



# **Communication Sites Application Package**

**October 2005**










## **Contents**

Program Overview .....	3
Agency Requirements Checklist .....	6
Requirements Checklist .....	10
Communication Site Inventory .....	14
Communication Site Questionnaire.....	15
Certificate as to Subsidiary Status .....	16
Application Form .....	17
Application Form Guide .....	19
Application Fees .....	23
Sample Site Maps.....	25

# Communication Sites

## Application Documents

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

- [Communication Sites Policy](#)  (2.32mb)
- Complete Application Package  (1.48mb) which includes:
  - Agency Requirements Checklist  (76kb)
  - Requirements Checklist  (173kb)
  - Communication Site Inventory  (66kb)
  - MOF Communication Site Questionnaire  (122kb)
  - Certificate as to Subsidiary Status  (94kb)
  - Application Form  (228kb) ([Word](#), 206kb)
  - Application Form Guide  (205kb)
  - Application Fees
- [Sample Letter of Agency](#)  (109kb)
- Sample Site Maps
- [Lower Mainland Site Inventory](#)  (98kb)

Permitting access to Crown land for communication sites ensures that British Columbia continues to benefit from the development of communication services and encourages business investment.

The communication industry makes a significant contribution to the economy of the province.

Crown land for communication sites is available by application to the Province of British Columbia (the Province).

A Communication Site is a small land area, usually located on a mountain top, used to situate infrastructure to enable the provision of communication services.

Services may include transmission and receiving of signals for:

- radio;
- television;
- microwave;
- satellite; and
- cellular phones.

The use of Crown land for communication sites ensures that residents of British Columbia have access to a variety of communications services that are essential to the information age.

## Who is Eligible to Apply?

The following persons and groups are eligible to seek tenures under the Communication Sites Program:

- Canadian citizens or permanent residents of Canada aged 19 years or older;
- corporations registered in British Columbia or incorporated under the laws of Canada; and
- provincial and federal government agencies requiring Crown land for communication site purposes.

## **Types of Communication Site Tenures**

Crown land for communication sites is usually available for a 30-year term through the following tenure options:

- A licence of occupation is the normal form of tenure for communication sites.
- Lease or fee simple arrangements are offered for non-mountain-top sites in populated areas, provided they are within a municipality and border on privately owned land.
- A Statutory Right of Way may be offered for mountain-top sites at the request of a client where there are significant improvements on the land and where a document registrable in the Land Title office is required for financing and/or security reasons.
- Land Act Reserves are the standard means to reserve land for provincial and federal government communication purposes.
- Land Act Transfers are the typical way for a non-government user, unable to find an alternate site, to obtain use of a reserved site by consent of the government agency holding the reserve. The agency receiving the transfer of administration assumes the responsibility for management of the site, including collecting rents under the [Communication Sites Policy](#) (2.32mb).

## **Sub-Tenuring and Assignment**

Sharing of established communication sites is encouraged to maximize the efficient use of Crown land in British Columbia.

Subtenuring may be undertaken by the authorized user without consent provided that the changes proposed do not affect the civil infrastructure on the site.

If proposed changes affect civil infrastructure, prior consent must be sought.

## **Tenure Agreement Terms and Conditions**

The tenure document outlines the rights and obligations of both the Province and the tenure holder. Included may be:

- length of term;
- purpose of tenure;
- rights of renewal; rent requirements and rent review;
- insurance and security provisions;
- performance guarantees; and
- subtenuring and assignment.

## **Fees, Rents and Application Processing**

Mountain tops which possess strategic value for communication purposes may be designated as a communication sites.

This can streamline the tenure approval process for new sites on those designated locations.

You will be required to pay an application fee when you submit your application, as identified in the [Land Tenure Purpose and Application Fees schedule](#) (effective June 1, 2003).

If you receive a tenure, you will be required to pay rental.

Rent for the use of Crown land for communication sites purposes is based on a site zone rate divided into three categories:

- Urban Areas;
- Semi-Urban Areas; and
- Remote Areas.


Rent is payable annually in advance by the tenure holder for each communication use on a site, based on an established pricing formula. Rent is adjusted annually to reflect the change in the Consumer Price Index for the province. A Certificate as to Subsidiary Status may be required where applicable.

Crown land sold for communication use is priced at full-market value of the land.

## **Special Requirements**

Tenure holders are required to provide an up-to-date Communication Site Inventory. The inventory is the basis for rental calculation.

Random site inspections may be undertaken to confirm the inventory information.

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 as identified in the  Requirements Checklist(173kb) and submit the required [Application Fee](#).

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

If you are applying for a larger site in the lower mainland, also download, print and complete the lower mainland site inventory.



Crown land is a valuable public resource. As a result, there are many protections in place to ensure it is managed in the public interests and many agencies have information requirements. To assist with this process, a checklist of agency requirements that are relevant to this program has been constructed. In order to ensure we can process your application within our application processing timeframe of 140 days, the following information is required.

## AGENCY REQUIREMENTS CHECKLISTS

Please read the following list of potential activities and check off any of the following issues that apply to your application. Where your proposal involves any of these uses, changes or activities, **the final section of your application package or Management/Development Plan should include details on how you are addressing the statutory regulations and/or requirements of these agencies.** Please include this checklist with your application.

### Local Government Requirements

Re-zoning:

- if the proposal involves the use of land for a purpose that differs from current local zoning on that property, contact the local government to obtain information on existing zoning, and if required, the re-zoning process.

### First Nations Requirements

Aboriginal Interests:

- if the proposal involves the construction of improvements on Crown land, please explain;
- if you are proposing to use Crown land in areas of known archeological significance and/or areas of traditional use by First Nations, please provide any information that you may have.

### Department of Fisheries and Oceans Canada Requirements

Foreshore impacts:

- if the proposal may alter the shoreline, please explain;
- if the proposal may produce changes for fish and/or fish habitat including eel grass beds, please explain;
- if wood preservatives will be used in any construction in the foreshore, please explain;
- if wild shellfish stock is in the immediate vicinity of your application, please explain;
- if the proposal will impact or interfere with a salmon-bearing stream, please explain.

### Canadian Coast Guard Requirements

Navigation:

- if the proposed operation/project will result in structures below the high water mark that may result in impacts to navigation, please explain.

### **Parks Canada Requirements**

- if the proposal is near/adjacent to a federal park, please explain.
- if the proposal will take place within a federal park, contact Parks Canada to determine approval requirements.

### **Ministry of Agriculture and Lands Requirements**

- if your proposal involves use of foreshore within 125 meters of an existing shellfish tenure, please explain.

### **Ministry of Energy, Mines and Petroleum Resources Requirements**

#### 1. Potential conflict with Mineral Tenure Holders:

- if the proposal will involve the construction of improvements and you are aware of an existing mineral interest within the proposed application area, please provide us with any information that you are aware of or have collected. Mitigation measures may be required before a Land Act tenure can be issued.

#### 2. Safety:

- if the proposal is in an area or uses a mining road where industrial activities are being conducted, the applicant is required to contact the local office of the Ministry of Energy, Mines and Petroleum Resources to coordinate safety measures.

### **Ministry of Forests and Range Requirements**

#### 1. Roads:

- if the proposal will conduct year-round activities on existing roads/trails or on new roads/trails constructed for this operation, consult the Ministry of Forests and Range regarding road safety;
- if the proposal will conduct seasonal activities on current roads/trails on new roads/trails constructed for this operation consult the Ministry of Forests and Range regarding road safety;
- if the proposal will clear land to build or modify any roads/trails or construct improvements, contact the Ministry of Forests and Range to determine information required to obtain Licence to Cut;
- if the proposal will be maintaining or contributing to the maintenance of any current roads/trails, please explain.

#### 2. Logging:

- if the proposal will involve the clearing of land to construct buildings or other improvements, contact the Ministry of Forests and Range to determine information required to obtain a Licence to Cut;

#### 3. Range:

- if the proposal is to conduct activities, such as the grazing of horses or pack animals, that will impact on Crown forage production, please explain.

4. Recreation:

- if the proposal will use existing forest recreation sites or trails, please explain;
- if the proposal will conduct activities which use existing, club-operated recreation sites or trails, please explain.

**The Ministry of Environment**

• **The Environmental Protection Division- (Air Resources, Pollution Prevention and Remediation, Water Protection)**

**Requirements:**

1. Domestic sewage discharge:

- if the proposal will involve connecting to a municipal system, contact the local government for requirements;
- if the proposal involves discharging to ground and volume is less than 22.7 m<sup>3</sup>/day (5000 gallons/day), contact the local health district;
- if the proposal involves discharging to any volume of effluent to surface water or discharging a volume equal to or greater than 22.7 m<sup>3</sup>/day to land, contact the Pollution Prevention Program.

2. Process liquid wastes:

- if the proposal involves connecting to a municipal system, contact the local government for requirements;
- if the proposal involves discharging to surface water or land, contact the Pollution Prevention Program.

3. Solid waste discharge:

- if the proposal involves servicing by municipal or private pickup, contact local government or local companies;
- if the proposal involves discharging to ground, contact the Pollution Prevention Program.

4. Air discharge:

- if the proposal involves comfort heating with conventional fuels, natural gas, heating oil, wood etc., no requirement for authorization under the Environmental Management Act;
- if the proposal involves using exhaust fans, blowers, cyclones, etc. that discharge emissions into the atmosphere, contact the Pollution Prevention Program;
- if the proposal includes an asphalt batch plant, identify the amount of discharge to the atmosphere.

5. Special waste:

- if the proposal involves using hazardous products that generate waste materials (examples are waste solvents, sludges or oils), contact the Pollution Prevention Program.



6. Contaminated sites:

- if the proposal requires a determination of whether land has had any past industrial usage, a site profile should be obtained to determine the potential for site contamination, contact the pollution prevention Program;

7. Stream Protection:

- if the proposal will impact or cross a stream or stream channel, contact the Ministry of Environment for information about "works in and about a stream".

- **Wildlife, Habitat and Enforcement Division- Enforcement and Emergencies, Habitat, Habitat Conservation Trust Fund, Wildlife Branch) Requirements:**

1. Wildlife:

- if the proposal is located in an area with red, blue and yellow listed species, please provide strategies to avoid impacts to wildlife and wildlife habitats, followed by strategies to minimize or reduce the impacts and disturbance. For information, contact the Regional Biologist;
- if the proposal is adjacent to or within a Wildlife Management Area, please explain.

2. Habitat:

- if the proposal is located in or adjacent to an estuary or marsh area, please explain;
- if the proposal involves the placement of structures on the foreshore, please explain.

- **Parks Division Requirements:**

Provincial parks:

- if the proposal is near/adjacent to a provincial park, please explain;
- if the proposal will take place within a provincial park, contact BC Parks to determine appropriate permits required.

- **Water Use Planning and Water Rights, Allocation and Licensing Requirements**

1. Watersheds:

- if the proposal will be in or near a community watershed, consult the Ministry of Environment website for information on Community Watersheds;
- if the proposal is in or near a community watershed, consult the best management practices outlined in the Forest Practices Codes Community Watershed Guidebook to ensure the proposal meets minimum standards

2. Water licences:

- if the proposal is in or near water resources that are licenced for domestic, agricultural or other use under the Water Act, please provide us with any information that you are aware of or have collected.

**Application Package or Management/Development Plan Information Requirement:**

- The above agency interests, where relevant, have been addressed **IN THE FINAL SECTION OF THE SUBMITTED APPLICATION PACKAGE OR MANAGEMENT/DEVELOPMENT PLAN.**



## REQUIREMENTS CHECKLIST

### COMMUNICATION SITE - 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 [Land Tenure Purpose and Application Fees](#) (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.
- Completed Application for Crown Land and Water Licence form that identifies the application area.
- Certificate of Incorporation (if applicable).
- Completed Communications Site Inventory, signed and dated by the tenure holder, listing all communications uses on the tenure area.
- Side view (tower profile) showing the location and elevation of all antennae on the tower; these are to be cross-referenced with the Communication Site Inventory form using "communication use number".
- Completed Certificate As To Subsidiary Status, if the site is used by a subsidiary of the tenure holder. If there are no subsidiary users on site, please state this on the Certificate.
- Communications Site Questionnaire.

- Written description of:
  - existing and proposed services and utilities (road, power, telephone, etc.);
  - access plans during and after construction (for maintenance, repair and supply); and
  - proposed method of disposal for environmentally hazardous material;
  - road maintenance agreements;
  - construction details, such as type of foundation, building(s), power source, tower(s), guy wires, exterior finishing, materials to be used, etc.;
  - a schedule for proposed construction;
  - Agency Requirements Checklist information.
  
- Copy of the State of Title Certificate of the requested property (if applicable).
  
- 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.
  
- 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 land marks as reference points.
  
- 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.
  
- 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 COMMUNICATION SITE - NEW APPLICATION**

### **IF MY APPLICATION IS ACCEPTED I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT THE FOLLOWING:**

- An annual rental payment.
- Insurance.
- Security.
- Proof of Advertising in the form of newspaper cut sheets or newspaper clippings.
- Copies of federal government radio licences for all communication uses on the tenure.
- A copy of the sub-tenure agreement for each subsidiary or third party using the site. If there are no sub-tenures on the site please advise. The sub-tenure agreement should contain the following:
  - i) names of the parties involved;
  - ii) the proposed term of the sub-tenure. Note all sub-tenures must expire at least one day prior to the absolute expiry of the head tenure;
  - iii) the sub-tenure consideration (fee, rental, etc.) paid to the tenure holder; and
  - iv) an updated site plan if the additional facilities are not shown on the original site plan.
- 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 INFORMATION PACKAGE THAT I HAVE SUBMITTED  
INCLUDES INFORMATION THAT SPECIFICALLY ADDRESSES THE  
CONCERNS OF THE AGENCIES AS OUTLINED IN**

**THE AGENCY REQUIREMENTS CHECKLIST:**

- Local Government.
- First Nations.
- Department of Fisheries and Oceans Canada.
- Transport Canada.
- The Ministry of Forests and Range.
- The Ministry of Environment.
- Ministry of Transportation.

-----  
**NAME OF APPLICANT**

-----  
**DATE SIGNED**

\*\* 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.

# COMMUNICATION SITE INVENTORY

Date: \_\_\_\_\_

File Number: \_\_\_\_\_  
 Name of Tenure Holder: \_\_\_\_\_

Location of Site: \_\_\_\_\_  
 Latitude and Longitude: \_\_\_\_\_

Please check the communication uses presently on your Crown tenure and list the details of each use in the table below. Begin by listing your name or company and the uses operated by you or your company. Then if there are subtenants on your site, complete the inventory by identifying each of the subtenants and their respective communication uses.

Radio or TV Broadcasting     
  Cable TV     
  Microwave Repeater     
  Private Mobile Radio     
  Other  
 Public Commercial Radio     
  Paging Services     
  Cellular Radio Services     
  Radio Determination Services

Name of User	Communication Use*		Purpose of Transmitter/Receiver (in plain language describe the purpose of the radio system)	Site Occupation		Subtenant Information	
	Use No.	Use categories above to list communication use		Date Use Placed on Site	Date Removed	Is subtenant a subsidiary?	Consideration/fee paid by subtenant to tenure holder
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						

Tenure Holder (signature) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Land Management Division \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\* The "Use No." is to be cross-referenced to this site diagram. All antenna(s) associated with a specific "communication use" must be labelled on the site diagram using the appropriate "Use No."

Rent is calculated based on the date that the communication use is placed on the site or the date of consent, whichever is sooner.

This document last updated September 2005.



# COMMUNICATION SITE QUESTIONNAIRE

## APPLICANT INFORMATION

APPLICANT NAME	COMPANY PHONE NUMBER	COMPANY FAX NUMBER
COMPANY E-MAIL ADDRESS	COMPANY CONTACT NAME	

## GENERAL SITE AND MAP INFORMATION

LOCATION OF CROWN LAND	<input type="checkbox"/> EXISTING SITE <input type="checkbox"/> NEW SITE	OTHER USERS WITHIN 500 METERS <input type="checkbox"/> YES <input type="checkbox"/> NO
1:50,000 MAP REFERENCE NO.	<input type="checkbox"/> NAD 27 <input type="checkbox"/> NAD 83	NAMES OF OTHER USERS WITHIN 500m, IF KNOWN: _____
LEGAL DESCRIPTION	PARCEL SIZE REQUESTED	REQUESTED TENURE TERM

## TOWER, ANTENNA AND FREQUENCY INFORMATION

TOWER **Note:** The following tower information is used to determine RF blockage specific directions.

<input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED	<input type="checkbox"/> STEEL <input type="checkbox"/> OTHER _____	<input type="checkbox"/> POLE	FACE WIDTH (e.g., 1.25m) _____ METERS	FACE AZIMUTHS (°TN)	HEIGHT ABOVE GROUND LEVEL _____ METERS
GPS SITE COORDINATE INFORMATION	LATITUDE ____ ° ____ ' ____ "	LONGITUDE ____ ° ____ ' ____ "	GROUND ELEVATION (AMSL) _____ METERS		

ANTENNA **Note:** The following information is used in the RF intermodulation calculations.

LOCATION OF CENTER OF ANTENNA ON TOWER (AGL)	AZIMUTHS (°TN)	POLARIZATION

FREQUENCY (For each antenna) **Note:** The following information is used in the RF intermodulation calculations.

TRANSMIT FREQUENCY(S)	HOURS OF OPERATION	EFFECTIVE RADIATED POWER (ERP)	RECEIVER FREQUENCY

APPLICANT COMMENTS

MoF COMMENTS

MoF SIGNATORY NAME	TELEPHONE NUMBER	SIGNATURE



## **CERTIFICATE AS TO SUBSIDIARY STATUS - Communication Site -**

File No.: \_\_\_\_\_

I, \_\_\_\_\_, a director/officer of \_\_\_\_\_,  
Inc. No. \_\_\_\_\_ hereby certify that \_\_\_\_\_ is, as of the  
date of this certificate, a company in which \_\_\_\_\_, Inc.  
No. \_\_\_\_\_ owns shares (other than by way of security only) carrying more than  
50% of the votes for the election of directors, which votes, if exercised, would elect a  
majority of the directors of \_\_\_\_\_.

SIGNED BY: \_\_\_\_\_ DATED: \_\_\_\_\_





# 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 <input type="checkbox"/> <b>OR</b> Company Name <input type="checkbox"/> <b>OR</b> Society Name <input type="checkbox"/>		For applications made by more than one individual: <input type="checkbox"/> Joint Tenants; or, <input type="checkbox"/> Tenants in Common
		Your File Number (if applicable):
Contact Name of Agent (if applicable):		
Letter of Agency attached (see Form Guide for additional information): Yes <input type="checkbox"/> No <input type="checkbox"/>		
BC Incorp. No., BC Registered No. or Society No.:	GST Registration Number:	
Age: 19 or over Yes <input type="checkbox"/> No <input type="checkbox"/>	Canadian Citizen or Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>	
Mailing Address		Postal Code:
E-mail Address		
Home Phone (    )	Business Phone (    )	Fax Number (    )

Applicant /Agent's Signature(s)	Date
<p>Please Enclose Appropriate fees (see Fee Schedule <a href="http://www.agf.gov.bc.ca/clad/leg_policies/fees.html">http://www.agf.gov.bc.ca/clad/leg_policies/fees.html</a>)</p> <p><b>NOTE:</b> Make cheque or money order payable to <b>the Minister of Finance.</b></p>	

**PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS**

FOR OFFICE USE ONLY	
	Land File Number:
	Disposition ID:
	Client No.:
	Company Search (Date):
	Postal Check (Date):
	Fees Received:

# 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:	<b>Type of Tenure</b> <input type="checkbox"/> Investigative permit <input type="checkbox"/> Temporary permit <input type="checkbox"/> License <input type="checkbox"/> Lease <input type="checkbox"/> Statutory right-of-way <input type="checkbox"/> Purchase <input type="checkbox"/> Waterpower land tenure
Period of Occupation Required _____	
Do you hold another Crown land tenure?    Yes <input type="checkbox"/> No <input type="checkbox"/> 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., Aggregates) for additional information that must be submitted with this application.

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](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/](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/](http://www.agf.gov.bc.ca/clad/leg_policies/)).

### 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 (CoT). A copy of the CoT 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

---



**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**

**AGRICULTURE**

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

**AIRPORT**

\*Application fee.....\$50.00/hr + GST of staff time  
..... minimum fee \$25.00 + GST

**ALPINE SKIING**

Type 1 minor operation (\$1,000.00 + GST)..... \$1,060.00  
\*Type 2 major operation ..... \$50.00/hr + GST of staff time  
..... minimum fee \$25.00 + GST

**AQUACULTURE (Shellfish and Finfish)**

Application fee (\$4,925.00 + GST) ..... \$5,220.50

**COMMERCIAL RECREATION**

Non-mechanized uses (\$250.00 + GST) ..... \$265.00  
Mechanized uses (\$3,300.00 + GST) ..... \$3,498.00

**COMMUNICATION SITE**

Application fee (\$1,000.00 + GST) ..... \$1,060.00

**FEDERAL RESERVES/TRANSFERS**

Application fee (\$3,300.00 + GST) ..... \$3,498.00

**FERRY TERMINALS**

Other than general commercial or general industrial use  
\*Application fee.....\$50.00/hr + GST of staff time  
..... minimum fee \$25.00 + GST

**FILM PRODUCTION**

Application fee (\$500.00 + GST) ..... \$530.00

**GENERAL COMMERCIAL**

Excluding film production, marinas, golf courses  
Application fee (\$250.00 + GST) ..... \$265.00

**GENERAL INDUSTRIAL**

Excludes log handling, quarrying, energy and mining  
Application fee (\$500.00 + GST) ..... \$530.00

**GOLF COURSE**

Application fee (\$3,300.00 + GST) ..... \$3,498.00

**GRAZING**

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

**HEAD LEASES**

\*Application fee.....\$50.00/hr + GST of staff time  
..... minimum fee \$25.00 + GST

**INSTITUTIONAL AND COMMUNITY**

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

**INVESTIGATIVE PERMITS**

Application fee (\$500.00 + GST) ..... \$530.00

**LOG HANDLING**

Application fee (\$1,000.00 + GST) ..... \$1,060.00

**MARINA**

Application fee (\$500.00 + GST) ..... \$530.00

**MINING**

Excludes alternative power projects  
Application fee (\$500.00 + GST) ..... \$530.00

**OIL AND GAS**

Excludes alternative power projects  
Application fee (\$500.00 + GST) ..... \$530.00

**PRIVATE MOORAGE**

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

**PUBLIC AND PRIVATE UTILITIES**

Linear utilities less than 25 km long  
Application fee (\$1,000.00 + GST) ..... \$1,060.00

Linear utilities 25 km or longer  
\*Application fee.....\$50.00/hr + GST of staff time  
..... minimum fee \$25.00 + GST

**QUARRYING (Aggregates)**

Application fee (\$1,000.00 + GST) ..... \$1,060.00

**RESIDENTIAL**

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

**TRANSPORTATION/ROADWAYS**

Public use, excluding ferry terminals and airports  
Application fee (\$250.00 + GST) ..... \$265.00

Industrial use or private use, excludes ferry terminals and airports (\$1,000.00 + GST)..... \$1,060.00

**WATERPOWER**

Application fee (\$3,300.00 + GST) ..... \$3,498.00

**WIND POWER**

Application fees for:

- Investigative Permit (\$500.00 + GST)..... \$530.00
- Up to 5 monitoring towers (\$500 + GST) ..... \$530.00
- Windfarm (\$3,300.00 + GST)..... \$3,498.00

**REPLACEMENT OF TENURE**

50% of application fee or \$212.00 (\$200.00 + GST) whichever is more



**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 <i>Land Act</i> for inclusion of a waterbody or road in a Crown grant subdivision (\$500.00 + GST) .....	\$530.00
Application for replacement of a disposition ..... 50% of application fee + GST or ..... \$212.00 (\$200.00 + GST) whichever is more	
Application for expansion of an aquaculture disposition ..... 50% of application fee + GST	
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 ..... \$50.00/hr ..... minimum fee \$25.00	
Application to reinstate a cancelled disposition (\$300.00 + GST) ....	\$318.00
Photocopying information from records Less than 20 pages .....	Free
More than 20 pages .....	\$0.25 /single-sided page
..... minimum \$5.25 for 21 pages	
Copying or printing of maps.....	\$10.00/copy



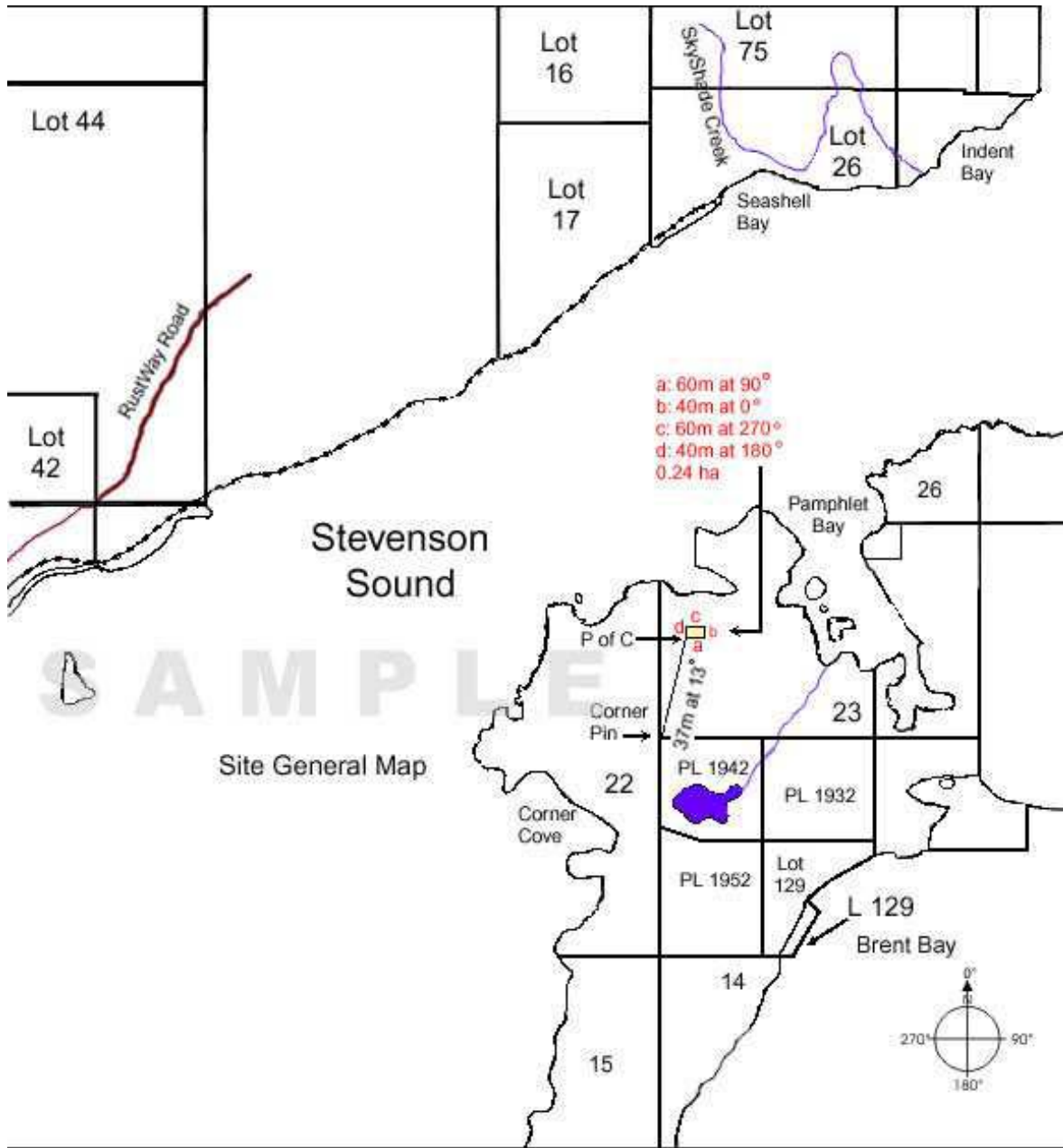
## Communication Site

(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.

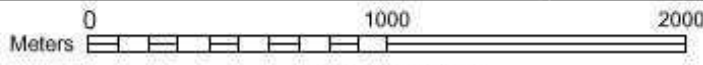
Submit a **Site General** map at 1:20,000 scale as indicated in the sample mapping. The purpose of this map is to indicate the general location of the site and illustrate the boundary lines. If the application area is a surveyed lot, provide a copy of the Survey plan. If the application area is not a surveyed lot then provide the length, in meters, and compass bearing, 0° to 360°, of each line of the application site boundary [metes and bounds description]. The Point of Commencement 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 the Site General Map and identifiable on our reference maps. Please provide a legal description for the area [i.e. the site is located within Section 22, Nanaimo District]. 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 illustrates the location of all improvements [i.e. buildings, access roads] within the application area. **Applications with incomplete mapping will not be accepted.**



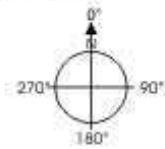
Site General Map

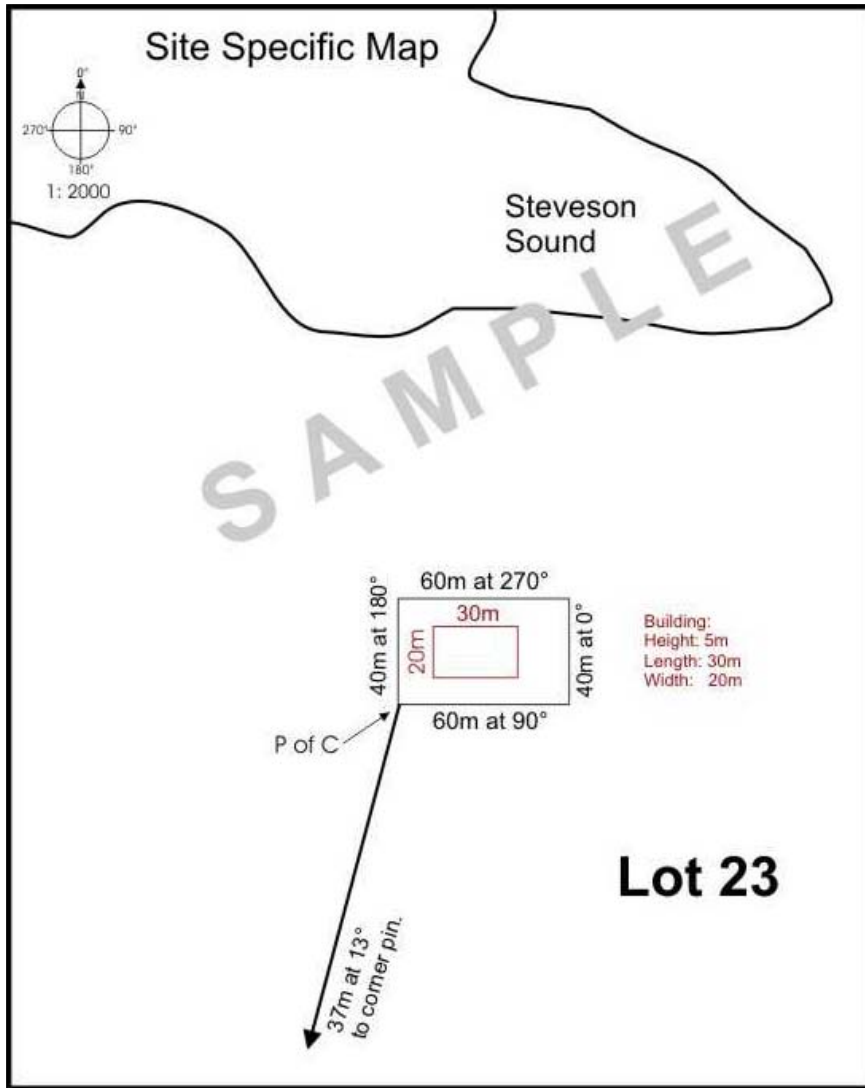
a: 60m at 90°  
 b: 40m at 0°  
 c: 60m at 270°  
 d: 40m at 180°  
 0.24 ha

SAMPLE



SCALE 1:20000





General Site map metes and bounds description

Begin at the northeast corner of Lot 44, Nanaimo District then go 372 m @ 13° to the Point of Commencement [PofC]

Then go 60 m @ 90° Then go 40 m @ 0°

Then go 60 m @ 270° Then go 40 m @ 180°

Containing a total of 0.24 ha