

Extensive Agriculture Application Package

October 2005

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Agriculture - Extensive

Application Documents

The following documents should be reviewed prior to submitting your application:

- Extensive Agriculture Policy (361kb)
- Complete Application Package (1.02mb) which includes:
 - Requirements Checklist (167kb)
 - o Application Form (228kb) (☑ Word, 206kb)
 - Application Form Guide (205kb)
 - Application Fees
 - Statement of Agricultural Holdings (55kb)
- Eligibility Criteria (61kb)
- <u>Development Plan Guidelines</u> (77kb)
- Corporation Status Declaration (74kb)
- Sample Letter of Agency (109kb)
- Sample Site Maps

What is Extensive Agriculture?

Extensive Agriculture, sometimes called large agriculture, provides farmers with access to land in British Columbia for the cultivation and production of crops.

Specifically, extensive agriculture is defined as the use of Crown land for soil bound cultivation, to produce cereal, seed, forage, vegetable or fruit crops for mechanical harvesting.

What is the Extensive Agriculture Program?

Use of agricultural Crown land encourages the development and growth of farms in British Columbia. This sustains development and retains the agricultural use of the land. Permission to use agricultural Crown land is obtained from the Province of British Columbia (the Province).

Who May Apply?

Except in special circumstances, this program is open to those already farming in British Columbia who own farmland within 15 kilometers of the desired Crown land.

An applicant must be one of the following:

- a Canadian citizen; or
- permanent resident of Canada, or
- an agricultural corporation registered in British Columbia; and
- the owner of private farm land of which 50% of the arable area is in active cultivated production, with a minimum of 40 hectares cultivated, including 25% of the most recent Crown land acquisition.

No individual or agricultural corporation may hold more than one Crown land agricultural lease at any one time.

How Do I Obtain Permission to Use Crown Land?

Permission to use agricultural Crown land is obtained through an application process. If there is more than one eligible interested party a limited public auction or a sealed tender bid is held.

The highest "bonus bid" determines the successful party. Application procedures vary according to the proposed use of the Crown land. For more information, check the details in the Requirements Checklist (167kb).

How to Apply?

Prospective applicants are encouraged to:

- review the Extensive Agriculture Tenure Application Information available at Regional offices; and/or
- review general application information and program information on this website; and/or
- download documents in the Requirements Checklist(167kb).

May I Use Crown Land for Agriculture Development?

Crown land is available for agriculture development by direct sale or by lease, with or without the option to purchase the land at a later time. For more information, check the Extensive Agriculture Policy.

Options include:

- Fee Simple sales are available by application or limited public auction, as appropriate. Land sales are priced at full market value plus the value of the saleable timber.
- Leases without option to purchase are available for land that may be required for a future public purpose such as a flooding reservoir. The normal term is 10 to 30 years.

 Replacement leases may be issued upon completion of development. Annual rent charges are 3% of the appraised market value of the land with a minimum annual rent of \$500.
- Leases with option to purchase are available for parcels of land normally up to 65 hectares. The term of the
 lease is 5 years. The land may be purchased at any time within the term, provided that a minimum of 25% of
 the arable land is under active cultivation. Annual rent is 3% of the appraised market value of the land with a
 minimum annual rent of \$500.

Additional Requirements

For leases without an option to purchase, a Development Plan must describe the planned agricultural development, specifying the rate, location, and type of development proposed during the lease term. This plan becomes part of the lease agreement.

- For land sales and lease-purchase tenures the Province will require the binding or consolidation of land titles as a condition of the sale.
- For all lease arrangements a performance or security bond will be required. The amount of the bond will be up to 10% of the estimated timber value or a minimum of 10% of the market value of the land.
- Where the land under application borders on cattle ranges or other sensitive areas, fencing may be made a requirement of the lease.
- No habitable dwelling may be placed on the leased land without permission.
- Assignments of leases to other parties require prior consent.

Fees and Costs

Costs involved in obtaining a Crown land agriculture tenure will include an application fee as identified in the <u>Land Tenure Purpose and Application Fees schedule</u> (effective June 1, 2003).

Applicants are responsible for the cost of any eligibility report deemed necessary and the cost of surveying the application area for lease to purchase tenures or direct sales.

The cost of surveying, up to 50% of the market value of the land, will be deducted from the purchase price.

The most common reason for delay is submission of an incomplete application, which is then returned to the applicant. To ensure an application is processed as quickly as possible be sure to complete all the required documents identified in the Requirements Checklist (167kb) and submit the required Application Fee.

If your application is accepted, you will be notified if Advertising (147 kb) is required. Please wait for confirmation before advertising.

Please use the sample development guide and the checklists to correctly complete and include all the required documents for the application.



REQUIREMENTS CHECKLIST EXTENSIVE AGRICULTURE - NEW APPLICATION

The following requirements are part of the application and must be provided.

Incomplete applications will be returned to the applicant.

I HAVE SUBMITTED THE FOLLOWING:

	An Application Fee, as indicated in the <u>Land Tenure Purpose and Application Fees</u> (effective June 1, 2003), in the form of a cheque or money order made payable to Minister of Finance attached to the application package. GST Registration number is R107864738.
	A completed Application for Crown Land form that identifies the application area.
	A Certificate of Incorporation (if applicable).
	Information re: Agricultural Corporation (if applicable): "Agricultural Corporation " means a corporation that: (a) is registered in British Columbia; (b) has two- thirds (66 2/3%) of the voting shares of the corporation owned by Canadian citizens or persons who have qualified for permanent residence in Canada; (c) has fifty-one percent (51%) of the voting shares of the corporation owned by British Columbia residents; and (d) has a major shareholder on the corporation actively involved in the daily management of the farm.
	A Development Plan as per the "Guidelines for the Preparation of Agricultural Lease Development Plans".
	Agency Requirements Checklist Information.
	A copy of the State of Title Certificate of the requested property (if applicable).
	State of Title Certificate for the applicant's private holdings, and copies of any survey plans noted on title.
	Statement of Agricultural Holdings.
This	document last updated September 2005.

A scale map outlining the application area in relation to your private holdings.
A general location map (appropriate scale e.g. 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 document print of an appropriate scale (e.g. 1:20,000 or 1:10,000) with a north arrow, showing the exact perimeter boundaries of the application area including the dimensions (in metre) and area (ha). The plan should also include watercourses, district lots and 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.
If you have engaged an agent to act on your behalf, a letter authorizing the person to do so.
NOTIFICATION CHECKLIST
EXTENSIVE AGRICULTURE - NEW APPLICATION
IF MY APPLICATION IS ACCEPTED I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT THE FOLLOWING:
REQUIRED TO SUBMIT THE FOLLOWING:
REQUIRED TO SUBMIT THE FOLLOWING: An annual rental payment.
REQUIRED TO SUBMIT THE FOLLOWING: An annual rental payment. Insurance.
REQUIRED TO SUBMIT THE FOLLOWING: An annual rental payment. Insurance. Security.

required to formulate a Lease Development Plan, as per the "Guidelines for the Preparation of Agricultural Lease Development Plans" (a description of the planned agricultural development, specifying the rate, location and manner of lease development over the term of the lease contract). The Plan will form part of the Lease contract and is subject to approval. Not required for Lease to Purchase applications.
An Archeological Overview Assessment or other studies to determine if First Nations Rights or Title issues exist in the area of application.
A Letter of Upland Owner's Consent (to Riparian Rights Infringement) if applicable.

THE PACKAGE THAT I HAVE SUBMITTED INCLUDES INFORMATION THAT SPECIFICALLY ADDRESSES THE CONCERNS OF THE AGENCIES AS OUTLINED IN

THE AGENCY REQUIREMENTS CHECKLIST:

NAME OF APPLICANT	DATE SIGNED
The Ministry of Transportation	
The Ministry of Agriculture and Lands.	
The Ministry of Energy, Mines and Petrol	eum Resources.
The Ministry of Health Services.	
The Ministry of Environment.	
The Ministry of Forests and Range.	
The Department of Fisheries and Oceans	Canada
First Nations.	
Local Government.	

** Additional information may be required depending on the consultations that will occur as a result of your application. However, provided the above information is completed as the instructions and examples note, your application will begin to be processed, based on our turn around time of 140 days.

As noted above, any application that is incomplete will not be processed until the above required information is completed and accepted by the appropriate Regional Office.



Applying for a Crown Land Tenure

Updated September 2005

THIS PAGE MUST BE COMPLETED FOR ALL APPLICATIONS.

PLEASE READ THE APPLICATION FORM GUIDE WHEN COMPLETING THIS APPLICATION.

PART 1. NAME(S) AND MAILING ADDRESS				
Client Name ☐ OR Company Name ☐ OR Society Name ☐			For applications made by more than one individual:	
			☐ Joint Tenants; or,	
			☐ Tenants in Common	
			Your File Number (if applicable):	
Contact Name of Agent (if applicable):				
Letter of Agency attached (see Form Guid	e for additional information):	Yes □ No		
BC Incorp. No., BC Registered No. or Society No.: GST Registration Number:			ation Number:	
Age: 19 or over Yes □ No □ Canadian Cit		Canadian Cit	izen or Permanent Resident Yes □ No □	
Mailing Address				
			Destal On to	
E mail Address			Postal Code:	
E-mail Address				
Home Phone	Business Phone		Fax Number	
	()		()	
Applicant /Agent's Signature(s) Date				
Diagram Francisco Associato face (acc Fran	Oak adula hitta://www.adfaa		and a line of the analysis	
Please Enclose Appropriate fees (see Fee NOTE : Make cheque or money order pay			eg_policies/rees.ntml)	
PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS				
FOR OFFICE USE ONLY				
		Land File N	Number:	
Disposition ID:		n ID:		
Client No.:				
Company		Search (Date):		
Postal Check (Date):		<u> </u>		
		Fees Rece	ived:	

Applying for a Crown Land Tenure

PART 2. LOCATION, AREA AND PURPOSE			
General Location of Crown land	Area in Hectares:		
	or length (km/m):		
	width (km/m):		
Land Use Purpose:	Type of Tenure		
	☐ Investigative permit		
	☐ Temporary permit		
	☐ License		
	☐ Lease		
	☐ Statutory right-of-way		
	☐ Purchase		
	☐ Waterpower land tenure		
Period of Occupation Required			
Do you hold another Crown land tenure? Yes □ No □			
If yes, state Type and Tenure Number:			
PART 3. LEGAL OR BOUNDARY DESCRIPTION			
For surveyed land, give legal description. For unsurveyed land, see the Application Guidebook for instructions to describe unsurveyed Crown land and provide a description of boundaries.			
NOTE: Please refer to the Requirements Checklist for the specific program (e.g., Aggregate	es) for additional information that		
must be submitted with this application.	es) for additional information that		
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.			
In addition, the submission of this form does not in any manner convey any rights to	use or occupy Crown land.		



Application Form Guide for a Crown Land Tenure

Updated September 2005

This Guide is designed to assist you in completing the application form. The order of the information contained in the Guide corresponds with the order of requested information in the Application Form.

Occupation and use of Crown land under the *Land Act* require submission of an application and issuance of a tenure. Crown land includes areas covered by water (e.g., a foreshore tenure is required for dock supports, anchors for moorage of floating structures, etc.).

Crown land applications involving beneficial use of surface water, require both an application for land tenure under the *Land Act* and a water licence under the *Water Act* (e.g., waterpower projects, commercial developments and/or camps utilizing surface water, etc.).

An Application Fee is required when submitting an application for Crown land. If paying by cheque or money order, make payable to **Minister of Finance**. Please refer to the **Land Tenure Purpose and Application Fees** (effective June 1, 2003) at http://www.agf.gov.bc.ca/clad/leg policies/fees.html

Please be aware that compliance with all stated application requirements does not guarantee that a land tenure will be issued.

IF YOUR APPLICATION IS INCOMPLETE IT WILL BE RETURNED.

PART 1. NAME(S) AND MAILING ADDRESS

- **Joint Tenants** (Land tenure): If more than one applicant for a land tenure, check if joint tenancy. In a joint tenancy situation, when one of the tenants expires, his/her interest in the land passes to the surviving joint tenant(s).
- **Tenants in Common** (Land tenure): If more than one applicant for a land tenure, check if tenants in common. In a tenancy in common situation, when one of the tenants expires, his/her interest in the land passes to his/her estate.
- **Company Name or Society Name**: If registering an application in a name other than an individual (e.g., **ABC** Society or **ABC Company** Limited) indicate if a Company Name or a Society Name.
- **Letter of Agency attached**: If an Agent (individual or group designated as a representative of the applicant) is applying for a Crown land tenure on behalf of the applicant, a Letter of Agency must be attached.
- **BC Incorp. No., BC Registered No. or Society No.**: Company must be incorporated in BC or registered as an Extraprovincial Company. Information on becoming an Extraprovincial Company can be obtained from the BC Ministry of Finance.

Registered societies should submit the society number as well as the following:

- A certified copy of the Constitution and Bylaws indicating your organization has formed a non-profit organization and is entitled to hold land.
- The Constitution and Bylaws must state that on winding-up and dissolution of the society, after all debts have been paid or provision for payment has been made, the assets remaining shall be paid, transferred, or delivered to the Minister of Finance.
- A copy of the latest annual report of your organization including the financial statement and the report of the directors to the members.
- Written confirmation that the organization passed a resolution endorsing the application and stating that all land applied for is required for the intended use.
- Documentation indicating the organization is exempt from payment of property tax, pursuant to the *Taxation (Rural Area) Act* and the *Municipal Act* by virtue of the fact that the activities are of demonstrable benefit to all members of the community.
- The appropriate documentation showing that the organization is exempt from payment of income tax, pursuant to the federal *Income Tax Act*, by virtue of the fact that no income is payable to or available for the personal benefit of any proprietor, member or shareholder. Revenue Canada Rulings Directorate (613) 957-8953 is the department that would make the ruling as to whether or not the organization is deemed to be a non-profit organization pursuant to the *Income Tax Act*. This department will also determine whether or not the organization is tax exempt.

PART 2. LOCATION, AREA AND PURPOSE

- **General Location of Crown land**: Geographic description of the location of Crown land for which application is being requested (i.e. distance from nearest community or significant geographic location such as a lake or mountain; location on a named road; etc.)
- **Area in Hectares or km**: Area, in hectares or km, of the Crown land for which application is being requested. If a small area or linear development (i.e. road or powerline) is being applied for, please utilize the length and width description.
- Land use purpose: Please provide a textual account of the intended use of the land (e.g., Commercial Recreation, Communication Site, Log Handling, etc). Information on each program is available at: http://www.agf.gov.bc.ca/clad/tenure_programs/

Type of Tenure:

- Investigative Permit provides the tenure holder non-exclusive access to Crown land for conducting investigate work. No buildings or other improvements may be placed on the land.
- Temporary Permit provides the tenure holder non-exclusive use of Crown land for temporary land use purposes (including one time events, road construction and other works), where the land use is better addressed through a permit than by a license.

- License provides the tenure holder non-exclusive access to Crown land and allows for the construction of improvements consistent with the proposed land use. A license does not require a legal land survey and cannot be registered with the provincial Land Title Office.
- Lease provides the tenure holder the exclusive right to use the parcel of Crown land for a specific purpose, including modification of the land and/or construction of improvements. A legal survey is required, at the expense of the applicant. Following survey, the lease may be registered in the provincial Land Title Office.
- Statutory Right -of- Way is normally used to authorize linear uses of Crown
 land, such as cables for telecommunications or utilities. A statutory right- of- way
 requires a legal survey of the land at the expense of the applicant. Following
 survey, the statutory right-of-way may be registered in the provincial Land Title
 Office.
- Purchase of Crown land generally applies to persons holding an existing License or Lease, or where application is being made for an extension of holdings.
 Discussion with the local regional office is recommended prior to applying for purchase.
- Waterpower land tenures are specific to water power projects making application as an Alternative Power project. As waterpower projects generally require several land tenures that are tailored to the individual project, a separate checkbox has been provided for these applications. This checkbox does not apply to investigative permits for waterpower projects.

Period of Occupation required: Please indicate the length of time you require use of Crown land for the purpose requested.

Your application may be revised as required to reflect the land use and/or Crown land program policy (see: http://www.agf.gov.bc.ca/clad/leg_policies/policies.html).

PART 3. LEGAL OR BOUNDARY DESCRIPTION

If surveyed, give legal description: If the land under application is previously surveyed, record the 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: If the land is 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 = 10000 square metres or 1 hectare



INSTITUTIONAL AND COMMUNITY

Application fee (\$250.00 + GST)\$265.00

LAND TENURE PURPOSE AND APPLICATION FEES (effective June 1, 2003)

APPLICATION FEES ARE DUE WHEN THE APPLICATION IS SUBMITTED (Note: Items indicated with * are billed at a later date) (GST included where applicable)

	(Updated July 2006)
APPLICATION FEES	INVESTIGATIVE PERMITS
AGRICULTURE	Application fee (\$500.00 + GST)\$530.00
Application fee (\$250.00 + GST)\$265.00	LOG HANDLING
	Application fee (\$1,000.00 + GST)\$1,060.00
AIRPORT	
*Application fee\$50.00/hr + GST of staff time minimum fee \$25.00 + GST	MARINA
	Application fee (\$500.00 + GST)\$530.00
ALPINE SKIING	MINING
Type 1 minor operation (\$1,000.00 + GST)\$1,060.00 *Type 2 major operation\$50.00/hr + GST of staff time	Excludes alternative power projects Application fee (\$500.00 + GST)\$530.00
ACHAONI TUDE (OLUMCI LI LI LETI CI LI)	OIL AND GAS
AQUACULTURE (Shellfish and Finfish) Application fee (\$4,925.00 + GST)\$5,220.50	Excludes alternative power projects Application fee (\$500.00 + GST)\$530.00
COMMERCIAL RECREATION	PRIVATE MOORAGE
Non-mechanized uses (\$250.00 + GST)\$265.00	Application fee (\$250.00 + GST)\$265.00
Mechanized uses (\$3,300.00 + GST)\$3,498.00	,
COMMUNICATION SITE	PUBLIC AND PRIVATE UTILITIES
Application fee (\$1,000.00 + GST)\$1,060.00	Linear utilities less than 25 km long Application fee (\$1,000.00 + GST)\$1,060.00
FEDERAL RESERVES/TRANSFERS	
Application fee (\$3,300.00 +GST)\$3,498.00	Linear utilities 25 km or longer *Application fee\$50.00/hr + GST of staff time
FERRY TERMINALS	minimum fee \$25.00 + GST
Other than general commercial or general industrial use	QUARRYING (Aggregates)
*Application fee\$50.00/hr + GST of staff timeminimum fee \$25.00 + GST	Application fee (\$1,000.00 + GST)\$1,060.00
FILM PRODUCTION	RESIDENTIAL
Application fee (\$500.00 + GST)\$530.00	Application fee (\$250.00 + GST)\$265.00
	TRANSPORTATION/ROADWAYS
GENERAL COMMERCIAL	Public use, excluding ferry terminals and airports
Excluding film production, marinas, golf courses Application fee (\$250.00 + GST)\$265.00	Application fee (\$250.00 + GST)\$265.00
	Industrial use or private use, excludes ferry terminals
GENERAL INDUSTRIAL	and airports (\$1,000.00 + GST)\$1,060.00
Excludes log handling, quarrying, energy and mining Application fee (\$500.00 + GST)\$530.00	WATERPOWER
COLECCURSE	Application fee (\$3,300.00 + GST)\$3,498.00
GOLF COURSE Application fee (\$3,300.00 + GST)\$3,498.00	WIND POWER
	Application fees for:
GRAZING	• Investigative Permit (\$500.00 + GST)\$530.00
Application fee (\$250.00 + GST)\$265.00	 Up to 5 monitoring towers (\$500 + GST)\$530.00 Windfarm (\$3,300.00 + GST)\$3,498.00
HEAD LEASES	(72,722)
*Application fee\$50.00/hr + GST of staff time	REPLACEMENT OF TENURE
minimum fee \$25.00 + GST	50% of application fee or \$212.00 (\$200.00 + GST) whichever is more
INCTITUTIONAL AND COMMUNITY	



LAND TENURE MISCELLANEOUS FEES (effective June 1, 2003)

(GST included where applicable)

(Updated July 2006)

LAND TENURE

Application for a declaration of intention under section 58 of the Land Act for inclusion of a waterbody or road in a Crown grant subdivision (\$500.00 + GST)\$530.00
Application for replacement of a disposition
Application for expansion of an aquaculture disposition
Application to amend an aquaculture disposition other than a minor amendment (\$500.00 + GST)\$530.00
Application to process minor amendment to a disposition requested by the holder of the disposition (including changes related to insurance, security and bonds, legal description, extension to term of the tenure, and other similar matters) (\$100.00 + GST)\$106.00
Application to process and approve any document evidencing the assignment of interest passing under a disposition, including assignments by way of mortgage, and including consent to sub-tenure. Half-fee for each assignment in batch requests greater than 5 (\$250.00 + GST)\$265.50
Preparation of a certified true copy of any legal document that has been issued pursuant to a disposition\$50.00
Extracting, reviewing, researching or compilation of information from records
Application to reinstate a cancelled disposition (\$300.00 + GST) \$318.00
Photocopying information from records Less than 20 pages
Copying or printing of maps\$10.00/copy

Statement of Agricultural Holdings

Ι,				
Of				
and any lands lea	ased from the (Crown are listed accurately rec	d in the table belo orded in the same	my deeded property bw and that the required e table.
Level Description	Non evelele	Deede		Farm Classification
Legal Description	Non-arable Acres/Hectare s	Arable Acres/Hectare s	Area Under Cultivation Acres/Hectares	over parcel by BC Assessment Authority YES/NO
		Leased L		
Legal Description	Non-arable Acres/Hectare s	Arable Acres/Hectare s	Area Under Cultivation Acres/Hectares	Farm Classification over parcel by BC Assessment Authority YES/NO
I presently own the	ne following live	e stock (if any):		
Cattle Sheep Horses			Horses	
My ranch headquarters is located at and is situated kilometers from the area being applied for.				
I presently have a following number livestock:		it from the Mini	stry of Forests ar	nd Range for the
Cattle		She	ер	Horses
Signature				

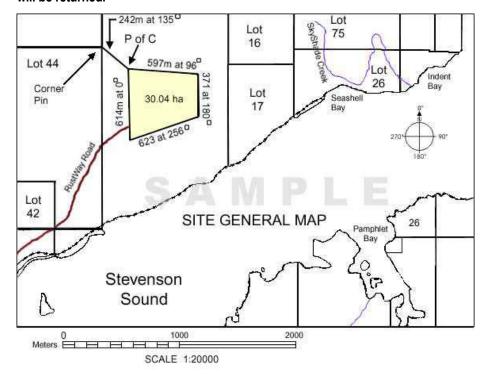
Airport, Agriculture, Aggregates, Community Use and Institutional Use, Energy and Mining, Golf Courses

(Oct. 21, 2002)

Mapping Requirements

Provide a Site Specific map and Site General map on 8 ½" x 11" or 8 ½" x 14" or 11" x 17" paper only.

Submit a **Site General map** at 1:20,000 scale as indicated on the sample map. The purpose of this map is to indicate the general location of the site and illustrate the boundary lines. If the application area is a surveyed lot [or crosses or is adjacent to a surveyed lot] provide a 'to scale' copy of the Survey Plan. If the application area is not a surveyed lot, provide the length, in meters, and compass bearing, 0° to 360°, for each line of the application site boundary. Label metes and bounds description on the boundary lines on the Site Specific and Site General maps, see sample map. The Point of Commencement (PofC) for the application area must be tied to a known point such as a geographic land feature or a corner pin, of a surveyed lot, that must be shown on your map and identifiable on our reference maps. Please contact our office if you would like to purchase a 1:20,000 map sheet of the application site area. A **Site Specific map** [Management Plan] is a detailed version of the **Site General map**, showing the boundary lines [noting metes and bounds] at a scale [i.e. 1:2,000, 1:5,000, 1:10,000 scale] that allows you to show the location of all improvements [i.e. access roads, buildings noting the width, length and height, etc.] within the application area. **Applications with incomplete mapping will be returned.**



Site metes and bounds description

Begin at the northwest corner of Lot 44, Nanaimo District then go 242m at 135° to the Point of Commencement [PofC] then go:

597 meters at 96°

371 meters at 180°

623 meters at 256°

614 meters at 0

containing 30.04 ha