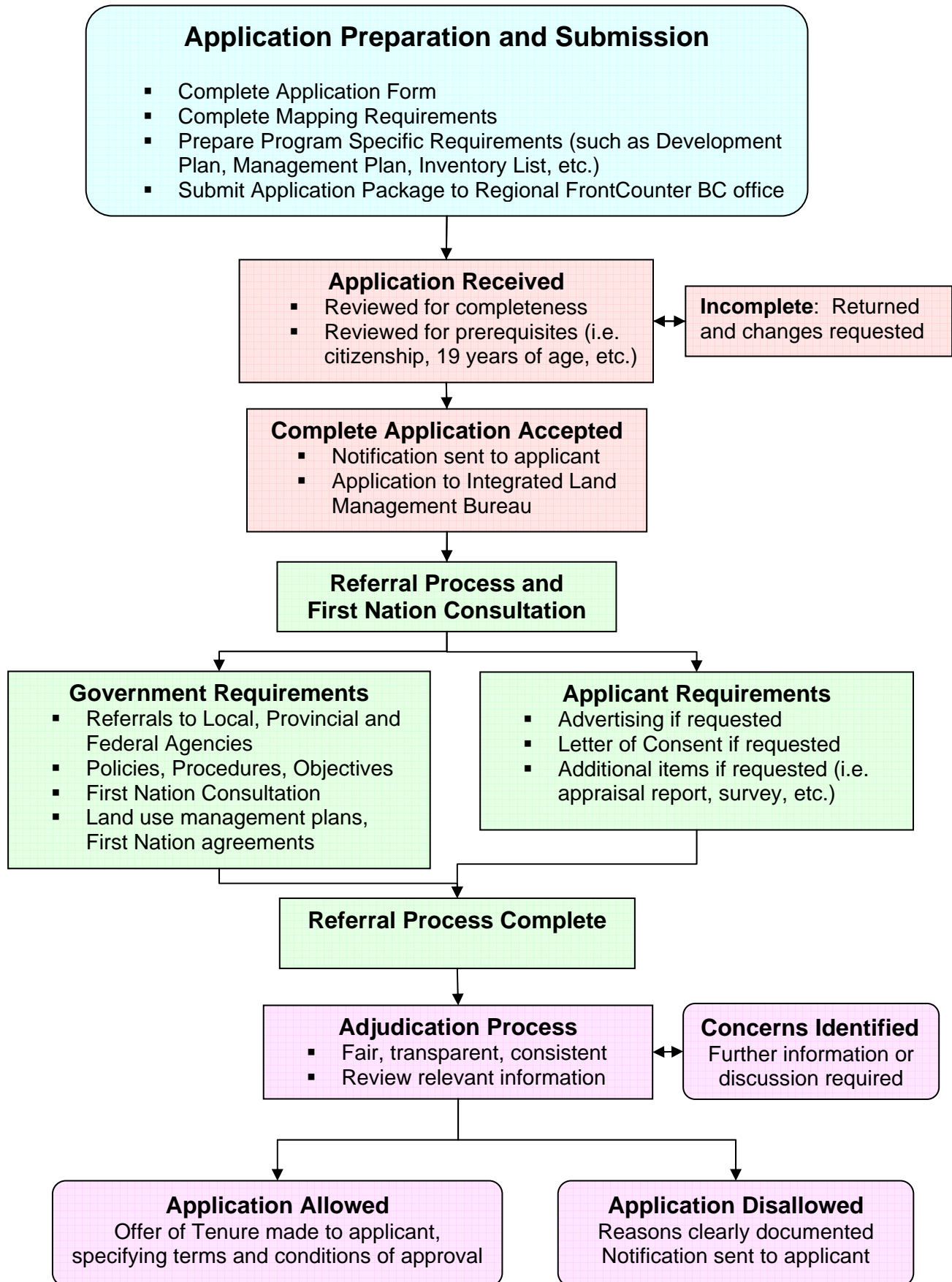


## Private Moorage

- [Private Moorage Policy](#)
- Application Package
  - Crown Land Application Flow Chart
  - Crown Land Application Form
  - Private Moorage Requirements List/Management Plan
- [Sample Letter of Agency](#)
- [Sample Site Maps](#)

# APPLYING FOR CROWN LAND – APPLICATION PROCESS FLOWCHART





# Applying for a Crown Land Tenure

**All applications must include completed application form, general location map, local detail map, appropriate fees and attachments as indicated below.**

INFORMATION REGARDING APPLYING FOR CROWN LAND AVAILABLE AT  
[www.al.gov.bc.ca/clad/land\\_prog\\_services/programs.html](http://www.al.gov.bc.ca/clad/land_prog_services/programs.html)

## PART 1. NAME(S) AND MAILING ADDRESS

**Applicant Name:**  
 FULL LEGAL NAME of Individual(s), Company or Society,  
 Ministry or Government Agency Your File: \_\_\_\_\_  
 \_\_\_\_\_

**Contact Name for Company or Ministry Applicants:**  
 \_\_\_\_\_

**Applicant Mailing Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ postal code \_\_\_\_\_

**Applicant Contact Numbers:** Phone: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant Email Address:**  
 \_\_\_\_\_

**Are you an Agent submitting this application on behalf of your client?**  
 Yes  No

**Letter of Agency attached**  Yes  No

**Agent Name & Mailing Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ postal code \_\_\_\_\_

**Agent Contact Numbers:**  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent Email Address:**  
 \_\_\_\_\_

**For applications made by more than one individual:**  Joint Tenants or  Tenants in Common  
 For your information: Joint Tenants: on the death of one tenant the interest passes to surviving tenant.  
Tenants in Common: on the death of one tenant the interest passes to the beneficiaries of the estate.

**BC Inc. #, BC Registration # or Society #:** \_\_\_\_\_ **GST Registration #:** \_\_\_\_\_

**Age: 19 or over**  Yes  No **Canadian Citizen or Permanent Resident**  Yes  No

**Do you hold another Crown land tenure?**  Yes  No If yes, provide File Number: \_\_\_\_\_

**Period of Projected Use:**  
 Two years or less  Two to five years  Five to ten years  Ten to thirty years  More than thirty years

**Application Type:**  new application  replacement application – file number \_\_\_\_\_  
 investigative permit application  amendment application – file number \_\_\_\_\_

**Proposed Use/Tenure Type:** (e.g. powerline right of way, gravel quarry licence): \_\_\_\_\_

FOR OFFICE USE ONLY		
(date/time received)	<b>File Number:</b>	<b>Project Number:</b>
	<b>Disposition ID:</b>	<b>Client Number:</b>

**PART 2. PURPOSE, LOCATION, AREA**

**PLEASE SELECT APPROPRIATE PROPOSED LAND USE**

<b>Proposed Land Use Program Area</b>	<b>New Application Fees (including GST)</b>	<b>Program Specific Requirements Website</b>
<input type="checkbox"/> Aggregates & Quarry	\$1,050.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Agriculture – Intensive	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Agriculture - Extensive	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Airport – private	*\$50 per hour process time	Contact FrontCounter BC
<input type="checkbox"/> Alpine Skiing	Type 1 (minor) \$1,050.00 Type 2 (major) contact FrontCounter BC	<a href="http://www.tca.gov.bc.ca/resort_development/">www.tca.gov.bc.ca/resort_development/</a>
<input type="checkbox"/> Aquaculture – Fin fish	\$5,171.25	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Aquaculture – Shellfish	\$1,260.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Commercial - General	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Commercial - Film	\$525.00 fee <b>plus</b> \$262.50 rental	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Commercial Recreation	Non-Motorized \$262.50 Motorized \$3,465.00	<a href="http://www.tsa.gov.bc.ca/resorts_rec/tenure/commercialrecreation">www.tsa.gov.bc.ca/resorts_rec/tenure/commercialrecreation</a>
<input type="checkbox"/> Communication Site	\$1,050.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Community/ Institutional	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Federal Reserves	\$3,465.00	Federal Government Only – Contact FrontCounter BC
<input type="checkbox"/> Ferry Terminals	*\$50 per hour process time	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> General Industrial	\$ 525.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Golf Course	\$3,465.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Grazing	\$ 262.50	<a href="http://www.for.gov.bc.ca/hra/Legislation/grazing.htm">http://www.for.gov.bc.ca/hra/Legislation/grazing.htm</a>
<input type="checkbox"/> Head Lease	\$50 per hour process time	Contact FrontCounter BC
<input type="checkbox"/> Log Handling	\$1,050.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Marina	\$ 525.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Mining	\$ 525.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Ocean Energy	Investigative Permit \$525.00 Licence for Equipment \$525.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Oil and Gas	\$ 525.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Private Moorage	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Provincial Reserves	For Provincial Government Ministries Only	
<input type="checkbox"/> Utilities (Linear Use)	Less than 25 Km \$1,050.00 More than 25 Km *\$50 per hour Access to single lot \$262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Residential	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Roadways – Public	\$ 262.50	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Roadways – Industrial	\$1,050.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Water Power	\$3,465.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>
<input type="checkbox"/> Wind Power	Investigative Permit \$525.00 Monitoring Towers (max 5) \$525.00 Wind Farm *\$3,465.00	<a href="http://www.al.gov.bc.ca/clad/land_prog_services/programs.html">www.al.gov.bc.ca/clad/land_prog_services/programs.html</a>

**Note: Investigative Permits** (available for all program areas): **\$525.00** (including GST)  
**Replacement Application Fees:** 50% of above fee or \$210.00 (including GST), as a minimum.  
**Amendment Fees:** Contact FrontCounter BC

\* To be paid at a later date

## PART 2 (continued)

**General Location** of Crown land (i.e. distance from nearest community, Indian Reserve or significant geographic location such as a lake or mountain; location on a named road; etc.):

\_\_\_\_\_

Please provide a shape file if available.

**Area** in Hectares: \_\_\_\_\_ **OR** length (km/m): \_\_\_\_\_ width (km/m): \_\_\_\_\_

## PART 3. LEGAL DESCRIPTION OR BOUNDARY DESCRIPTION

**If surveyed, give legal description:** as provided by the local Land Title Office (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). A legal description is found in the Certificate of Title (CofT). A copy of the CofT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If unsurveyed:** 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 = 10,000 square metres or 1 hectare

## PART 4. APPLICATION CERTIFICATION

**All applications must be complete. Incomplete applications will be returned to applicant.**

Please refer to the specific program requirements (e.g., Aggregates, Commercial, Residential) for information that must be submitted with this application.

All of the following **must** be attached to or enclosed with this application form:

- Fees** (in the amount indicated in Part 2) to **Minister of Finance** (cheque or credit card authorization form attached or pay in person with debit card or cash)
- General Location Map(s)** at a scale of 1:50,000 to 1:250,000 indicating general location of the area under application and the location of access roads, watercourses and other major landmarks.
- Detailed Site Map(s)** outlining in detail the area under application, showing the exact perimeter boundaries of the application area including the dimensions (in metre) and area (ha), including watercourses, district lots etc.
- Program Specific Requirements** (i.e. communication site, agriculture, industrial). Program specific requirements can be confirmed at [http://www.al.gov.bc.ca/clad/land\\_prog\\_services/programs.html](http://www.al.gov.bc.ca/clad/land_prog_services/programs.html)

**PLEASE NOTE: Additional items may be required (e.g. Advertising, Security Deposit, Proof Of Insurance, Letter Of Consent) Please consult Program Policies or contact FrontCounter BC for further information. Some items may have additional associated costs or require additional processing time.**

**Applicant or Agent signature(s):**

\_\_\_\_\_  
\_\_\_\_\_

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

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

**NOTE:** 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.

The submission of this form does not in any manner convey any rights to use or occupy Crown land.

### FRONTCOUNTER BC OFFICE LOCATIONS

**www.frontcounterbc.gov.bc.ca OR Call Toll-Free 1-877-855-3222**

<b>Cranbrook</b> 1902 Theatre Road Cranbrook BC V1C 7G1	<b>Fort St. John</b> Ste 100, 10003 110 <sup>th</sup> Avenue Fort St John BC V1J 6M7	<b>Kamloops</b> 441 Columbia Street Kamloops BC V2C 2T3
<b>Nanaimo</b> Ste 142, 2080 Labieux Road Nanaimo BC V9T 6J9	<b>Prince George</b> Ste 200, 1488 Fourth Avenue Prince George BC V2L 4Y2	<b>Smithers</b> 1 <sup>st</sup> Floor, 3726 Alfred Avenue Smithers BC V0J 2N0
<b>Surrey</b> Ste 200, 10428 – 153 <sup>rd</sup> Street Surrey BC V3R 1E1	<b>Williams Lake</b> Ste 201, 172 North 2 <sup>nd</sup> Avenue Williams Lake BC V2G 1Z6	



## Private Moorage Application Requirements List

The following requirements are part of the application and must be provided. Incomplete applications will be returned to the applicant.

**In addition to the General Application Requirements included on the Application Form, the following items are required for all Private Moorage applications.**

- A Site Plan (top view and side view) of the entire application area, drawn to scale with a North arrow, identifying the location of all improvement (buildings, structures, roads, powerlines, fences, etc.) in relation to the boundaries of the tenure area and other legal boundaries.
- A side profile must be provided for any improvements (i.e. docks, stiff-legs, anchor lines, pilings, log booms, floating storage sheds, fish pens, submarine cables) in the water or crossing the foreshore. The side profile drawing must illustrate the improvements, the average high and low water marks, the profile of the ocean or lake bed underneath the improvements. Dimensions in meters are required to illustrate the high and low water levels under the improvement to the floor of the ocean or lake bed.
- Three photographs to provide a view of the site that the dock will occupy as well as a view of the shoreline in both directions.
- Proof of adjoining upland ownership or leasehold tenancy must be provided, such as a State of Title Certificate or a copy of Land Title System title search displaying the full legal description of the adjoining upland parcel and the full legal name(s) of the registered owner. In the case of upland tenancy, a copy the Lease page(s) displaying lessee name and description of the land must be submitted. In cases where the applicant is not the registered owner(s) as shown on the document provided, a Letter of Consent from the registered owner must also be submitted.

**AND**

- A Management Plan, signed and dated, which includes the following:

### **Section A - Project Overview**

- Project and purpose;
- Location, size and main features of project;
- Access plans; and,
- Construction schedule.

### **Section B – Project Details**

#### **Site Details**

Explain the proposed use of the site including details about the site (using text and the Detailed Site Map(s)) as listed below:

- Description of existing structures such as type (dock, wharf, etc.), construction (pilings, floats, etc.) and materials (include any preservatives);
- Size and dimensions of planned (and/or existing) improvements including floating docks, wharves, boathouses, retaining walls, pilings or areas to be filled or dredged as well as construction material used;
- Include dimensions and distances from property lines
- If other docks are located within 25 meters of the site plan, please include these docks on the site sketch;
- Indicate how public access is maintained along the beach;
- Type of use - number of boats, seasons, etc., and
- All other relevant details of the proposal.

## **Section C – Additional Information**

**Where the following information is relevant to your application and has been investigated, please provide details on how you are addressing these issues.**

### **I. Environmental**

#### **a. Land Impacts**

Describe impacts to the land (surface disturbance, clearing or logging required, buildings or infrastructure, visual impacts, etc.) and please explain status of land and landscape features, documented archaeological sites, types of materials used, construction methods, means to minimize adverse impacts, etc.

#### **b. Atmospheric Impacts**

Describe impacts to the atmosphere (sound, odor, gas or fuel emissions, etc.), and please explain current conditions, source, type and range of emission, means to minimize adverse impacts, etc.

#### **c. Aquatic Impacts**

Describe impacts to the water or land covered by water (drainage effect, sedimentation, water diversion, water quality, public access, etc.) and please explain type of adjacent or nearby water body and riparian areas, flood potential, means to minimize adverse impacts, etc.

#### **d. Fish and Wildlife Habitat**

Describe if the proposed project will affect fish and/or wildlife (disturbance to wildlife habitat, disturbance to fish habitat or marine environment) and please explain current status of fish or wildlife habitat, threatened or endangered species in the area, seasonal considerations, means to minimize adverse impacts, etc.

### **II. Socio-Community**

#### **a. Land Use**

Describe how the proposed project will affect existing land uses in the area (zoning, land management plans, relationship to adjacent land use, public recreation areas) and please explain current zoning, land and resource management plan areas, levels and types of public recreational use, means to minimize adverse impacts, etc.

**b. Socio-Community Conditions**

Describe how the proposed project will affect or influence existing community services or infrastructure (water supply, transportation, fire protection or emergency services, etc.) and please explain area demographics, current status of services, anticipated transportation or access road changes, etc.

**c. Public Health**

Describe if your proposed project is going to affect public Health (waste disposal, site contamination) and please explain current health services available, method and level of proposed sewage disposal, etc.

**d. First Nations**

Describe any contact you may have had, including the name of the First Nation(s) and individuals contacted. Provide copies of or a description of any information you may have acquired from or provided to the First Nation(s) (potential benefits, partnership opportunities, special interests, concerns, etc.) and any information regarding archaeological resources and areas of cultural significance you are aware of in the vicinity of the proposed project.

**\*\*Additional information may be required depending on the consultations that will occur as a result of your application.\*\***

**Note:** Applicants should restrict management plan content to information that is directly relevant to the proposed project. Management Plans should not contain statements that are biased or judgmental or which may be harmful to other applicants, other licensed users of Crown land and resources, the general public, or businesses operating on private land.