



Community/Institutional Application Requirements List New Applications

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

- An application fee in the form of a cheque or money order made payable to Minister of Finance attached to the application package (see Fee Schedule) GST Registration number is
- 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 Management/Development Plan that explains the overall request with respect to use, location and improvements, schedule etc. The template can be found here:

<http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/management-plans>

- A one page summary of the Management Plan that explains:
 - The specific intended use of the land (eg, local park, fire hall, rugby field) and how it provides access for broad public use by local residents and visitors. (describe the user group)
 - The benefits of the proposed use and how they relate to the Province's six Standard Selection Criteria
 - The rationale for the land use – why this land use is appropriate or fits with the Official Community Plan, zoning or was historically used in this fashion
 - Any contact you have had with local government or community group about this proposed use
 - Any other pertinent information that will support your request.
- A copy of State of Title Certificate of the requested property (if applicable).

A general location map (appropriate scale eg 1:250,000 or 1:50,000) showing the general location of the proposed operating area, and the location of access roads, watercourses, district lots and other major landmarks as reference points.

A site plan (top view) (1:5,000 or 1:1,000) of the entire application area, drawn to scale with a north arrow, identifying the location of all improvements (buildings, structures, roads, powerlines, fences, etc.) in relation to the boundaries of the tenure area and other legal boundaries.

A set of photos showing the nature of the Crown land in the area, especially the sites proposed for any development.