegetation cover			
<input type="checkbox"/> Forest	<input type="checkbox"/> Clear cut	<input type="checkbox"/> Partial cut	<input type="checkbox"/> Field <input type="checkbox"/> Other, Specify:
Describe the boundary lines			
<input type="checkbox"/> Evidence	<input type="checkbox"/> No evidence	<input type="checkbox"/> All visible	
What is the current use of the subject property?			
Adjacent use and ownership?			
Is there access to the site?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, specify:	
If there is a public access, describe its condition			
<input type="checkbox"/> Good condition	<input type="checkbox"/> Fair condition	<input type="checkbox"/> Poor condition	
If there is a public access, is there year round access to the site?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

LOCATION AND DESCRIPTION OF PRIVATELY OWNED LAND

Property Identification # (PID) http://geonb.snb.ca/geonb/	Area (ha)
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Vegetation cover

<input type="checkbox"/> Forest	<input type="checkbox"/> Clear cut	<input type="checkbox"/> Partial cut	<input type="checkbox"/> Field	<input type="checkbox"/> Other, specify:
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Describe the boundary lines

<input type="checkbox"/> Evidence	<input type="checkbox"/> No evidence	<input type="checkbox"/> All visible
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What is the current use of the subject property?

Adjacent use and ownership?

Is there access to the site?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, specify:
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If there is a public access, describe its condition

<input type="checkbox"/> Good condition	<input type="checkbox"/> Fair condition	<input type="checkbox"/> Poor condition
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If there is a public access, is there year round access to the site?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Specify any significant features

Environmental liabilities or contamination

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PAYMENT AND SIGNATURE

Money Order (made payable to the Minister of Finance)

Cheque (made payable to the Minister of Finance)

Visa Mastercard

Credit Card Number:

Expiry date:

Name on Credit Card:

Signature of Cardholder:

Yes I am 19 years of age or over

Signature of applicant

Date _____ 20____ **x** _____

REQUIRED ATTACHMENTS

Application Fee: **LESS than 75 ha:** \$1,840.00 (\$1,600.00 + 240.00 HST), **MORE than 75 ha:** \$1,840.00 (\$1,600.00 + 240.00 HST) plus \$23.00 (\$20.00 + \$3.00 HST) for each additional hectare to a maximum of \$2,300.00 (\$2,000+ \$300 HST)

Map and/or aerial photo: available online at <http://geonb.snb.ca/geonb/>

Business Plan for Commercial and Industrial purposes (Appendix A)

Send your completed Land Exchange Application Form to:

Department of Natural Resources and Energy Development
Land Use Application Service Centre
P.O. Box 6000
Fredericton NB E3B 5H1

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

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.