

## 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 Department 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.

## **CROWN RESERVED ROAD APPLICATION PACKAGE**

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This application package is used for Crown Reserved Roads.

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.

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## GENERAL INFORMATION

### Crown Reserved Road

**Crown Reserved Roads (CRR)** are narrow strips of land, usually 20.1 metres (66 feet) in width, located between or within granted or reconveyed Crown Lands and reserved by the Crown for access to and from other granted lands or Crown Lands. Portage roads, tote roads, forest roads, old military roads and some old public highways may be a CRR. In many cases, no actual roads were ever built on the reserved lands, but they are still considered to be reserved roads under the *Crown Lands and Forests Act*

**Disposal:** The Minister of Natural Resources can dispose of CRRs not required to provide access to Crown Lands and resources, or private lands. CRRs are disposed of via a Grant or by Discontinuance. The Department of Natural Resources will determine the appropriate method of disposal.

**Grant:** Crown Reserved Roads will be **granted** when it is shown that all adjacent properties have viable legal access.

**Discontinuance:** Crown Reserved Roads will **only be discontinued** when:

- it cannot be surveyed on the ground;
- it is shown that all adjacent properties have viable legal access; and
- it is shown that the discontinuance will not result in encroachments by adjacent landowners.

**Construct a Road:** Permission can be given to build a road on a Crown Reserved

Permission to construct on a Crown Reserved Road will be given when:

- The CRR is identified on the ground through survey;
- The CRR is clear of unauthorized occupations or unauthorized occupations are resolved; and
- The Department of Transportation approves the access point onto the Provincial highway.

**Fees\*:**

- **Application Fee:** \$114.00 (\$100.00 plus HST) non-refundable, to be paid when you apply. There is no application fee for permission to construct.
- **Other fees and requirements:** See Part III - *Should Your Application Be Accepted*.

**For your information:** The Province retains all mineral rights to the land after the disposal.

\* All fees are subject to change.

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

### **Have you determined / identified the portion of a Crown Reserved Road (CRR)?**

In order to apply for a Crown Reserved Road disposal or construct on a CRR you must have identified a CRR within the province of New Brunswick. You must also confirm that the area applied for is a CRR or portion thereof.

### **How do you confirm this is a Crown Reserved Road?**

To confirm that the area applied for is a Crown Reserved Road, you must contact your local Service New Brunswick (SNB) Registry and Mapping office. To locate your local SNB office please call the toll free number: 1-888-762-8600 or visit the SNB web site: [www.snb.ca](http://www.snb.ca).

## BASIC ELIGIBILITY

- Applicants must be at least 19 years of age.
- In order to apply for the disposal of a Crown Reserved Road you must be an adjacent landowner of the Crown Reserved Road.
- Anybody can apply to construct on a Crown Reserved Road. You do not need to be an adjacent landowner.

**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 will inform you of other requirements. The following lists some requirements that WILL be required once the application is accepted:

### **Disposal via a Grant:**

1. **Survey Plan:** The Survey must be completed by a New Brunswick Land Surveyor and be submitted, approved and recorded by the Department of Natural Resources.
2. **Grant Issuance Fee:** Payment of the applicable grant issuance fee at the time of execution. The Grant fee is \$250/ha or part thereof plus HST.

### **Disposal via discontinuance:**

- Refer to Section 83(4) of the *Crown Lands and Forests Act* for specifics of property allocation. ([www.gnb.ca/acts/](http://www.gnb.ca/acts/))

### **Permission to construct:**

1. **Survey Plan:** The Survey must be completed by a New Brunswick Land Surveyor and be submitted, approved and recorded by the Department of Natural Resources.
2. **Other Departmental Permits:**
  - The 2002 *Provincial Building Regulation* extends the requirement for a development and building permit to all unincorporated areas of the Province. If you intend to build a road you will need to go to the Planning District commission office serving your area to apply for a permit.
  - Obtain any necessary permits from Department of Environment and Local Government and/or Department of Transportation.
  - The applicant shall cover all costs of construction.
  - The road must be kept open to the public after it has been constructed. Neither Department of Natural Resources nor Department of Transportation will assume any responsibility for any future maintenance or repair.
  - A road constructed on a CRR must meet the standards determined by Department of Natural Resources.
  - Any damages to adjacent properties during construction of the road will be the responsibility of the applicant.

**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 Crown Reserved Road 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 your official language of choice.

**Applicant Status:** if you represent an incorporated body, please provide a copy of the Certificate of Incorporation for your organization, as well as names and titles of signing officers.

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

**B1** - Identify if you are applying for a disposal of a Crown Reserved Road or permission to construct on a Crown Reserved Road.

**B2** - Explain the reason for your request. Include any background information that may be important.

**B3** - Explain if the planned activities will affect the neighbours.

**B4** - Do you own land next to the Crown Reserved Road?

### **Section C - Location**

**C1** - Provide an estimate of the size of the proposed area (in hectares).

**C2** - A **PID** number is a **Parcel IDentifier** number that identifies all properties in New Brunswick. You must provide the PID number of the property on your application form. You can obtain this number at your local Service New Brunswick (SNB) Registry and Mapping office. If for any reason this property has not been assigned a **PID** number, please indicate the **PID** number of an adjacent property.

**C3** - Identify County and Parish for this property.

### **Section D - Site Description**

**D1** - Is there evidence of present occupation on the land? This could be any structure or activity that may indicate that the site is presently used or occupied.

**D2** - Is there any evidence of boundary lines on the land?  
Evidence: May be a fence, tree line, rock wall or blazed line.  
No Evidence: There is no evidence of the property boundaries.  
All visible: All sides of the property are identifiable.

### **Section E - Payment and Signatures**

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

### **Section F - Attachments**

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

- F1** - The application fee payment of \$114.00. (See section E of the application form for the different methods of payment.)
- F2** - A general map that will locate the site within the province. For example, a road map, or a Provincial Atlas map. See **Appendix A**.
- F3** - A detailed SNB Browser site map large enough to locate the site. This map is available at your local Service New Brunswick (SNB) Registry and Mapping office (SNB). See **Appendix A** for an example.  
On this map please:
- clearly outline the requested site (highlight the boundaries).
  - have at least one legible PID number.
- F4** - Applicants should supply any available deed or survey information relating to his/her property.

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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**  
Crown Reserved Road

**Application Form - Crown Reserved Road**

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**

<input type="checkbox"/> Mr.		<input type="checkbox"/> Mrs.		<input type="checkbox"/> Ms.	
Name or Company Name			E-mail (optional)		
Mailing address (Street - apartment)				City / Town	
				County	
Postal Code		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"/> Group	<input type="checkbox"/> Business	<input type="checkbox"/> Other, specify	

**Contact person**

**B - INTENDED USE OF THE LAND**

B1	Application for <input type="checkbox"/> Disposal <input type="checkbox"/> Construction
B2	What is the reason for your request? _____ _____ _____ _____ _____ _____ _____
B3	Will the activities adversely affect the neighbours? _____ _____ _____ _____ _____
B4	Are you an adjacent landowner? <input type="checkbox"/> No <input type="checkbox"/> Yes



**C - LOCATION**

C1	Estimated size of the area (in hectares)	
C2	PID number	Adjacent PID
C3	County	Parish

**D - SITE DESCRIPTION**

D1	Is there evidence of present occupation on the land?			
	<input type="checkbox"/> Building(s)	<input type="checkbox"/> Fence(s)	<input type="checkbox"/> Clearing	<input type="checkbox"/> Other, specify
D2	Describe the boundary lines			
	<input type="checkbox"/> Evidence	<input type="checkbox"/> No evidence	<input type="checkbox"/> All visible	

**E - PAYMENT AND 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 _____	x

**F - ATTACHMENTS**

**Required documents**

<input type="checkbox"/>	F1	Application fee payment of \$114.00
<input type="checkbox"/>	F2	General Map (see Appendix A)
<input type="checkbox"/>	F3	Site Map (see Appendix A)
<input type="checkbox"/>	F4	Deed or Survey information (if available)

## DEFINITIONS

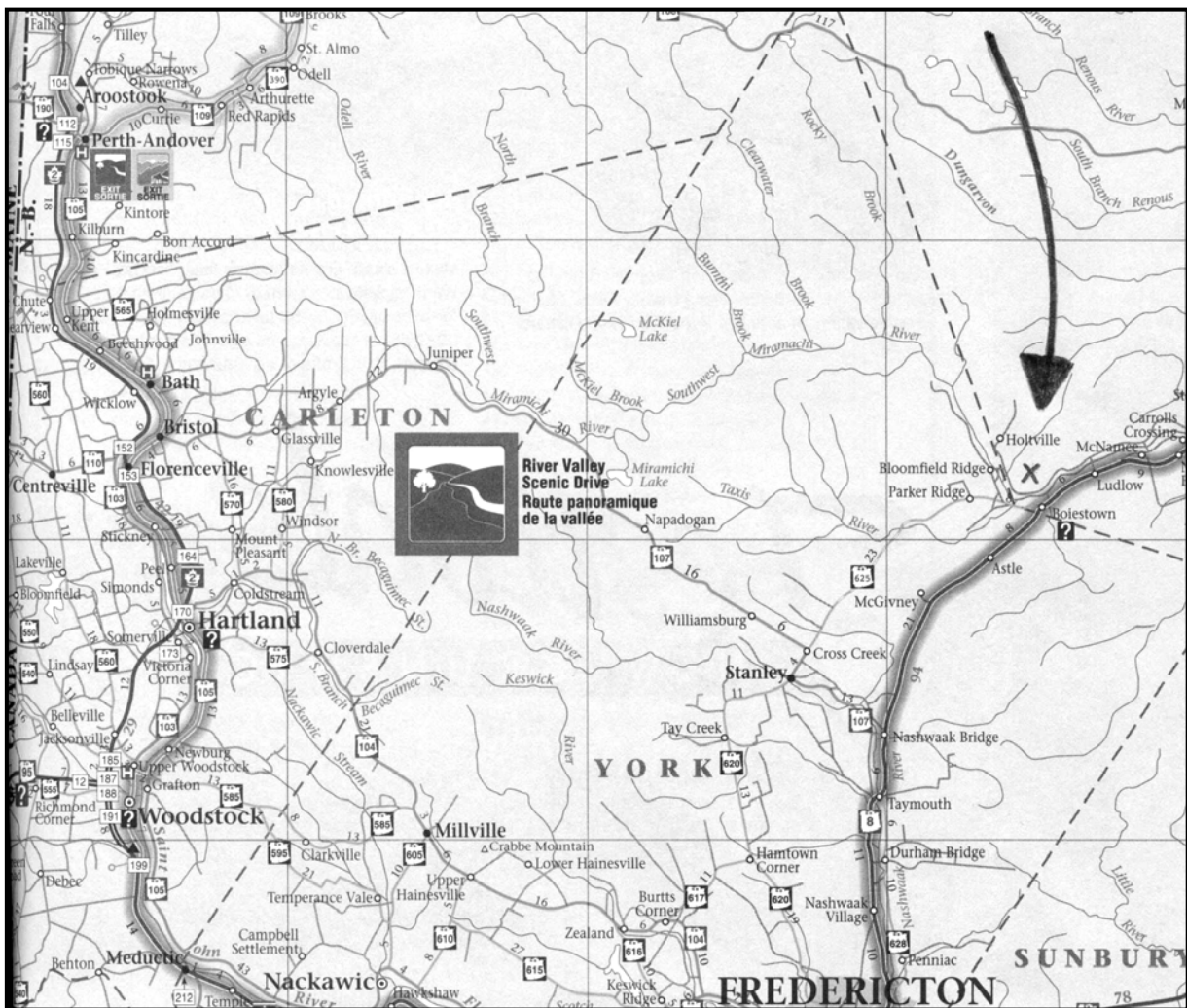
Term	Definition
Conveyance	A transfer of interest in land from one individual/estate to another. Example: Easement, Deed.
Crown	Her Majesty the Queen, in right of the Province of New Brunswick as represented by the Minister of Natural Resources or any other Minister of the Provincial Government.
Crown Grant	A transfer of title to property that has never been transferred by the Crown to any person or corporation. The transfer document is referred to as a Grant.
Crown Land	Crown Land is defined under the <i>Crown Lands and Forest Act</i> as the lands vested in the Crown that are under the administration and control of the Minister of Natural Resources and may include land covered by water.
Crown Reserved Road (CRR)	A narrow strip of land, usually 20.1 metres (66 feet) wide, located between or within granted or reconveyed Crown Lands. A CRR was reserved by the Crown for access to and from other granted lands or Crown Lands. In some cases, portage roads, tote roads, forest roads, old military roads and some old public highways may be CRR. In many cases, no actual roads were ever built on the reserved lands, but they are still considered reserved roads under the <i>Crown Lands and Forests Act</i> .
Deed	A written document signed, sealed and delivered by the seller, transferring title (ownership) of a specific property to the purchaser.
Discontinuance	The process by which the Crown terminates its' ownership of a parcel of Crown land in favour of adjacent landowners.
Disposal	Disposal is a general term used to describe the process whereby the Crown gives up or transfers its title in favour of another.
Encroach	To illegally intrude upon or invade lands owned by another.
Freehold	Privately owned land.
Illegal Occupation	To occupy or use Crown land without permission or the legitimate right to do so.
Issuance Fee	Fee charged to issue a lease once it has been approved.
Parcel Identifier Number (PID)	A unique number issued by Service New Brunswick used to identify each property in New Brunswick.
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.

**MAPS - EXAMPLES**

The following are examples of maps that must be included in your application.

**You must include a copy of 2 maps with your application.**

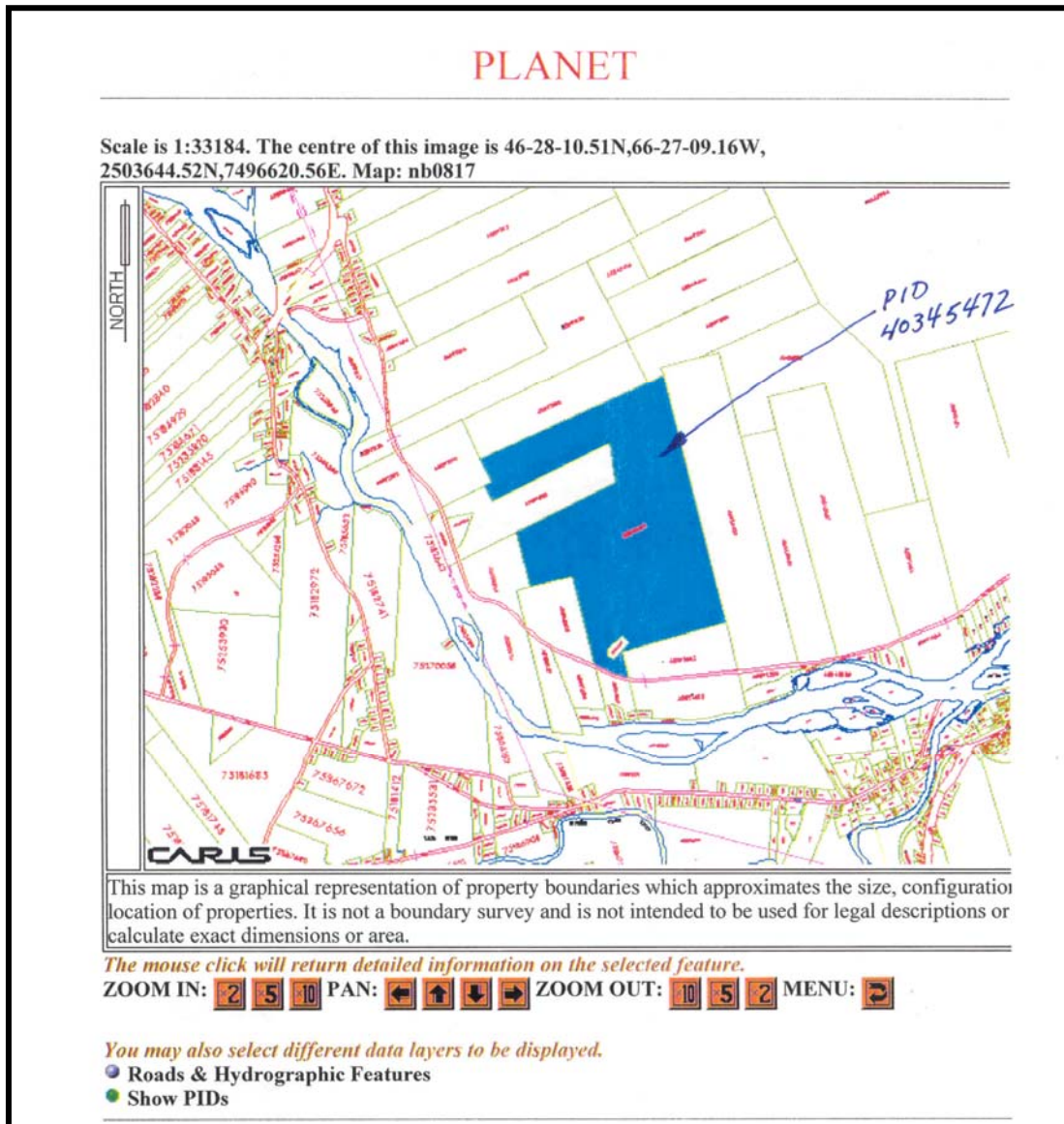
**General Map:** Include a general map that will locate the site within the province.  
For example, a road map, or a Provincial Atlas map.



**Site Map:** Include a site map that:

- clearly outlines the request site (highlight the boundaries), and
- have at least one legible PID number. SNB Browser

Maps can be obtained at Service New Brunswick Registry and Mapping office.



**CHECK LIST**

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

<input type="checkbox"/>	The application fee payment of \$114.00. (See section E of the application form for the different methods of payment.) <b>non-refundable</b>
<input type="checkbox"/>	A general map identifying the area.
<input type="checkbox"/>	A SNB Browser site map identifying the specific area applied for. Maps are available at your local Services New Brunswick (SNB) Registry and Mapping office. *
<input type="checkbox"/>	The PID number of the property. Available at your local Services New Brunswick office Registry and Mapping *.
<input type="checkbox"/>	Complete, sign and date the application form.
<input type="checkbox"/>	<b>All required attachments as per section F of the Application Form.</b>

\* Associated SNB mapping and research fees will apply.

**Send your completed Crown Reserved Road Application Form:**

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