

Guidelines for the Preparation of Applications for Crown Lands

VERSION: 2.9

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These Guidelines are subject to change without notice. Please consult <https://www.gov.nl.ca/crownlands/apply-for-crown-lands/> for the most up-to-date information regarding the application process for Crown Lands.

For more information on submitting an application call the Crown Lands Inquiries Line:

1-833-891-3249.

Available in alternate format upon request.

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1. General Information

1.1 Introduction

The Department of Fisheries, Forestry and Agriculture (FFA) administers development on Crown lands in accordance with the **Lands Act**. FFA is responsible for managing and allocating the surface rights of the province's Crown lands in a responsible manner for the social and economic benefit of the residents of Newfoundland and Labrador. The Crown Lands Division processes over 3,000 applications a year.

The Guidelines for the Preparation of Applications for Crown Lands has been developed to explain the process and requirements for applying for Crown Lands.

*These Guidelines do not apply to Title Amendment/Renewal or Notice of Consent of Assignment to lease/licence applications.

This document provides information on the following topics:

- Definition of Crown Lands;
- Application and submission process;
- Requirements of a development plan;
- Requirements of supporting documentation; and
- Explanation of fees.

1.2 What are Crown Lands?

Crown Lands are all or any part of land under the administration and control of the Minister of Fisheries, Forestry and Agriculture as defined in the **Lands Act** including freshwater submerged areas.

Of the 40.57 million hectares of land in Newfoundland and Labrador, approximately 88 per cent are Crown lands. Some of the seabed and beds of fresh water lakes are also considered Crown lands.

The Province owns other land across Newfoundland and Labrador, including wilderness protected areas, highways, roads, schools, housing developments, and provincial buildings; however, land that is managed and administered by other Provincial Government departments as per the **Lands Act**, is not considered Crown lands and is not covered by these Guidelines.

1.3 Allocating Crown Lands

The **Lands Act** contains sections which allow Crown Lands to be allocated in the following ways:

- **Lease** - Section 3: The Crown retains ownership of the land and the lease period is typically for a longer term. Applicants approved for a lease pay an annual fee to the Crown. An example of a Crown lands lease would be an agricultural lease.
- **Grant** – Section 4: Crown lands are sold at market value and the Crown does not retain ownership. An example of a Grant would be the granting of land to an applicant for a residence or a commercial subdivision development.
- **Easement** – Section 5: The Crown retains ownership of the land and the easement period is typically for a longer term (e.g. 50 years). Applicants approved for an Easement would pay an annual fee to the Crown. An example of a Crown Lands Easement would be the provision of an easement to utility companies to erect power lines.
- **License to Occupy** – Section 6: The Crown retains ownership of the land and the License to Occupy period is typically for a short term (e.g. five years). Licensees pay an annual fee to the Crown. An example of a License to Occupy would be an application to construct and occupy a recreational remote cottage on Crown lands.
- **Free Grant** – Section 9: Crown lands can be acquired for free when used for the purpose of a school or an undertaking by a city or a municipality which is in the public interest other than economic development. An example of a Free Grant would be for a town hall for an incorporated municipality.
- **Section 36 Grant** – If you and your predecessors have been in uninterrupted possession, use and occupation of Crown land without benefit of title for the 20 year period prior to January 1, 1977, you may be eligible for a Crown Grant under Section 36 of the **Lands Act**.
- **Transfer of Administration and Control** – Section 53-55: Crown lands may be transferred to the Federal Government or another Provincial Government department. An example of such a Transfer would be Crown Lands acquired by the Federal Government for a government wharf.

2. Eligibility

Applicants for Crown Lands must be one of the following:

- a. An individual, at least 19 years of age;
- b. An organization registered at the Newfoundland and Labrador Registry of Companies or incorporated under the laws of Canada; or
- c. Government – Municipal, Federal or Ministers of the Government of Newfoundland and Labrador.

An application from an organization, as identified in b. above, must include current business registration information, which proves that the organization is in good standing.

3. How to Apply

3.1 Submitting an Application

Applications for Crown Lands will be reviewed on a first-come, first-served basis, and **only applications which are completed in full will be accepted**. If multiple requests for the same Crown Lands are received at the same time, a public draw process may be initiated. An application may be refused if the proposed activity is not considered to be in the best interests of the Province or if at any time during the review process information is received that would make the requested area unsuitable for the requested purpose.

Applications for Crown lands can be submitted by email. For more information on submitting an application by email, please go to <https://www.gov.nl.ca/crownlands/apply-for-crown-lands/>.

Instructions for completing a Fillable PDF form

IMPORTANT: Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.

Please read the following instructions for successfully completing a fillable PDF form:

- Use **only the latest version of Adobe Reader** to complete fillable PDF forms. The free Adobe Reader is available from Adobe at <http://get.adobe.com/reader/>.
- Before completing the document save the form as PDF to your computer.

How to save the form as PDF to your computer:

- Right click on the form and click "Save as".
- Make sure the format is PDF.
- Save to your Desktop or Documents.
- Open the fillable form using Adobe Acrobat.
- After you have completed the form, save a final version of the file to your computer.
- Attach the completed form, copy of receipt and map to an email and send to: CrownLandsInfo@gov.nl.ca

Step 1: Application Submission

- All applications for Crown lands must include the following information for the application to be considered complete:
 - A fully completed Crown Lands Application form. All application form fields must be completed to be accepted. Incomplete forms will be returned to the applicant. Please refer to Appendix A - Guide to Completing an Application for Crown Lands (PDF);
 - A receipt confirming payment of the non-refundable application fee, \$150.00 + HST; and
 - Mapping which outlines the location of the lands.

- The non-refundable Crown Lands Application fee can be paid at the following locations:
 - Online at www.gov.nl.ca/pay-online/;
 - Central Cashier's Office in St. John's. @ (709) 729-3042

- Applications can be submitted through:
 - Email to CrownLandsInfo@gov.nl.ca (Please include the application, receipt confirming payment of the non-refundable application fee, and all the required documents as individual email attachments);
 - In person at a Crown Lands Office (please submit your payment **first** as a copy of your receipt will be required along with your complete application); or
 - By mail to a Crown Lands Office (please submit your payment **first** as a copy of your receipt will be required along with your complete application).

FLR cannot guarantee the order in which mailed applications are received and opened. Applicants are encouraged to submit their application by email for the most efficient review.

A complete list of Crown Lands Offices and mailing addresses can be found in the department directory located on the Crown Lands website <https://www.gov.nl.ca/crownlands/contact/>.

Step 2: Application Review

1. Upon receipt of the application, Crown Lands officials will review the application to confirm the following:
 - a. All fields in the application form are complete;
 - b. The application package includes a clear and legible map identifying the land being applied for (Information regarding map contents can be found in Appendix A); and
 - c. A copy of the receipt of payment for the non-refundable application fee (Online Payment or Central Cashier's Office receipt) is included.

2. If the application is found to be incomplete, the applicant will be notified of the missing information via email, in person or mail and the application documentation will be returned to the applicant. Crown Lands will not maintain documents related to incomplete applications.
 - a. The applicant will be given a maximum of 30 days to return the application completed in full. Should the application not be returned during the 30 day time period, a new application and payment will be required.
3. Upon verification that the application is complete, the application shall be accepted and an official file will be created.

Should further information be required during the assessment of the application, the applicant will be contacted using the contact information provided in the application.

4. Supporting Documentation

Applications for Crown Lands may require the following supporting documentation:

- Applicant's map (*Required for all Crown Lands applications);
- Business Development Plan – Required if the application is for an outfitting purpose or commercial grant of 30 hectares or more. The Business Development Plan shall contain a detailed site plan and phasing schedule, where appropriate;
- Detailed Site Plan – Required if the application is for a commercial purpose. The Detailed Site Plan requires the dimensions and purpose of all features as well as the identification of access locations;
- Farm Development Plan – Required if the application is for an agricultural lease (see <https://www.gov.nl.ca/crownlands/files/2022-Commercial-Farm-Development-Plan.pdf>);
- Letters of Probate or Letters of Administration – Required if the application is being submitted on behalf of an Estate;
- Letter of Guardianship/Power of Attorney – Required if the applicant has legally provided another individual the authority to make decisions on his/her behalf;
- Proof of Ownership – Required if the application involves privately claimed lands such as an extension to private property;
- Transfer Documentation – Proof of how the lands were acquired, i.e. Deeds, Wills, Gift, etc.
- Sawmill Licence – Required if the application is for a commercial or domestic sawmill;
- Commercial trapping or fishing licence and proof of sales – Required if the application is for a Commercial Resource-Based Cabin.
 - For trappers:
 - Copies of receipts for a minimum of \$500/year in pelt sales for the three (3) years immediately prior to application date; or

- Copies of receipts for a minimum of \$1,000 for the trapping season immediately prior to application date.

Should additional documentation be required, the applicant will be contacted during the application review. All supporting documentation is required to be submitted as individual attachments when submitting an Application for Crown Lands by email.

5. Fees

Applicable fees and rental rates for Crown lands can be found on the FLR website at: <https://www.gov.nl.ca/crownlands/fees/>. Rental rates may be revised at specified times as indicated in the Easement, Lease and Licence to Occupy documents.

Application fees for Crown lands are non-refundable and will be paid online by using debit or credit card. Personal cheques and cash will be accepted through the Central Cashier's Office.

In areas where Corner Brook Pulp and Paper Limited have timber rights, Corner Brook Pulp and Paper Limited must approve each application before it can be processed further by the Crown Lands Division. In addition to Crown Lands fees, Corner Brook Pulp and Paper Limited may also require applicants to pay a fee. The amount of the fee and the time within which it must be paid will be determined by Corner Brook Pulp and Paper Limited.

6. Inquiries

Inquiries related to the completion and submission of Crown Lands Applications may be directed to:

Crown Lands Inquiries

Phone: 1-833-891-3249

Email: CrownLandsInfo@gov.nl.ca

7. Third Party Disclosure

As part of the processing of an application, the Department of Fisheries, Forestry and Agriculture may make referrals to other Government departments or agencies who may have an interest or concern related to the land being applied for. Care will be taken to protect your personal information. In the event that the Applicant's application for land use is approved and official documents are issued, the applicant's name will be visible on public land use viewers including, but not limited to, the Public Land Inquiry Map and the Provincial Land Use Atlas. Further inquiries related to how your personal information will be collected, used and disclosed may be directed to Crown Lands Inquiries at 1-833-891-3249.

Appendix A - Guide to Completing an Application for Crown Lands (PDF)*

Part 1: Applicant Information

Under Sections 3-6, 9, 36 and 53-55 of the **Lands Act**, an individual, an organization or government may apply for Crown Lands.

This section requires information relating to the individual/organization/government making application for Crown lands.

- Please provide information relating to the applicant. The Crown Lands Application will be processed under this individual(s) or organization or government name only.
- Please provide the address and contact information for the organization's or government representative who will be responsible for receiving the correspondence for this application, should it be approved.
- An email address **MUST** be provided to facilitate the sending of correspondence in an efficient manner.

1. Type of Applicant

- Please indicate the type of applicant.
 - Individual(s) – An individual, 19 years of age or older. A maximum of two individuals per application will be accepted.
 - Registered Organization – An organization registered at the Newfoundland and Labrador Registry of Companies or incorporated under the laws of Canada.
 - Government – Municipality, Federal Government or Ministers of the Government of Newfoundland and Labrador.

2. Primary Applicant

Section A – Individual

Last Name – Indicate the individual's legal last name.

Given Names – Indicate the individual's legal given names including any middle names.

Mailing Address: Indicate the P.O. Box number or identify N/A (Not Applicable) if the applicant does not have a P.O. Box number.

Street Address – Indicate the civic street number and street name at which the individual(s) resides.

City or Town – Indicate the name of the City or Town in which the individual(s) resides.

Province – Indicate the individual’s province of residency.

Country – Indicate the individual’s country of residency.

Postal Code – Indicate the individual’s postal code for the city or town in which the individual(s) resides.

Primary Phone Number – Indicate the individual’s primary contact telephone number.

Secondary Phone Number – Indicate the individual’s secondary contact telephone number or N/A (Not Applicable) if a secondary contact telephone number is not available.

Email Address – Indicate the individual’s email address to be used for correspondence.

Note: To add an additional applicant (to a maximum of two applicants), Appendix A of the Application for Crown Lands must be completed.

Section B – Organization or Government

Full Legal Name – Indicate the Organization’s/Government’s legal name.

Registry of Companies, Company Number – Indicate the organization’s Company Number issued by the Registry of Companies.

Mailing Address: Indicate the P.O. Box number or identify N/A (Not Applicable) if the Organization or Government does not have a P.O. Box number.

Street Address – Indicate the civic street number and street name at which the individual(s) resides.

City or Town – Indicate the name of the City or Town at which the Organization or Government is located.

Province – Indicate province in which the Organization or Government is located.

Country – Indicate the country in which the Organization or Government is located.

Postal Code – Indicate the postal code for the city or town in which the Organization or Government is located.

Primary Phone Number – Indicate the primary contact telephone number.

Secondary Phone Number – Indicate the secondary contact telephone number or N/A (Not Applicable) if a secondary contact telephone number is not available.

Email Address – Indicate the email address to be used for correspondence.

Note: An application from an individual and an organization will not be accepted. An application from two organizations will not be accepted unless one provides written proof of authority to act on the other’s behalf.

Are you a resident of the Province of Newfoundland and Labrador?

- Please indicate Yes or No as to whether the individual or organization is resident in Newfoundland and Labrador.

Note: Non-residents cannot obtain title for a remote cottage.

Have you ever applied for land from the Crown?

- Please indicate Yes or No if the applicant has previously submitted a Crown Lands Application.

Is this application related to an existing Aquaculture or Agriculture business? (Please check the appropriate box if applicable).

- Check the appropriate box if the application is related to an existing Aquaculture or Agriculture business or check Not Applicable.

If yes or if this application is related to an existing Aquaculture or Agriculture business, please provide details including application or title number.

- Indicate the application and/or title number or circumstances concerning the application.

Section C – Primary Contact/Designated Representative (If different than Section 2A or 2B above)

(Please Check Not Applicable at the top of this section if the Primary applicant identified in Section A is the primary contact for this application or please complete this section if another individual or organization will be acting on behalf of the primary applicant. This section may also be completed to identify a representative to act on behalf of the organization/government for the purposes of this application. An individual identified here will be the primary contact for the application and will not be the individual to whom an approved title may be issued.)

Last Name – Indicate the individual’s legal last name.

Given Names – Indicate the individual’s legal given names including any middle names.

Describe the relationship of the Primary Contact/Designated Representative to the Applicant.

- Please check the appropriate box:
 - Trustee – a person holding title to property for the benefit of another.
 - Executor/Administrator – a personal representative who is either the executor/executrix of the Last Will and Testament or an administrator/administratrix of the estate if the deceased died without a will.
 - Solicitor/Legal Counsel – A lawyer or law firm acting on behalf of the applicant.

- Family Member – Please identify the relationship to the applicant e.g. spouse, parent, sibling, etc.
- Officer of the Organization/Government – Indicate the position.
- Other – Please describe the relationship if the other options are not applicable.

Mailing Address: Indicate the P.O. Box number or identify N/A (Not Applicable) if the designated representative does not have a P.O. Box number.

Street Address – Indicate the civic street number and street name at which the individual(s) resides.

City or Town – Indicate the name of the City or Town in which designate is located.

Province – Indicate province in which the designate is resident.

Country – Indicate the country in which the designate is resident.

Postal Code – Indicate the postal code for the city or town in which the designate is resident.

Primary Phone Number – Indicate the primary contact telephone number of the designate.

Secondary Phone Number – Indicate the secondary contact telephone number for the designate or N/A (Not Applicable) if a secondary contact telephone number is not available.

Email Address – Indicate the designate email address to be used for correspondence.

3. Disclosure of Departmental Employee

Section 40 of the **Lands Act** states:

Conflict of Interest

40. (1) Except with the consent of the Lieutenant-Governor in Council, the following persons shall not acquire, either alone or with another, a grant, lease, licence or easement under this Part:

- (a) A Deputy Minister of the Department;
- (b) An Assistant Deputy Minister of the Department;
- (c) An employee responsible for communications for the Department;
- (d) An employee of the Lands Branch of the Department; and
- (e) A spouse or cohabiting partner.

(2) In this section,

- (a) "cohabiting partner" means a person who cohabits in a conjugal relationship outside of marriage with a person referred to in paragraph (1)(a), (b), (c) or (d); and
- (b) "spouse" means a person who is married to a person referred to in paragraph (1)(a), (b), (c) or (d).

Is the applicant an employee of the Department of Fisheries and Land Resources?

- Please indicate Yes or No as to whether the applicant is an employee of the Department of Fisheries and Land Resources.
- If yes, please indicate the position title.

Is the applicant's spouse or co-habiting partner an employee of the Department of Fisheries and Land Resources?

- Please indicate Yes or No as to whether the applicant's spouse or co-habiting partner is an employee of the Department of Fisheries and Land Resources.
- If yes, please indicate the spouse or co-habiting partner's full name and position title.

PART 2 – Type of Application

Please identify the form of title for which you are applying:

- **Lease:** The Crown retains ownership of the land and the lease period is typically for a longer term. Applicants approved for a lease pay an annual fee to the Crown. An example of a Crown Lands Lease would be an agricultural lease.
- **Grant:** Crown lands are sold at market value and the Crown does not retain ownership. An example of a Grant would be the granting of land to an applicant for a residence or a commercial subdivision development. An existing Lease or License to Occupy may be converted to a Grant. Select **Grant to Existing Title**, enter the title number on the line provided and include any information under Details and complete the remainder of the application.
- **License to Occupy:** The Crown retains ownership of the land and the License to Occupy period is typically for a short term (e.g. five years). Applicants approved for a License to Occupy pay an annual fee to the Crown. An example of a License to Occupy would be an application to construct and occupy a residential remote cottage on Crown Lands.
- **Easement:** The Crown retains ownership of the land and the easement period is typically for a longer term (e.g. 50 years). Applicants approved for an Easement would pay an annual fee to the Crown. An example of a Crown Lands Easement would be the provision of an easement to utility companies to erect power lines.
- **Transfer of Administration and Control:** Crown Lands may be transferred to the Federal Government or another Provincial Government department. An example of such a Transfer would be Crown Lands acquired by the Federal Government for a government wharf.
- **Section 36 Grant:** If you and your predecessors have been in uninterrupted possession, use and occupation of Crown land without benefit of title for the 20 year period immediately prior to January 1, 1977, you may be eligible for a Crown Grant under Section

36 of the **Lands Act**. For this type of application, check the appropriate box under Part 2 – Type of Application, skip to Appendix A, if applicable, and **Appendix B is required** to be completed.

Please note that only one form of title shall be selected per application. A second application is required for multiple uses. For example, one application is required for a Licence to Occupy for the purpose of an access road and a second application is required for a Licence to Occupy for the purpose of a remote cottage. Please note that FLR has the option to amend the form of title should the application be approved.

Please identify the intended use of the land for which you are applying? Please select the appropriate option:

- **Residential:** Residential grants are available in communities where the land is zoned for residential use under an approved municipal plan or, if no municipal plan exists, where the land is located within the community infilling limits, and no land use conflicts exist. Further information is available on the Crown Lands website at: <https://www.gov.nl.ca/crownlands/categories/personal-use/>.
- **Recreational Cottage:** Recreational Cottage grants are available in rural areas accessible by road where no land use conflicts exist, or in areas without road access that have been designated by the Agriculture and Lands Branch for recreational cottage development.
 - Recreational Cottage Licences to Occupy are available where no land use conflicts exist in remote areas that are not accessible by conventional motor vehicle. Licences are issued for a five year term and are renewable upon expiry of each five year period. Further information is available on the Crown Lands website at: <https://www.gov.nl.ca/crownlands/categories/personal-use/>
- **Recreational Boat House and Wharf:** Single story Recreational Boat House and Wharf Licences to Occupy are available where no land use conflicts exist and, within municipal and planning area boundaries where the land is zoned accordingly. Licences are issued for a five year term and are renewable upon expiry of each five year period.
- **Agriculture:** Agricultural leases and licences are available where no land use conflicts exist and, within municipal and planning area boundaries where the land is zoned for agricultural use. Agricultural leases are typically issued for a longer term and must be approved by the Land Management Division, FLR. Licences for home gardening, pasture land and non-commercial farming are for a maximum term of five years and may be renewed. Agriculture leases and licences cannot be converted to grants (outright ownership). Further information is available on the Crown Lands website at: <https://www.gov.nl.ca/crownlands/categories/business-or-organizational-use/>

- **Commercial:** Commercial titles are available where no land use conflicts exist, and within municipal and planning area boundaries where the land is zoned accordingly. Further information is available on the Crown Lands website at: <https://www.gov.nl.ca/crownlands/categories/business-or-organizational-use/>
 - Commercial resource based camp licences are available where no land use conflicts exist, and within municipal and planning area boundaries where the land is zoned accordingly. Licences are issued for a term of five years. Examples of commercial resource based camps include; trapper's tilts, temporary living quarters for commercial fisherman in coastal areas, sawmill shacks, etc. Further information is available on the Crown Lands website at: <https://www.gov.nl.ca/crownlands/categories/business-or-organizational-use/>
- **Other:** Other purpose title options are available where no land use conflicts exist, and within municipal and planning area boundaries where the land is zoned accordingly.
 - **Aquaculture:** Crown Lands applications for aquaculture have to be submitted to the Fisheries and Aquaculture Branch, FLR, prior to being submitted to Crown Lands. Aquaculture leases and licences are available where no land use conflicts exist and are subject to the approval of the Fisheries and Aquaculture Branch, FLR. Licences are issued for a five year term and leases are typically issued for a longer term. Aquaculture leases and licences cannot be converted to grants (outright ownership). Further information is available on the Crown Lands website at: <https://www.gov.nl.ca/crownlands/categories/business-or-organizational-use/>

Details - Describe in detail the proposed use of the land. If needed, include an attachment with more details. Ensure this attachment is labelled and easily identifiable.

Description of Building or Structure to be erected.

- Indicate the proposed building(s) or structure(s) to be constructed. Indicate the length, width and height of the proposed structure(s) in metres.
- If no building or structure erection is necessary, check Not Applicable.

Proposed Water and Sewage Facilities

- Check the appropriate box for the proposed water and sewage facilities:

Well – A water well to access groundwater will be developed.

Septic System – A self-contained, underground wastewater treatment system will be developed.

Municipal Sewer – Connection to a municipal sewer system is available.

Municipal Water – Connection to a municipal water system is available.

Other – Please check if the proposed water and sewage facilities are different than those specified above (i.e. pit privy/outhouse, ocean outfall, etc.).

Details – Describe in detail the proposed alternative to a well or municipal water and to a septic system or municipal sewer.

If there are no proposed water and/or sewage facilities, please check Not Applicable.

Site Description

Applicant Map Requirements

A printed copy or an electronic copy (for email submissions) of the Applicant's Map is required to be submitted with all applications for Crown Lands. The map should include the following:

- The exact location of the land the individual or organization is applying for;
- The GPS coordinates, if possible, and the dimensions of the land being applied for;
- Other descriptive characteristics such as proximity to landmarks including adjacent properties, waterbodies and road distance to highway or the nearest street.

Care should be taken to ensure all information is clearly legible.

The applicant should consult and use the **Department of Fisheries and Land Resources' Public Land Inquiry Map** as a resource to determine if there are any limitations or restrictions on the Crown Lands that the applicant wishes to apply for. The applicant may also use the Public Land Inquiry Map as a resource tool to create the Applicant's map to accompany their application.

The Public Land Inquiry Map includes information on land detailing where applications for Crown Lands may or may not be accepted, areas of land where restrictions exist on the type of applications that will be accepted, and areas of land where applicants may need to seek out more information pertaining to the land. The Public Land Inquiry Map is available at: <https://www.gov.nl.ca/crownlands/land-use-atlas/>.

Disclaimer: The information on the Public Land Inquiry Map may not always reflect the most current land availability status.

How to Use the Public Land Inquiry Map: When the map opens, zoom in on the map to an area of interest within Newfoundland and Labrador. Land that is not available appears RED while land that has restrictions or limitations on use appears YELLOW. All other land is available for application. To create a map using the Public Land Inquiry Map follow the directions indicated in the Help Page for Viewer via: <https://www.gov.nl.ca/landuseatlas/gref.htm>.

The land is situated at:

- Indicate the location of the lands being applied for.

Is the land being applied for within a municipal boundary?

- If yes, indicate the name of the municipality.
- If no, indicate the name of the nearest community or municipality.

Approximate dimensions of the land:

- Provide an estimate of the size of the proposed area (in hectares). Indicate the frontage/width and depth of the land being applied for. All measurements shall be described in metres (m).

Distance to closest waterbody:

- Identify the distance, in metres, and name of the nearest waterbody.
- Check Not Applicable if there is no waterbody within or directly adjacent to the application location.

Is the proposed site accessible by road?

- If yes, indicate the name of the road. Otherwise check no.

Do you plan to construct a new road to access the proposed site?

- If yes, a second application shall be required.

For sites without road access, please indicate the method of transportation:

- Walking
- All-Terrain Vehicle (ATV)
- Utility Task Vehicle (UTV)
- Snowmobile
- Aircraft
- Boat

Is the site presently occupied? Is there any visible evidence of any structure or activity that may indicate that the site is presently being used or occupied such as fences, buildings, clearings, etc.?

- Indicate yes or no as to whether the site is presently occupied.

- If yes, state the year occupation commenced, area occupied and name of person who developed the land. If needed, include an attachment with more details. Ensure that this attachment is labelled and easily identifiable.

Are you aware of any previous land use? Is there any visible evidence of any structure or activity that may indicate the site was previously used or occupied such as fences, signs, buildings, clearings, etc.?

- Indicate yes or no as to whether the site was previously occupied.
- If yes, state the year occupation commenced, area occupied and name of person who developed the land. If needed, include an attachment with more details. Ensure that this attachment is labelled and easily identifiable.

Please outline the specific land boundaries below:

- Identify the adjacent properties, what they are used for and who are the owners. If the information is unknown, please indicate unknown.

Example: Bounded on North by: Resource Access road
 Bounded on South by: Grand Lake
 Bounded on East by: Crown Lands
 Bounded on West by: Crown Lands Title #123456, occupied with a cottage

Part 3 – Applicant Attestation

Complete and accurate information is important to avoid delays in processing your application. The Applicant is required to review, confirm and indicate with a checkmark, that each of the following items are complete and will be submitted with the application:

- All sections of this form have been completed.
- A copy of the Applicant’s Map is attached.
- A copy of the receipt for the payment of the application fee is attached.
- A copy of all required supporting documentation is attached.

The Applicant is required to understand and accept that:

- Fees taken during the application process are non-refundable.
- It is the policy of the Crown Lands Division to accept applications on a first come-first served basis.
- Applications must be fully completed, and all fees submitted.
- The primary contact identified will be used for all communication and correspondence.
- The email address provided may be used for future correspondence.

- If an application is accepted by the Department of Fisheries and Land Resources, the Applicant is required to identify the site in the field by clearly marking corner posts. If there is discrepancy between the area marked in the field and the area indicated on the map, the map will prevail.
- The Applicant is solely responsible for correctly identifying the parcel of land that is the subject of this application.
- The Applicant is required to consult the municipality (if applicable) to acquire land ownership information and zoning information.
- Acceptance of this application by the Department of Fisheries and Land Resources does not give the Applicant any rights or privileges in relation to the land under application.
- The land is not to be occupied until a signed title document is received.
- Should the application be approved, the Applicant's name will appear on the Public Land Inquiry Map and the Provincial Land Use Atlas.
- Under Section 14 of the **Lands Act**, the Minister of the Department of Fisheries and Land Resources or the Lieutenant-Governor in Council may cancel, amend, or otherwise deal with the grant, lease, licence or easement at any time prior to the delivery of a signed title document.
- Personal information collected by the Government of Newfoundland and Labrador is protected under the **Access to Information and Protection of Privacy Act, 2015**.
- The Department is committed to protecting personal information, which is being collected in accordance with Section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** and used in the assessment of your application for Crown Lands. It will not be used for any other purposes unless authorized under the Act.
- As part of the processing of your application, the Department of Fisheries and Land Resources may make referrals to other Government departments or agencies who may have an interest or concern related to the land being applied for. Care will be taken to protect your personal information.

The Applicant is then required to state the following by indicating with a checkmark that:

- All applicants, and designated contacts, are 19 years of age or older.
- The Applicant has inspected the lands applied for and have found no evidence of occupation with the exception of the information provided on page 3 or Appendix B in this application.
- The Applicant is not aware of any adverse claim to the lands subject of this application by any person(s) or organization(s).
- The information contained in this application is true and correct to the best of my knowledge, information and belief.

The Applicant is also required to check I ACCEPT and indicate the date in the format of day, month, year.

Appendix A: Application Information for Multiple Applicants

Note: Only one Additional Applicant may be included per Application.

For further information concerning, please see **Part 1: Applicant Information** on page 7.

Appendix B: Application for Grant of Land Under Section 36 of the Lands Act

If you and your predecessors have been in uninterrupted possession, use and occupation of Crown land without benefit of title for the 20 year period immediately prior to January 1, 1977, you may be eligible for a Crown Grant under Section 36 of the **Lands Act**. Further information is available on the Crown Lands website at:

<https://www.gov.nl.ca/crownlands/squatters-rights-adverse-possession/>.

Please call the Crown Lands Inquiries Line at 1-833-891-3249 if you require assistance to complete this section of the Application for Crown Lands.

Land Information

The land is situated at:

- Indicate the location of the lands being applied for.

Approximate dimensions of the land:

- Provide an estimate of the size of the proposed area (in hectares). Indicate the frontage/width and depth of the land being applied for. All measurements shall be described in metres (m).

Please outline the specific land boundaries below:

- Identify the adjacent properties, what they are used for and who are the owners.

Example:

Bounded on North by: Resource Access Road for 30 metres.

Bounded on South by: Grand Lake for 30 metres.

Bounded on East by: Crown Lands for 60 metres.

Bounded on west by: Crown Lands Title #123456, occupied with a cottage for 60 metres.

Applicant Map Requirements

An Applicant's Map is required to be submitted with all applications for Crown Lands. For further information, see the **Applicant Map Requirements** section on page 14.

Declaration of Applicant

Names of persons formerly and/or currently occupying land (including Applicant):

- Indicate the full name(s) of persons whom formerly and/or currently occupying lands being submitted under this application.

Year(s) Occupied:

- Indicate the associated year(s) the persons formerly and/or have currently occupied the lands.

List improvements and year they were made (i.e. fences, buildings, cultivation, etc.):

- Indicate how the lands were being used, what improvements were made to the lands and what year the improvements occurred.

Describe how land was acquired (i.e Deeds, Wills, etc.):

- Indicate how the persons acquired the lands, i.e. Deeds, wills, gift, etc. A copy of all transfer of ownership documentation is required to be submitted with the application. All hardcopies will be returned to the Applicant.

Individuals in Support of Application

The Applicant must obtain the consent of two individuals who have been familiar with this land since at least, January 1, 1957, and who are not a member of the applicant's direct family.

These individuals may be contacted during the investigation of this Application, and must meet the following criteria:

- i. Are fully acquainted with the land described in the application for grant of land under the **Lands Act**.
- ii. Have read the declaration made by the Applicant concerning the use and occupation of this land [or it has been read to them] and believe that all statements made therein are true and factual, to the best of their knowledge, information and belief.
- iii. Are not aware of any claim to or in respect of the land by any other person either through occupation, improvements or otherwise, adverse to or inconsistent with the Applicant's claim to any part of the land or to any interest in the land.

Indicate the full name, mailing/street address, primary telephone number and an e-mail address for the two individuals.

Applicant Attestation

For further information concerning this section, please see **Part 3: Applicant Attestation** on page 16.

*Available in alternate format upon request.

Appendix B – Definitions*

Accepted: A Crown Lands Application is considered accepted once the Application has been submitted and verified as completed in full by a Crown Lands official, including all required information, the Applicant map and a copy of the receipt for payment of the Application (Online or Central Cashier's Office receipt).

Applicant: A person, organization or government that is submitting a Crown Lands Application for the purpose of obtaining a Crown Lands Title.

Applicant's Map: A map identifying the exact location of the land being applied for. The map should include GPS coordinates, if possible, the dimensions of the land being applied for and other descriptive characteristics such as proximity to landmarks including adjacent properties, waterbodies and road distance to a highway or nearest street. Care should be taken to ensure all information is clearly legible. The Public Land Inquiry Map should be used as a resource tool to create the Applicant map.

Co-Applicant: An additional person also included in an Application, who assumes equal responsibility, in the submission of a Crown Lands Application.

Crown Land: All or any part of land under the administration and control of the Minister of Fisheries and Land Resources as defined in the **Lands Act**, including freshwater submerged areas.

Crown Lands Division: A division of the Department of Fisheries and Land Resources responsible for managing and allocating the province's Crown Lands resource in an environmentally responsible manner to meet the social and economic development needs of the public and private sectors.

Crown Lands Office: An office responsible for the administration of Crown Lands.

Crown Lands Official: An official responsible for the administration of Crown Lands.

Depth: The horizontal distance between the front and rear property lines of a lot, measured along a line midway between the side property lines.

FLR: The Department of Fisheries, Forestry and Agriculture.

Frontage: The full length of a property line on the front (road) side of the property.

Improvements: Examples of improvements that may support establishment of a claim are: constructing buildings, living on or occupying the land, fencing, clearing, cultivating, and the grazing of animals. Actual use and occupation of the fenced portion must be shown, such as the pasturing of cattle.

Minister: The Minister responsible for the administration of the Crown Lands Division.

Open, Notorious, Exclusive and Continuous Possession:

Open - acts of possession on the land which are visible to others and sufficient to alert the true owner of a claim to his/her land

Notorious - well known, generally known or talked of

Continuous - uninterrupted, not occasional

Exclusive - to the exclusion of all other persons

Received: A Crown Lands Application is considered received when it is verified as complete, according to the date and time stamp of the email inbox when it is submitted via email, and according to the date and time stamped on the Application by a Crown Lands Official when it is submitted by mail or in-person. Should an incomplete Application be submitted by email, mail, or in-person, it will be returned to the Applicant to be completed and resubmitted. The new submission date and time of the verified as complete Application will stand as the received date and time stamp.

Submerged Crown Land: Lands covered by water including parts of the coastline.

Tenure: Type of title being applied for.

Title: A person's right of ownership or possession of lands.

Waterbody: Fresh or salt water including: ocean, lake, pond, gully, river, stream and seasonal drainage.

*Available in alternate format upon request.