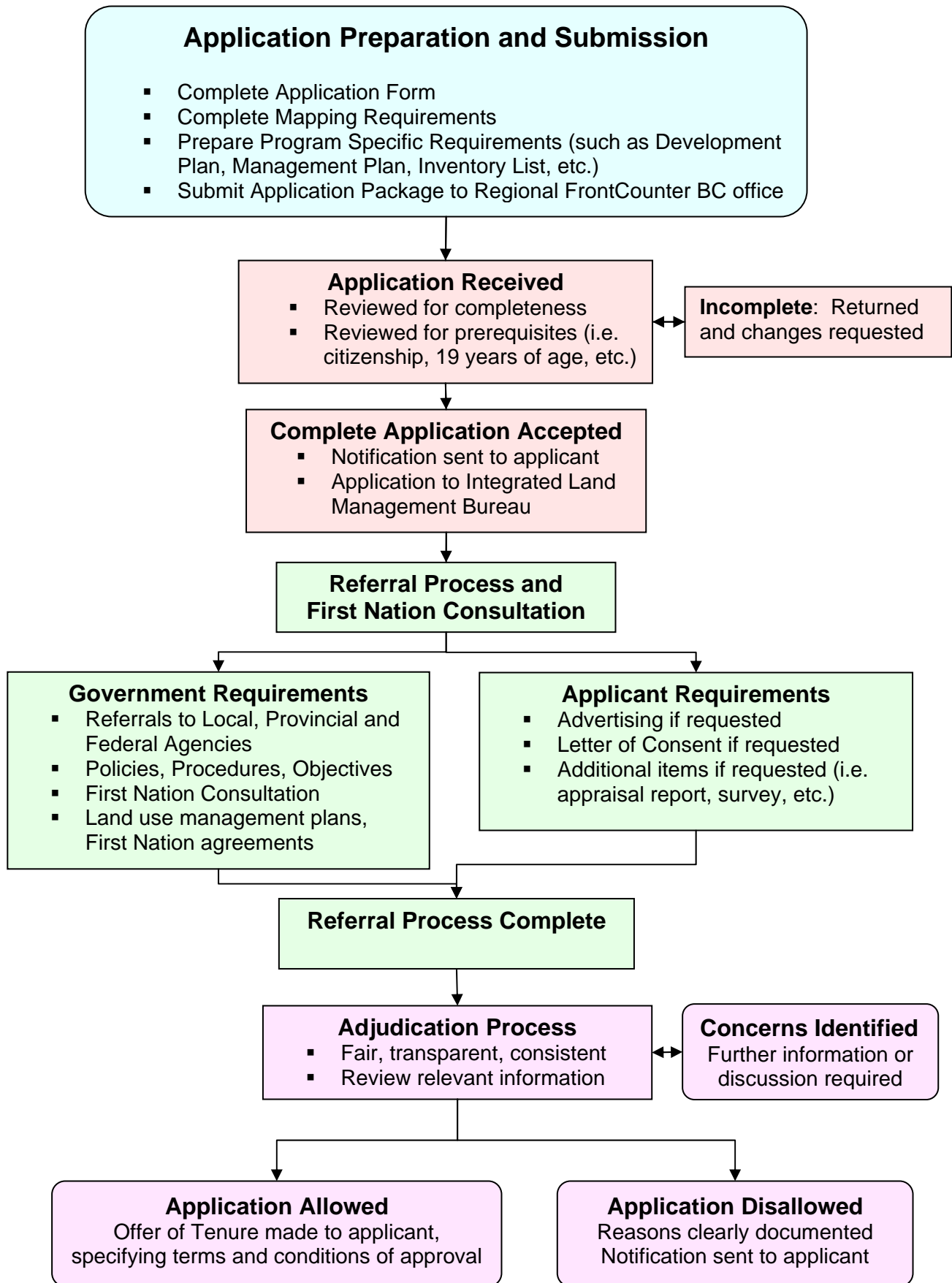


Marinas and Yacht Clubs (Commercial)

- [General Commercial Policy](#)
- Application Package
 - Crown Land Application Flow Chart
 - Crown Land Application Form
 - Marinas and Yacht Clubs Requirements List/Management Plan
- [Sample Letter of Agency](#)
- [Sample Site Maps](#)

APPLYING FOR CROWN LAND – APPLICATION PROCESS FLOWCHART





Applying for a Crown Land Tenure

All applications must include completed application form, general location map, local detail map, appropriate fees and attachments as indicated below.

INFORMATION REGARDING APPLYING FOR CROWN LAND AVAILABLE AT
www.al.gov.bc.ca/clad/land_prog_services/programs.html

PART 1. NAME(S) AND MAILING ADDRESS

<p>Applicant Name: FULL LEGAL NAME of Individual(s), Company or Society, Ministry or Government Agency Your File: _____ _____</p> <p>Contact Name for Company or Ministry Applicants: _____</p> <p>Applicant Mailing Address: _____ _____ _____ postal code _____</p> <p>Applicant Contact Numbers: Phone: _____ Fax: _____</p> <p>Applicant Email Address: _____</p>	<p>Are you an Agent submitting this application on behalf of your client? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Letter of Agency attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Agent Name & Mailing Address: _____ _____ _____ postal code _____</p> <p>Agent Contact Numbers: Phone: _____ Fax: _____</p> <p>Agent Email Address: _____</p>
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For applications made by more than one individual: Joint Tenants or Tenants in Common
 For your information: Joint Tenants: on the death of one tenant the interest passes to surviving tenant.
Tenants in Common: on the death of one tenant the interest passes to the beneficiaries of the estate.

BC Inc. #, BC Registration # or Society #: _____ **GST Registration #:** _____

Age: 19 or over Yes No **Canadian Citizen or Permanent Resident** Yes No

Do you hold another Crown land tenure? Yes No If yes, provide File Number: _____

Period of Projected Use:
 Two years or less Two to five years Five to ten years Ten to thirty years More than thirty years

Application Type: new application replacement application – file number _____
 investigative permit application amendment application – file number _____

Proposed Use/Tenure Type: (e.g. powerline right of way, gravel quarry licence): _____

FOR OFFICE USE ONLY

(date/time received)	File Number:	Project Number:
	Disposition ID:	Client Number:

PART 2. PURPOSE, LOCATION, AREA

PLEASE SELECT APPROPRIATE PROPOSED LAND USE

Proposed Land Use Program Area	New Application Fees (including GST)	Program Specific Requirements Website
<input type="checkbox"/> Aggregates & Quarry	\$1,060.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Agriculture – Intensive	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Agriculture - Extensive	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Airport – private	*\$50 per hour process time	Contact FrontCounter BC
<input type="checkbox"/> Alpine Skiing	Type 1 (minor) \$1,060.00 Type 2 (major) contact FrontCounter BC	www.tsa.gov.bc.ca/resort_development/how_process_works/tenure_permits/tenure_permits.htm
<input type="checkbox"/> Aquaculture – Fin fish	\$5,220.50	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Aquaculture – Shellfish	\$1,272.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Commercial - General	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Commercial - Film	\$530.00 fee plus \$265.00 rental	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Commercial Recreation	Non-Motorized \$265.00 Motorized \$3,498.00	www.tsa.gov.bc.ca/adventure_tourism/
<input type="checkbox"/> Communication Site	\$1,060.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Community/ Institutional	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Federal Reserves	\$3,498.00	Federal Government Only – Contact FrontCounter BC
<input type="checkbox"/> Ferry Terminals	*\$50 per hour process time	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> General Industrial	\$ 530.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Golf Course	\$3,498.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Grazing	\$ 265.00	http://www.for.gov.bc.ca/hra/grazing/
<input type="checkbox"/> Head Lease	\$50 per hour process time	Contact FrontCounter BC
<input type="checkbox"/> Log Handling	\$1,060.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Marina	\$ 530.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Mining	\$ 530.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Ocean Energy	Investigative Permit \$530.00 Licence for Equipment \$530.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Oil and Gas	\$ 530.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Private Moorage	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Provincial Reserves	For Provincial Government Ministries Only	
<input type="checkbox"/> Utilities (Linear Use)	Less than 25 Km \$1,060.00 More than 25 Km *\$50 per hour	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Residential	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Roadways – Public	\$ 265.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Roadways – Industrial	\$1,060.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Water Power	\$3,498.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html
<input type="checkbox"/> Wind Power	Investigative Permit \$530.00 Monitoring Towers (max 5) \$530.00 Wind Farm *\$3,498.00	www.al.gov.bc.ca/clad/land_prog_services/programs.html

Note: Investigative Permits (available for all program areas): **\$530.00** (including GST)
Replacement Application Fees: 50% of above fee or \$212.00 (including GST), as a minimum.
Amendment Fees: Contact FrontCounter BC

* To be paid at a later date

PART 2 (continued)

General Location of Crown land (i.e. distance from nearest community, Indian Reserve or significant geographic location such as a lake or mountain; location on a named road; etc.):

Please provide a shape file if available.

Area in Hectares: _____ **OR** length (km/m): _____ width (km/m): _____

PART 3. LEGAL DESCRIPTION OR BOUNDARY DESCRIPTION

If surveyed, give legal description: as provided by the local Land Title Office (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). A legal description is found in the Certificate of Title (CofT). A copy of the CofT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

If unsurveyed: enter description of unsurveyed Crown land and description of boundaries.

Instructions to Describe Unsurveyed Crown Land

- The point of commencement, for unsurveyed parcels, should be described in terms of an existing survey post (e.g., 18 metres west of the S.E. corner of the parcel) or a readily identifiable geographic feature (e.g., a prominent point of land or intersection of two roads) to enable accurate location of the parcel.
- Boundary lines of the area must be, as much as possible, astronomically true north, south, east and west so that a rectangular lot is formed.
- Where the topographic features of the area do not allow for rectangular boundary lines running true north, south, east and west, then boundaries will be permitted in other directions as long as they do not interfere with the orderly survey of other surrounding land.
- The side lines of small parcels fronting on lakes, rivers, tidal waters and on certain surveyed highways shall, where possible, be parallel to each other and perpendicular to the general trend of the features on which the small parcel fronts.
- The sidelines for unsurveyed foreshore shall, as a general rule, be laid out at right angles to the general trend of the shore. This may be varied to suit special conditions, but encroachment on the foreshore fronting adjoining lands shall be avoided. The outside or waterward boundary shall be a straight line or series of straight lines joining the outer ends of the side boundaries. On narrow bodies of water the outside boundary shall not normally extend beyond the near edge of the navigable channel.

1 hectare = 2.471 acres

1 metre = 3.281 feet

100 metres x 100 metres = 10,000 square metres or 1 hectare

PART 4. APPLICATION CERTIFICATION

All applications must be complete. Incomplete applications will be returned to applicant.

Please refer to the specific program requirements (e.g., Aggregates, Commercial, Residential) for information that must be submitted with this application.

All of the following **must** be attached to or enclosed with this application form:

- Fees** (in the amount indicated in Part 2) to **Minister of Finance** (cheque or credit card authorization form attached or pay in person with debit card or cash)
- General Location Map(s)** at a scale of 1:50,000 to 1:250,000 indicating general location of the area under application and the location of access roads, watercourses and other major landmarks.
- Detailed Site Map(s)** outlining in detail the area under application, showing the exact perimeter boundaries of the application area including the dimensions (in metre) and area (ha), including watercourses, district lots etc.
- Program Specific Requirements** (i.e. communication site, agriculture, industrial). Program specific requirements can be confirmed at http://www.al.gov.bc.ca/clad/land_prog_services/programs.html

PLEASE NOTE: Additional items may be required (e.g. Advertising, Security Deposit, Proof Of Insurance, Letter Of Consent) Please consult Program Policies or contact FrontCounter BC for further information. Some items may have additional associated costs or require additional processing time.

Applicant or Agent signature(s):

Date: _____

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

NOTE: The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.

The submission of this form does not in any manner convey any rights to use or occupy Crown land.

FRONTCOUNTER BC OFFICE LOCATIONS

www.frontcounterbc.gov.bc.ca OR Call Toll-Free 1-877-855-3222

Cranbrook 1902 Theatre Road Cranbrook BC V1C 7G1	Fort St. John Ste 100, 10003 110 th Avenue Fort St John BC V1J 6M7	Kamloops Ste 210, 301 Victoria Street Kamloops BC V2C 2A3
Nanaimo Ste 142, 2080 Labieux Road Nanaimo BC V9T 6J9	Prince George Ste 200, 1488 Fourth Avenue Prince George BC V2L 4Y2	Smithers 1 st Floor, 3726 Alfred Avenue Smithers BC V0J 2N0
Surrey Ste 200, 10428 – 153 rd Street Surrey BC V3R 1E1	Victoria Ste G7, 1001 Douglas Street Victoria BC V8W 2C5	Williams Lake Ste 201, 172 North 2 nd Avenue Williams Lake BC V2G 1Z6



Marinas and Yacht Clubs Application Requirements List

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 Marinas and Yacht Clubs applications.

- Using text and the Detailed Site Map(s), provide a description of how you are proposing to use the Crown land. Address the following information as a minimum:
- The lineal footage of moorage space proposed;
 - Positioning and configuration of improvements; and,
 - Location of all existing and/or proposed improvements in relation to the boundaries of the application area.

AND

- A Management Plan, signed and dated, which includes the following:

Section A - Project Overview

- Project and purpose;
- Location, size and main features of project;
- Access plans; and,
- Construction schedule.

Section B – Project Description

- Requirements for filling, dredging, breakwater;
- Current/proposed moorage rate(s)/foot/month on average;
- The number of months the marina will operate;
- List of ancillary uses (i.e. fuel docks, boat charters, boathouses, etc.); and,
- Level of business operation in the period of closure.

Section C – Additional Information

Where the following information is relevant to your application and has been investigated, please provide details on how you are addressing these issues.

I. Environmental

a. Land Impacts

Describe impacts to the land (surface disturbance, clearing or logging required, buildings or infrastructure, visual impacts, etc.) and please explain status of land and landscape features, documented archaeological sites, types of materials used, construction methods, means to minimize adverse impacts, etc.

b. Atmospheric Impacts

Describe impacts to the atmosphere (sound, odor, gas or fuel emissions, etc.), and please explain current conditions, source, type and range of emission, means to minimize adverse impacts, etc.

c. Aquatic Impacts

Describe impacts to the water or land covered by water (drainage effect, sedimentation, water diversion, water quality, public access, etc.) and please explain type of adjacent or nearby water body and riparian areas, flood potential, means to minimize adverse impacts, etc.

d. Fish and Wildlife Habitat

Describe if the proposed project will affect fish and/or wildlife (disturbance to wildlife habitat, disturbance to fish habitat or marine environment) and please explain current status of fish or wildlife habitat, threatened or endangered species in the area, seasonal considerations, means to minimize adverse impacts, etc.

II. Socio- Community

a. Land Use

Describe how the proposed project will affect existing land uses in the area (zoning, land management plans, relationship to adjacent land use, public recreation areas) and please explain current zoning, land and resource management plan areas, levels and types of public recreational use, means to minimize adverse impacts, etc.

b. Socio-Community Conditions

Describe how the proposed project will affect or influence existing community services or infrastructure (water supply, transportation, fire protection or emergency services, etc.) and please explain area demographics, current status of services, anticipated transportation or access road changes, etc.

c. Public Health

Describe if your proposed project is going to affect public Health (waste disposal, site contamination) and please explain current health services available, method and level of proposed sewage disposal, etc.

d. First Nations

Describe any contact you may have had, including the name of the First Nation(s) and individuals contacted. Provide copies of or a description of any information you may have acquired from or provided to the First

Nation(s) (potential benefits, partnership opportunities, special interests, concerns, etc.) and any information regarding archaeological resources and areas of cultural significance you are aware of in the vicinity of the proposed project.

****Additional information may be required depending on the consultations that will occur as a result of your application.****

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.