



Community/Institutional

Application Requirements Checklist

The following requirements are part of the application and must be provided. Incomplete applications will be returned to the applicant.

In addition to the General Application Requirements included on the Application Form, the following items are required for all Community/Institutional applications:

- See the [Natural Resource Online Services website](#) for key requirements and advice on applications.
- You are required to provide at least two (2) [digital maps](#) (spatial data, .pdf, .jpg, or other commonly used format)
 - General Location Map
 - [Site Plan](#) (see link for specific site plan requirements)
- A set of photographs showing the nature of the Crown land in the area, especially the sites proposed for any development.
- A Certificate of Incorporation (if applicable).
- For **local governments or public service agencies**: A resolution of the municipal council, regional board, or band council endorsing the application.
- For **community organizations**: A certified copy of the Constitution and Bylaws indicating your organization has formed a non-profit organization and that the organization is entitled to hold land.
- A copy of the State of Title Certificate of the requested property (if applicable).

AND

- A [Management Plan](#) which includes the project overview, project description and additional information as necessary. Information is provided in the [Management Plan Application Guidance Document](#).
- A **one-page summary** of the Management Plan that explains:
 - The intended use and why it's needed at this time
 - How long the tenure is needed for
 - Why the land already within the applicant's control isn't available
 - Briefly how it meets the Province's six [Standard Selection Criteria](#)
 - How many community members/visitors (approximately) it will serve

Note: Applicants should restrict management plan content to information that is directly relevant to the proposed project. Management Plans should not contain statements that are biased or judgmental or which may be harmful to other applicants, other licensed users of Crown land and resources, the general public, or businesses operating on private land.