

# APPLICATION FOR FEDERAL CROWN LAND GUIDE

## Land Administration, Department of Indian Affairs and Northern Development

The application form is intended to help you and the government in assessing, reviewing and making a decision on your application. It is a means of providing the various government agencies and First Nations who will review your application information to decide on the applications' merit. Most important, in filling out the form, you will better understand some of the steps that have to be taken in planning and carrying out a successful enterprise.

You are advised to read the entire application form before you begin to fill it out. The amount of space provided for each question suggests the level of detail expected.

**Failure to provide detailed information as relevant to your application may result in the refusal of your application, or you may be asked to supply further additional information prior to acceptance of your application.**

The application must:

- be completed in blue ink.
- contain original signatures.
- be accompanied by the appropriate fees as indicated on the page 6.
- if the parcel is unsurveyed, be accompanied by a sketch drawn to scale. (See a sample sketch on Page 3). The sketch must indicate location of improvements within the parcel applied for.
- be accompanied by a map of appropriate scale (1:50,000) showing the exact location of the parcel applied for.

The application form is the first step in your application for Federal Crown Lands. Persons who are interested in acquiring Crown Land in the Northwest Territories should be aware that the Department of Indian Affairs and Northern Development is currently negotiating or has negotiated land claims with the Dene and Metis of the Northwest Territories. Extensive consultation is therefore undertaken with these groups prior to disposition of land. Although every application will be considered, persons applying for land on which they can "build a cabin in the wilderness and live off the land" should be aware that their application may not be approved.

All applications, once accepted are distributed for consultation to various government agencies responsible for land use and the regulation of surface activity in the NWT, and to First Nations Organizations in accordance with Land Claim Agreements and/or Interim Measures Agreements. This consultation period takes approximately 45 days. Once the consultation period is over, the department will then take further time to review the information received and deal with any concerns that may have been brought forward during the process. The total consultation and review process could take approximately 2-3 months to finalize.

## **Mandatory or Legislative Requirements**

### **Application Form**

#### **SECTION A (1) - Individual Partner/Spouse or Co-Applicants**

##### **Applicants who are Federal Employees and/or Applications who have partners/spouses working for the Federal Government**

Section 29 (1) of the Territorial Lands Act states:

“Except by or under the authority of an order of the Governor in Council, no officer or employee of or under the Government of Canada shall (a) directly or indirectly, in his own name or in the name of any other person, purchase or acquire any territorial land or any interest therein; or (b) be interested as shareholder or otherwise in any corporation that purchases, acquires or holds any territorial land or any interest therein.”

If you or your partner/spouse is a federal employee and your application is tentatively approved, an Order in Council will be required before we can offer you an interest in Territorial Land.

#### **SECTION A (2) Information of Government, Company, Corporation or Association**

##### **Companies, Corporations or Associations**

You must be a legal entity and be registered in good standing under the Territorial Legislation. If you are applying in a corporate entity's name, you must state your corporate name as it appears in your Certificate of Incorporation and must be registered in good standing at the Companies Registry of the NWT before you can apply for an interest in land.

#### **SECTION B - Parcel Description**

Provide a general description of the land in the location of the parcel applied for. (ie: flat or hilly, tree cover, soil type etc.).

#### **SECTION C - Project Location**

##### **Maps and Sketches**

All land applications require clear and accurate identification of the land parcel being applied for that include a National Topographic Map at appropriate scale ( ie: 1:50,000 ) as well as a sketch drawn scale. The site description should positively identify the land for our recording and mapping purposes once the application is received. National Topographic Series Maps can be obtained from Natural Resources Canada, Surveys and Mapping Branch, phone number 867-766-8522.

The sketch should include:

- boundaries, approximate dimensions in metres or feet.
- water bodies to be used for transportation and/or recreation.
- location of proposed buildings and structures.
- location of water bodies, lake front, stream banks etc.
- waste disposal and fuel storage, docks and breakwater areas etc.
- any existing facilities.
- access routes, trails, paths, roads.
- scale of drawing.
- North Arrow Indicator.

## **SECTION D - Commercial/Industrial Uses**

If you are applying for a commercial or industrial type use, you may require licencing from various other Federal or Territorial Government Departments. (Ie: If you are applying for a sawmill, you will require appropriate Licencing from the Government of the NWT, Department of Environment and Natural Resources.)

## **SECTION E - Land Use Type**

Land uses must be clearly defined in this section. Generalities such as "other related uses" are too vague and broad and should be avoided.

## **SECTION F - Existing Improvements**

Describe any existing improvements currently on the land, their present condition, and location in relation to the parcel applied for.

## **SECTION G - No Existing Improvements -New Construction Plans and Costs**

If there are no buildings and /or structures on the land, describe your new construction plans and the costs associated with construction. Also, describe the type, volume, and disposal methods of waste produced as a result of new construction.

## **SECTION H - Resource Capability**

Describe any other general resource activities that are taking place on or near your proposed project area. (e.g: Does the area involve a trap line or any mining activity? Is it an access point for resident anglers, hunters, campers, etc.? Is there a registered mineral claim on the project area? Etc.)

## **SECTION I - Fees and Signature Block areas**

### **Individuals, Companies, Corporations or Associations**

The required application fee of \$150.00 plus GST \$ 9.00 for a total of \$159.00 is required to be submitted along with your application.

For land applications in the NWT, your cheque or money order should be made payable in Canadian Funds, to the **Receiver General for Canada** or you may pay by Credit Card at the following address:

Department of Indian Affairs and Northern Development  
4914 - 50<sup>th</sup> Street  
P.O. Box 1500  
Yellowknife, NT, X1A 2R3

### **Government Departments - Federal or Territorial**

Federal or Territorial departments applying for Federal Crown Land are exempt from paying the application fees.

### **Signatures**

There are separate locations for signatures of Individual, Government and Companies, Corporations or Associations. All applicants, who are applying for Crown Land must sign the application form in blue ink.

Companies, Corporation and Associations must affix their corporate seal to their signatures, where applicable.