

Crown Land is all or any part of the land under the administration and control of the Nova Scotia Department of Natural Resources. Included in Crown land is most of the submerged land (the sea bed) around Nova Scotia. This application is required if you are interested in using Crown land for non-forestry purposes or if you want to sell or donate land to the Province. Information about applying for Crown Land is available at: [www.novascotia.ca/natr/land/application.asp](http://www.novascotia.ca/natr/land/application.asp)

<b>PART 1 – APPLICANT INFORMATION</b>				<i>Please Print</i>	
<b>1. TYPE OF APPLICANT</b> (please check only one (v))					
<input type="checkbox"/> Individual(s)		<input type="checkbox"/> Registered Company		<input type="checkbox"/> Registered Society	
				<input type="checkbox"/> Municipality	
<b>2. PRIMARY APPLICANT</b>					
<b>INDIVIDUAL</b> (Complete <b>Appendix A</b> for additional applicants)			<b>CORPORATION, SOCIETY OR MUNICIPALITY</b>		
Last Name			Full Legal Name of Company, Society or Municipality		
Given Names			Business Number (BN)		
Are you over the age of 19? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary Contact? (If No, also complete <b>Section 3</b> below) <input type="checkbox"/> Yes <input type="checkbox"/> No		Registry of Joint Stock Companies Number (if Company or Society):	
Jurisdiction of Registration (if outside of Nova Scotia)					
Mailing Address: PO Box		Street No		Mailing Address: PO Box	
Street Name		Unit		Street Name	
City, Town or Village		Province		City, Town or Village	
Country		Postal Code		Country	
Primary Phone Number (    )		Secondary Phone Number (    )		Primary Phone Number (    )	
Secondary Phone Number (    )		Fax (Optional) (    )		Email Address	
Fax (Optional) (    )		Email Address		Fax (Optional) (    )	
Email Address		Fax (Optional) (    )		Email Address	
<b>3. PRIMARY CONTACT/DESIGNATED REPRESENTATIVE</b> (If different than <b>Section 2</b> above)					
Last Name			Given Names		
Describe the relationship of Primary Contact/Designated Representative to Applicant:					
<input type="checkbox"/> Trustee		<input type="checkbox"/> Family Member (describe relationship) _____			
<input type="checkbox"/> Executor		<input type="checkbox"/> Officer of the Company (describe position) _____			
<input type="checkbox"/> Solicitor/Legal Counsel		<input type="checkbox"/> Other (describe) _____			
Mailing Address: PO Box		Street No		Street Name	
Unit		City, Town or Village		Province	
Country		Postal Code		Primary Phone Number (    )	
Secondary Phone Number (    )		Fax (Optional) (    )		Email	

**4. DISCLOSURE OF GOVERNMENT EMPLOYMENT** (Complete **Appendix A** for additional applicants)

The Applicant is a Provincial Government employee:  <input type="checkbox"/> Yes <input type="checkbox"/> No	The Applicant's Spouse, or an officer in the Applicant Company/Society is a Provincial Government employee: <input type="checkbox"/> Yes (If Yes name of spouse or officer(s) _____)  <input type="checkbox"/> No
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**PART 2 – TYPE OF APPLICATION**

I would like to (check only one ✓):

- Renew or change an existing activity on Crown land (e.g. a lease, license, letter of authority or permit) - Go to **Section A**
- Request permission to construct, place, repair, maintain and use a wharf/boat ramp/mooring - Go to **Appendix C**
- Apply for a new activity (excluding wharf etc.) related to Crown land **or** to buy, sell, donate or exchange land - Go to **Section B**

**SECTION A: RENEW OR CHANGE AN EXISTING ACTIVITY ON CROWN LAND**

**A1.** The document number on my current lease, license, letter of authority or permit to use Crown land is: \_\_\_\_\_

**A2. I would like to (check all that apply ✓):**

- Renew my lease, license, letter of authority or other permission to use Crown land
- Add or remove a person or organization on my lease/license (Complete **Appendix A** to list name(s) and address(es))
- Terminate my permission to use Crown land as of my next renewal date or as of the following date:  
 Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

For all other requests, please contact the Department of Natural Resources, Land Administration Division (see Page 4 for contact information).

**→ GO TO PART 3 OF THE FORM - SIGNATURE OF APPLICANT**

**SECTION B: NEW ACTIVITY RELATED TO CROWN LAND OR TO BUY, SELL, DONATE OR EXCHANGE LAND**

**B1. Please select the requested activity (check only one ✓):**

For more information, please go to [www.novascotia.ca/natr/land/application.asp](http://www.novascotia.ca/natr/land/application.asp).

- |                                                                                                                                                                               |                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Lease Crown land - please complete <b>Appendix B</b> as part of your application                                                                     | <input type="checkbox"/> Exchange land that I own for Crown land<br>What is the reason for exchanging your land: _____<br>_____ |
| <input type="checkbox"/> Sell land to the Province                                                                                                                            | <input type="checkbox"/> Buy Crown land                                                                                         |
| <input type="checkbox"/> Donate land to the Province                                                                                                                          |                                                                                                                                 |
| <input type="checkbox"/> Request permission to use or have access across Crown land (temporary/short term use or permanent access) – please describe purpose in the box below |                                                                                                                                 |

**B2. Location of the Land**

Please provide the following information to help identify the location of the Crown land you wish to use or the privately owned land you wish to sell, donate or exchange.

Every parcel of land in Nova Scotia has a unique Parcel Identification number (PID). If you don't know the PID(s), check with your local Land Registration Office (LRO). The LRO can also provide you with a printed Property Online map of the PIDs involved in the transaction. LRO contact information can be found here: [www.novascotia.ca/sns/offices.asp](http://www.novascotia.ca/sns/offices.asp)

**B2.1 CROWN LAND PID(s):** list all Crown land PIDs or portions of PIDs you want to use or exchange. If you need more space, copy this page to list additional PIDs.

PID	Full PID or a portion?	Community Name/County

**B2.2 PRIVATE PID(s):** list all private land PIDs or portions of PIDs you want to sell, donate or exchange. If you need more space, copy this page to list additional PIDs.

PID	Full PID or a portion?	Community Name/County	Has land been surveyed?	Are there any buildings/structures on the land?
			<input type="checkbox"/> Yes (attach the survey) <input type="checkbox"/> No (provide estimated area: _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____
			<input type="checkbox"/> Yes (attach the survey) <input type="checkbox"/> No (provide estimated area: _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____
			<input type="checkbox"/> Yes (attach the survey) <input type="checkbox"/> No (provide estimated area: _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____
			<input type="checkbox"/> Yes (attach the survey) <input type="checkbox"/> No (provide estimated area: _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____
			<input type="checkbox"/> Yes (attach the survey) <input type="checkbox"/> No (provide estimated area: _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____

**B2.3 SITE MAP or SKETCH:**

**For ALL applications to use or have access across Crown land, please enclose a site map or sketch that shows the following:**

- All Crown PIDs or portions of PIDs that you want to use or have access across
  - Include the size and shape of the area(s) requested; or
  - Describe the location of the access route.
- The location of the requested site in relation to any neighbouring properties; and
- The approximate distance to prominent nearby features such as buildings, roads, waterways (include names).

**For a LAND EXCHANGE application, please enclose:**

- A map or sketch that shows all items listed above for the Crown land you want to acquire; and
- A map of your land, including all PIDs or partial PIDs you want to offer in exchange for the Crown land.

NOTE: An example of an acceptable site map can be found in **Appendix D**.

**→ GO TO PART 3 OF THE FORM - SIGNATURE OF APPLICANT**

**PART 3 – SIGNATURE OF APPLICANT**

**Please note:**

Applicable fees are detailed in the Department of Natural Resources “Fees for Activities on Crown land” document which is posted on the Department’s website: [www.novascotia.ca/natr/land/pdf/Fees-Activities-on-crownland.pdf](http://www.novascotia.ca/natr/land/pdf/Fees-Activities-on-crownland.pdf). You may also call the Department to obtain a list of the fees.

Name and Signature of Applicant/Signing Authority	Date Signed
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**Return the form and attachments to:**

Department of Natural Resources  
Land Administration Division  
PO Box 698  
Halifax Nova Scotia B3J 2T9

**Questions?**

Call: (902) 424-4006  
Fax: (902) 424-3173  
Email: [landweb@novascotia.ca](mailto:landweb@novascotia.ca)  
Website: [www.novascotia.ca/natr/land/](http://www.novascotia.ca/natr/land/)

**FOR DEPARTMENT USE ONLY:**

Application Number	Date Received
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**APPENDIX A: APPLICATION INFORMATION FOR MULTIPLE APPLICANTS OR  
FOR ADDING/DELETING NAMES TO AN EXISTING LEASE OR LICENSE**

NOTES:

- 1) If there are additional applicants to be added/deleted, please copy this page.
- 2) For a Company, Society or Municipality please complete the fields denoted with an asterisk (\*).

<b>ADDITIONAL/DELETED APPLICANT</b>					
<input type="checkbox"/> Add or <input type="checkbox"/> Delete this Applicant					
Last Name			Given Name(s)		
Full Legal Name of Company, Society or Municipality*			Business Number (BN) *		
Are you over the age of 19? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mailing Address: PO Box*	Street No.*	Street Name*	Unit*	
City, Town or Village*		Province*	Country*	Postal Code*	
Primary Phone Number*	Secondary Phone Number*	Fax (Optional) *	Email*		
The Applicant is a Provincial Government employee: <input type="checkbox"/> Yes <input type="checkbox"/> No		The Applicant's Spouse, or an officer in the Applicant Company/Society is a Provincial Government employee: <input type="checkbox"/> Yes (If Yes name of spouse or officer) _____ <input type="checkbox"/> No			
Do you currently hold a campsite lease on Crown land? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Lease number _____			For <b>Campsite Leases</b> only, Birth Date is required: ____ / ____ / ____ YYYY MM DD		
Signature of Applicant/Signing Authority			Date Signed		

<b>ADDITIONAL/DELETED APPLICANT</b>					
<input type="checkbox"/> Add or <input type="checkbox"/> Delete this Applicant					
Last Name			Given Name(s)		
Full Legal Name of Company, Society or Municipality*			Business Number (BN) *		
Are you over the age of 19? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mailing Address: PO Box*	Street No.*	Street Name*	Unit*	
City, Town or Village*		Province*	Country*	Postal Code*	
Primary Phone Number*	Secondary Phone Number*	Fax (Optional) *	Email*		
The Applicant is a Provincial Government employee: <input type="checkbox"/> Yes <input type="checkbox"/> No		The Applicant's Spouse, or an officer in the Applicant Company/Society is a Provincial Government employee: <input type="checkbox"/> Yes (If Yes name of spouse or officer) _____ <input type="checkbox"/> No			
Do you currently hold a campsite lease on Crown land? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Lease number _____			For <b>Campsite Leases</b> only, Birth Date is required: ____ / ____ / ____ YYYY MM DD		
Signature of Applicant/Signing Authority			Date Signed		

**APPENDIX B: APPLICATION TO LEASE LAND FROM THE PROVINCE**

**APPLICATION TO LEASE LAND FROM THE PROVINCE**

For more information on the province’s Crown land leasing policy and the steps and timing involved in the process, please go to [www.novascotia.ca/natr/land/pdf/CrownLandTransactions-Leasing2014.pdf](http://www.novascotia.ca/natr/land/pdf/CrownLandTransactions-Leasing2014.pdf).

**1. Type of Lease**

What is the intended use of the requested land?

- Agriculture - please specify (for example - blueberry, cranberry, maple sugary)  
\_\_\_\_\_
- Wind power generation:
  - Test - number of turbines if known \_\_\_\_\_
  - Production - number of turbines if known \_\_\_\_\_
- Commercial - please specify (for example, Christmas tree production; mineral, peat or aggregate exploration or extraction)  
\_\_\_\_\_
- Recreational - please specify (for example, profit or not-for profit; shooting range; softball/baseball diamond)  
\_\_\_\_\_
- Communications - please specify (for example, tower for high speed internet)  
\_\_\_\_\_
- Submerged land – water lot (for example, marina, personal use or tidal)
- Other (please describe): \_\_\_\_\_

**2. Development Plan** (see the Applicant Guide on how to prepare a plan: [www.novascotia.ca/natr/land/pdf/2013-05-03\\_Guidelines\\_Applicants\\_Crown\\_Land\\_Leasing.pdf](http://www.novascotia.ca/natr/land/pdf/2013-05-03_Guidelines_Applicants_Crown_Land_Leasing.pdf))

For agricultural, commercial or wind lease applications, a Development Plan will be required. A Development Plan is:

- Available
- Being developed and will be available by: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_
- Other (please describe) \_\_\_\_\_

## APPENDIX C: APPLICATION FOR PERMISSION TO CONSTRUCT, PLACE, REPAIR, MAINTAIN AND USE A WHARF/FLOATING DOCK/BOAT RAMP/MOORING ON SUBMERGED CROWN LAND

### WHARF/FLOATING DOCK/BOAT RAMP/MOORING ON SUBMERGED CROWN LAND

**1. Type of Permit:** Please check all that apply (✓):

- |                                                                         |                                                                                            |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Construct a new Wharf, including floating dock | <input type="checkbox"/> Repair/Maintain an existing Wharf, including adding floating dock |
| <input type="checkbox"/> Construct or place a new Boat Ramp             | <input type="checkbox"/> Repair/Maintain an existing Boat Ramp                             |
| <input type="checkbox"/> Place a mooring(s)                             | <input type="checkbox"/> Other _____                                                       |

**2.** Does the proposed structure meet standard criteria for construction, placement and repair of wharves, floating docks, boat ramps and moorings? The standard criteria can be found here: [www.novascotia.ca/natr/land/pdf/Appendix-B-Construction-Criteria.pdf](http://www.novascotia.ca/natr/land/pdf/Appendix-B-Construction-Criteria.pdf).  
 Yes       No

**3. Location of Wharf (including Floating Dock), Boat Ramp or Mooring:**

The submerged Crown land is located on the following body of water: \_\_\_\_\_  
 (example, Mahone Bay; Little Narrows; Shelburne Harbour)

Name of County: \_\_\_\_\_ Name of nearest Community: \_\_\_\_\_ Upland (Shoreline) PID: \_\_\_\_\_

**4. Coastal Location Map and Sketch:**

You must include a coastal location map and sketch of the structure and attach it to this application. See **Appendix D** for an example.

a) A coastal location map must show:

- The location of the proposed wharf, floating dock, boat ramp or mooring in relation to neighbouring PIDS;
- The location of the proposed wharf, floating dock, boat ramp or mooring in relation to the navigation channel and existing wharves, floating docks, boat ramps or moorings;
- Any shoreline within 100 metres of the proposed wharf, floating dock, boat ramp or mooring(s);
- The identity of owner(s) of neighbouring property and the approximate location of sideline boundaries.

b) A sketch of the design of the proposed construction must include the dimensions of the structure (length, width, height above ordinary high water level) and materials to be used.

**5. Consent of Upland (Shoreline) Property Owner:**

**NOTE: The consent of the upland (shoreline) property owner is required if that person is not the applicant. If the upland is owned by more than one person, the consent must be signed by all owners. If the upland is owned by an incorporated body, the consent must be signed by an authorized officer or agent of the corporation. Please ensure that the upland owner completes and signs below:**

I/we hereby confirm that I am/we are the owner(s) of the upland as shown on the attached coastal location map. I/we hereby consent to the construction, placement, repair, maintenance and use of the structure as applied for herein and to the issuance of this Permit.

1. Name of Upland (Shoreline) Owner (please print) Last name \_\_\_\_\_ Given name \_\_\_\_\_

Signature of Upland (Shoreline) Owner \_\_\_\_\_ Phone # \_\_\_\_\_ Date Signed \_\_\_\_\_

2. Name of Upland (Shoreline) Owner (please print) Last name \_\_\_\_\_ Given name \_\_\_\_\_

Signature of Upland (Shoreline) Owner \_\_\_\_\_ Phone # \_\_\_\_\_ Date Signed \_\_\_\_\_

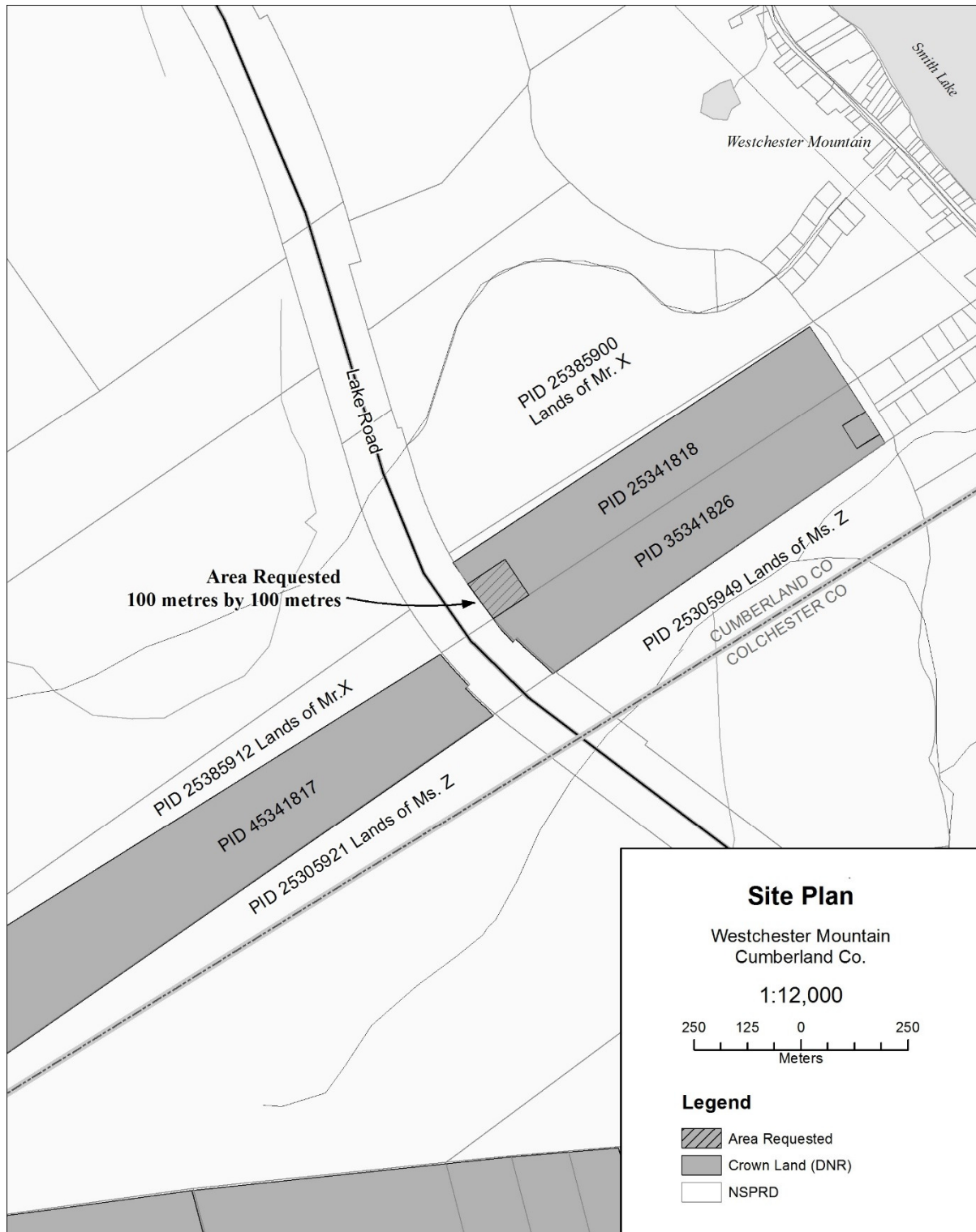
**If there are additional Upland (Shoreline) owners, please copy this page and include their signatures as part of this application.**

### → GO TO PART 3 OF THE FORM - SIGNATURE OF APPLICANT

**Mail or take this application and attachments to your nearest Department of Natural Resources district office.** For a list of office locations, go to: [www.novascotia.ca/natr/staffdir/offices.asp](http://www.novascotia.ca/natr/staffdir/offices.asp)

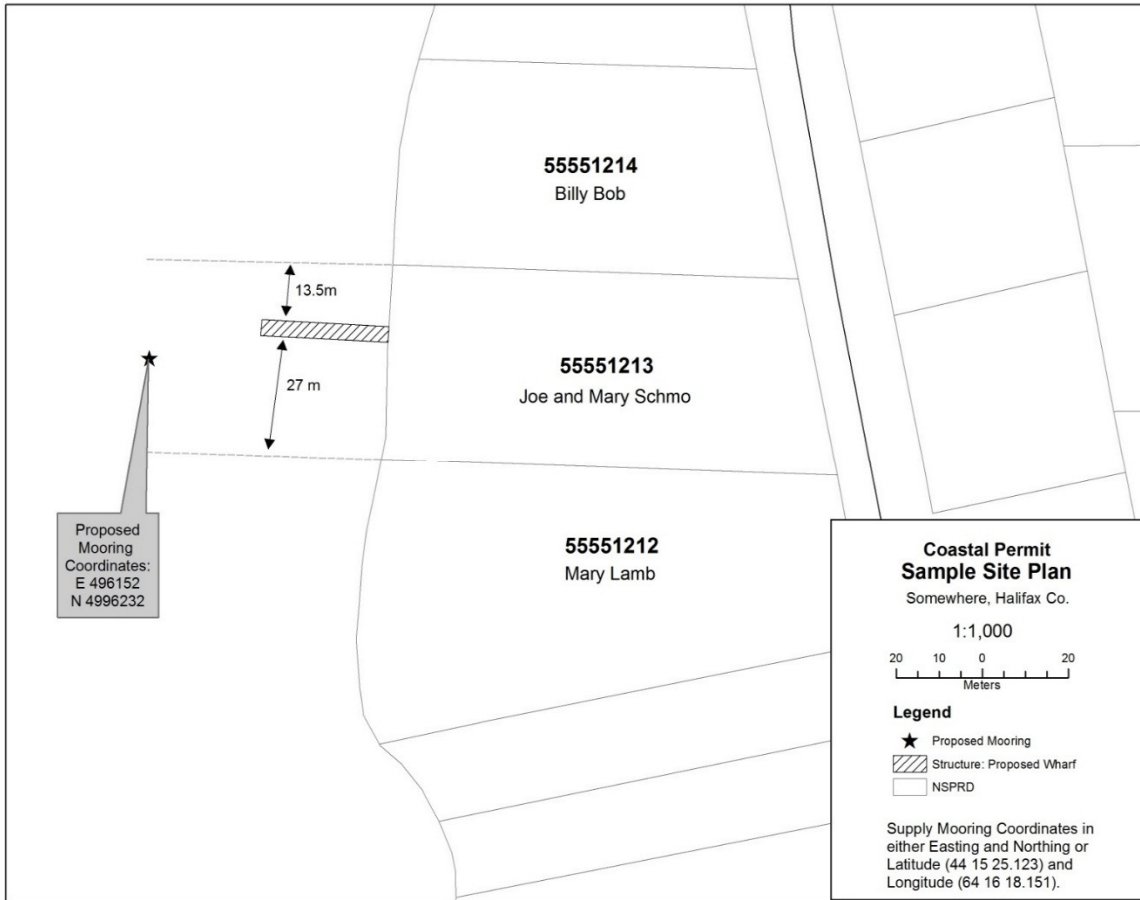
**APPENDIX D: EXAMPLE OF A SITE MAP/SKETCH FOR APPLICATIONS TO USE CROWN LAND and EXAMPLE OF A COASTAL LOCATION MAP AND SKETCH OF A PROPOSED STRUCTURE ON SUBMERGED CROWN LAND**

**EXAMPLE 1: SITE MAP/SKETCH FOR APPLICATIONS TO USE CROWN LAND**

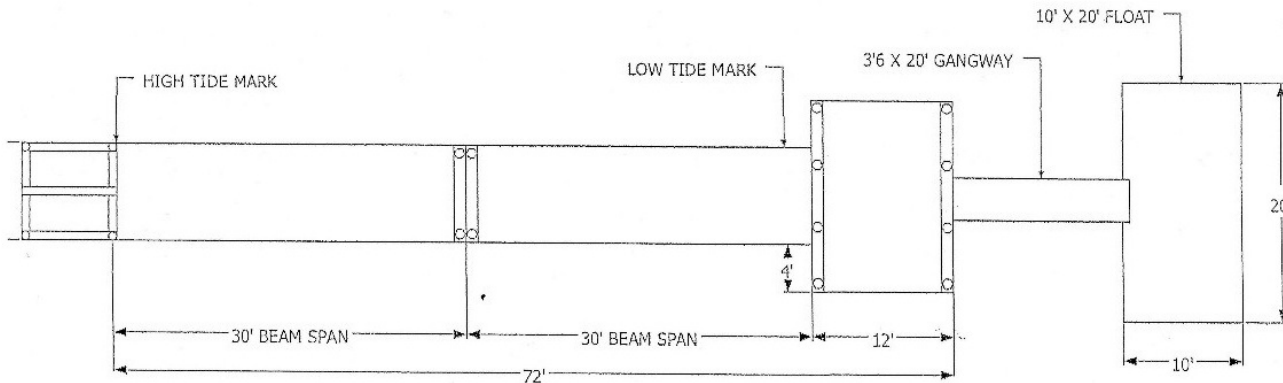




**EXAMPLE 2: COASTAL LOCATION MAP & SKETCH OF A PROPOSED STRUCTURE ON SUBMERGED CROWN LAND**



**Top View - Not to Scale**



**Elevation - Not to Scale**

