



## REQUIREMENTS CHECKLIST

### COMMERCIAL RECREATION - 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.
- A completed Application for Crown Land form that identifies the application area.
- A Certificate of Incorporation (if applicable).
- A complete Management Plan as described in the *Management Plan Template*.
- A copy of the State of Title Certificate of the requested property (if applicable).
- 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.
- An extensive area map (appropriate scale e.g. 1:50,000 or 1:20,000) identifying where the activities are occurring on the land, as described in the *Management Plan Template*.
- A site plan for each intensive site (top view) (1:5,000 or 1:1,000), drawn to scale with a north arrow, identifying the location of all improvements (buildings, structures, roads, power lines, fences, etc.) in relation to the boundaries of the tenure area and other legal boundaries, as described in the *Management Plan Template*.
- A set of photos showing the nature of the Crown Land in the area, especially the sites proposed for any development.

- For application to the Sea to Sky area (Squamish to Pemberton), you must show that the area(s) applied for are in compliance with the Sea to Sky Commercial Recreation Plan (summer and winter zoning maps are enclosed).
- If you have engaged an agent to act on your behalf, a letter authorizing the person to do so.

## **NOTIFICATION CHECKLIST COMMERCIAL RECREATION - NEW APPLICATION**

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

- An annual rental payment based on the CR Policy.
- Insurance.
- Security.
- Proof of Advertising in the form of newspaper cut sheets or newspaper clippings.
- Proof (letters) of contact with other commercial operators to resolve conflicts.
- 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 MANAGEMENT PLAN THAT I HAVE SUBMITTED INCLUDES  
INFORMATION THAT SPECIFICALLY ADDRESSES THE  
CONCERNS OF THE AGENCIES AS OUTLINED IN**

**THE AGENCY REQUIREMENTS CHECKLIST:**

- The Ministry of Forests and Range.
- The Ministry of Energy, Mines and Petroleum Resources.
- The Ministry of Environment.
- British Columbia Parks.
- Ministry of Health Services.

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**NAME OF APPLICANT**

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**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.