

## USING NEW BRUNSWICK CROWN LANDS

**What is Crown Land?** Crown Land includes all or any part of land (including land covered by water) that is not privately owned in the Province of New Brunswick. These lands are managed by various provincial Departments. For the purpose of the application, Crown Land refers to land administered and controlled by the Minister of Natural Resources (DNR).

Crown Lands are managed in the best interest of the people of New Brunswick. The use of Crown Land is a privilege for all residents of New Brunswick and is made available for people to use and enjoy.

**Occasional use** of Crown Land generally does not require formal authorization from DNR. Some examples of occasional use are: hiking, biking, picnicking, and canoeing.

**Extended use** of Crown Land or activities that involve development on Crown Land requires a formal agreement. This authorization may be given after a review of the application, by issuing a formal document known as a Lease, Easement, or License. Some examples of these activities include

- Campsite
- Right of way
- Commercial/ Industrial activities

### Information you should know if you require authorization:

Any use of Crown Land may require some or all of the following (see part III):

- Application and issuance fees
- Approval from other government agencies
- Legal assistance
- Survey plan
- Deed
- Approval from the Minister of Natural Resources
- Liability insurance
- Business plan
- Environmental insurance
- Environmental Impact Assessment determination letter
- Other documentation based on the specific type of land use application

### The Process:

Once you submit a completed application form and meet basic eligibility requirements, you will receive a letter of acknowledgement advising you of the application review process. Your application will be reviewed by the Department of Natural Resources as well as other governmental agencies. The time for the review process will vary depending on the type of request. If accepted, you will be notified. The review process is expected to take between 6 and 21 weeks.

### Information:

More information on Crown Lands, and the completing of this application package can be obtained at [www.gnb.ca/0263](http://www.gnb.ca/0263) or at the toll free number 1-888-312-5600.

## CAMPSITE LEASE APPLICATION PACKAGE

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This application package is used for a Campsite Lease.

Please read the entire application package before  
filling out the application form.

The application will be returned to you if the form and  
required attachments are not complete.

*Disponible en français*

## GENERAL INFORMATION

### Campsite Lease

A Campsite lease is a legal agreement which authorizes the use of Crown Land for an individual or a private group for the purpose of establishing and maintaining a campsite. Leases are issued for a term of 10 years.

A Campsite is approximately 0.4 hectare or 1 acre in size on which one permanently affixed single family dwelling, that is not a principal residence, can be built.

#### Fees\*:

- Application Fee: \$171.00 (\$150.00 plus HST) non-refundable, to be paid when you apply.
- Other fees and requirements: See Part III - *Should Your Application Be Accepted*.

\* All fees are subject to change.

## What do you need to know before you apply ?

#### Have you located a site?

In order to apply to use Crown Land, you must have located a specific property within the Province of New Brunswick. An application that does not specify a property will not be considered.

#### Is the property within a designated campsite cluster or group?

You must be certain that the property you are requesting is Crown Land and is within a designated campsite cluster or group. To confirm the ownership of the property and availability, please contact the Crown Lands Branch Land Use Application Service Centre toll free at 1-888-312-5600 or visit one of the local Department of Natural Resources office.

## BASIC ELIGIBILITY

- Applicants must be at least 19 years of age.
- The property of interest must be within a DNR designated campsite cluster or group.

**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 (DNR) will inform you of other requirements, if applicable.

### **Requirements that WILL be requested upon acceptance of the application**

1. **Survey plan:** If the site has already been surveyed by DNR, the new lessee is responsible for the survey cost of \$228.00 (\$200.00 plus HST), payable at the time the lease is executed.  
If the site has not been surveyed, the applicant must hire, at their own expense, a New Brunswick Land Surveyor. The survey must be submitted, reviewed and filed by the Department of Natural Resources.

### **Requirements that MAY be requested upon the review of the application**

2. **Permits and Authorizations:** Compliance with all laws whether municipal, provincial or federal, and obtaining all required permits and authorizations such as: a building permit, quarry permit, watercourse alteration permit, and petroleum storage license are mandatory.

### **Requirements that WILL be requested upon issuance of the lease:**

3. **Issuance Fee:** **\$171.00 (\$150.00 plus HST ) non-refundable.** Fee charged for all approved applications when the lease is issued. Make cheque payable to the New Brunswick Minister of Finance.
4. **Annual Rent:** Rent is payable when the lease is executed. Annual rental is due April 1 and is invoiced prior to that date. **Should the rent become 91-days past due, the lease may be cancelled.**
  - **\$450.00 for waterfront sites**  
Waterfront sites are campsites located within 120 metres of a lake or 75 metres of a river, stream, brook or creek.
  - **\$225.00 for non-waterfront sites**
5. **Annual Property Taxes:** The lessee is responsible for paying the annual property taxes on the leased property.
6. **Harvesting Permit:** A cutting permit must be obtained from the local DNR office before any trees are cut from a site

**Other terms and conditions may apply.**

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

## **HOW TO APPLY**

Part IV is designed to help you complete the Campsite Lease Application Form (Part V). The order of information contained in Part IV corresponds with the order of requested information on the Application Form.

### **Section A - Applicant**

The name on the application form is the name that will be used on the legal agreement. The only fields that are optional are the e-mail and cellular phone.

**Language:** verbal and written correspondence will be available in the official language of your choice.

**Applicant Status:** If there are partners, please provide names, addresses, phone numbers and occupations. If you are an incorporated body, please provide the name of the corporation as well as names and titles of signing officers.

### **Section B - Intended use of the land**

**B1** - Do you intend to construct or use an existing water supply, sewage disposal or water disposal. In such cases, permits and authorization will be needed from various Departments as Health and Wellness and Environment and Local Government.

### **Section C - Location**

The following information may be obtained by contacting the information line at 1-888-312-5600 or by contacting your local DNR office.

**C1** - Name the designated campsite cluster or group.

**C2** - Identify the lot number of the site of interest.

### **Section D - Payment and Signatures**

- Indicate the method of payment used for application fee.
- You **MUST** sign and date the application form.

**Section E - Attachment**

The following attachments **MUST** be included with the application. If any of the attachments are missing, the application may be returned.

- E1** - The application fee payment of \$171.00. (See section D of the application form for the different methods of payment.)
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**All costs associated with the application are the responsibility of the applicant.**

For clarification on any parts of the Application Package please call 1-888-312-5600.

See **Appendix B** for a check list to ensure the completeness of the application form.

**PART V**  
Campsite Lease

**Application Form - Campsite Lease**

Department of Natural Resources  
Crown Lands Branch  
P.O. Box 6000  
Fredericton NB E3B 5H1  
Tel: 1-888-312-5600 Fax: (506) 457-4802



Please refer to PART IV "How to Apply"

**A - APPLICANT(S)**

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			
Name		E-mail (optional)	
Mailing address (Street - apartment)		City / Town	
Postal Code		County	
Occupation	Language <input type="checkbox"/> English <input type="checkbox"/> French		
Telephone (home)	Telephone (work)	Cellular phone (optional)	
Applicant Status <input type="checkbox"/> Individual <input type="checkbox"/> Partners			
Partner's name	Mailing address (Street-apartment)		
Telephone (home)	Telephone (work)	Occupation	
Partner's name	Mailing address (Street-apartment)		
Telephone (home)	Telephone (work)	Occupation	

**B - INTENDED USE OF THE LAND**

B1	Do any of the following apply in your application?					
	No	To be constructed	Existing	Well dug	Well drilled	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Supply					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Portable system	Septic Tank	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sewage Disposal					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gray Water Disposal			Seepage Pit	Septic Tank	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C - LOCATION**

C1	Name of campsite cluster or group:
C2	Lot #:

**D - PAYMENT & SIGNATURES**

Indicate the method of payment used for application fee

<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"/>	Credit Card	
	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
	Number	Expiry date:
	Name on Credit Card if different from applicant:	
	Signature of Cardholder:	
<input type="checkbox"/>	Yes I am over 19 years of age	
	Signature of applicant	
Date	_____ 20 _____	<b>x</b>

**E - ATTACHMENT**

Required document	
E1	Application fee payment of \$171.00

**For Office Use Only**

<b>Client ID</b>	_____	<b>Resource Right ID</b>	_____
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**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Campsite lease	An area (0.4 hectares) of Crown Land, on which there is one permanently affixed single-family dwelling that is not a principal residence, and includes all outbuildings associated with the normal use of such a dwelling. Such leases are issued for a 10 year period.
Campsite Cluster	A cluster is a grouping of a minimum of four campsites, which share common boundaries and are generally aligned in a linear fashion.
Campsite Group	A group is a minimum of four campsites, which do not share common boundaries and are more widely spaced.
Crown	Her Majesty the Queen, in right of the Province of New Brunswick as represented by the Minister of Natural Resources or any other Minister of the Provincial Government.
Harvesting Permit	A permit issued by the local Ranger Office authorizing the permit holder to cut/harvest trees from Crown land.
Harvest	To remove plants or animals from Crown land, i.e. to cut timber, collect fiddleheads, hunt wildlife, etc.
Joint tenants	The interests of a deceased partner would devolve to the surviving partner or partners on the lease and not to the normal heirs of a deceased person.
Lessee	An individual or company to whom a lease has been issued.
Recreational Campsite	A Recreational Campsite is an area of Crown Land (approximately 0.4 hectare or 1 acre in size) on which one permanently affixed single family dwelling, <u>that is not a principal residence</u> , can be built.
Rental	Rent payable when a lease is signed and sealed. Also due April 1 each year during the term of a lease or license of occupation. Lessees/licensees are invoiced annually prior to that date. If the rent is 91-days overdue, a lease may be cancelled.
Site Inspection	The inspection by a DNR staff member of a property affected by a land use application.
Survey	The physical measurement of land, water, or space above or below the surface of the earth and may include both natural and man made features.
Survey Plan	A survey plan is a drawing, map or plan prepared by a New Brunswick Land Surveyor to show information obtained from a survey of lands.

Timber Rights

The right to cut or harvest trees on Crown Land. Only Crown Timber Licensees, through the Department of Natural Resources, have these rights.

**Example of the specific terms and conditions within a campsite lease document, also referred to as the "Schedule C".**

Schedule "C"

- (1) For the purposes of the *Crown Lands and Forests Act*, its Regulations and amendments thereto, this Lease has been designated as a Recreational Campsite Lease.
- (2) The Lessee covenants to pay rent. The annual rental shall be at an amount set in accordance with the Leasing Regulation, *Crown Lands and Forests Act*, currently fixed at the amount of \$225.00 or \$450.00.
- (3) The Lessee agrees that the demised lands shall be used solely for the purpose of a campsite.
- (4) All Federal and Provincial laws shall be complied with, and (if required) a work permit must be obtained from the District Forest Ranger as authorized under the *Forest Fires Act*.
- (5) This lease is subject to the *Crown Lands and Forests Act* and Regulations and any amendments thereto, and in particular, without restricting the generality of the foregoing, is subject to the terms specified in the Leasing Regulation, *Crown Lands and Forests Act* as the same may be amended from time to time.
- (6) The Lessee shall insure that the construction meets all applicable health, environmental, safety, zoning, fire, building or other standards and codes, including the National Building Code of Canada, which shall apply except where different standards of construction are prescribed herein.
- (7) Before any trees are harvested on any lease, permission from the District Forest Ranger is required. The District Forest Ranger will give direction on the disposal of any trees approved for harvesting.
- (8) The camp must be constructed in accordance with the minimum standards within three years of the commencement date of the lease or, if rebuilding is required, reconstruction must be completed by the deadline specified by the District Forest Ranger on the Campsite Lease Inspection Notification;
- (9) All renovations or construction shall meet the minimum standards as outlined below:
  - (i) The minimum floor area for any camp shall be 16 m<sup>2</sup>.
  - (ii) Exterior walls excepting log camps must have a protective finish.
  - (iii) Where logs are used for any building construction, they shall be peeled.
  - (iv) Exterior and interior walls or ceilings are not to be finished with tar paper, building paper, cardboard or other similar readily flammable material.
  - (v) Shavings, sawdust or other combustible material shall not be used for insulating purposes or caulking.
  - (vi) Foundations must be constructed of rock, cement, treated wood or other material of comparable strength and durability.

- (vii) Roofing material shall be either:
- (a) rolled roofing mineral faced;
  - (b) asphalt shingles;
  - (c) wood roof shingles or shakes;
  - (d) asbestos cement shingles;
  - (e) sheet metal roofing; or
  - (f) other material of comparable quality.
- (viii) In any camp or outbuildings no stove or heating unit shall be situated so as to create a fire hazard or block a passage to an exit.
- (ix) Chimneys for camps or outbuildings shall be:
- (a) factory built or equivalent and installed to conform to good engineering practice;
  - (b) concrete masonry;
  - (c) brick masonry; or
  - (d) stone masonry.
- (x) The top of every chimney shall be at least:
- (a) 1 m above the highest point at which it comes in contact with the roof; and
  - (b) 0.6 m above any other roof surface or structure within a horizontal distance of 3 m from the chimney.
- (xi) Every chimney shall be equipped with a spark arrester, if burning solid fuel, and shall be maintained in a satisfactory condition.
- (xii) Where smoke pipes pass through partitions, ceilings or other combustible material, insulated thimbles or asbestos lined thimbles shall be used.
- (xiii) The area within 16 m of the camp shall be kept clean and free of underbrush and debris.
- (xiv) Boundary lines shall be cleared and maintained sufficiently, and without destroying survey evidence, to delineate the extent of the lease.
- (xv) A metal tag as supplied by the Department of Natural Resources shall be displayed on the main door casing upon issuance of the lease.
- (10) The Lessee shall rehabilitate the site to the satisfaction of the Minister prior to termination of the lease. Where the lessee is required to rehabilitate the site and fails to do so to the satisfaction of the Minister prior to termination of the lease, then the Minister may rehabilitate the site or cause the site to be rehabilitated at the lessee's expense.

**CHECK LIST**

Before sending your application, please ensure that you have included the following:

<input type="checkbox"/>	The application fee payment of \$171.00. (See section D of the application form for the different methods of payment.) <b>non-refundable</b>
<input type="checkbox"/>	Complete, sign and date the application form.

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**Send your completed Campsite Application Form to:**

Department of Natural Resources  
Crown Lands Branch  
Land Use Application Service Centre  
P.O. Box 6000  
Fredericton NB E3B 5H1

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