



Lease Application

CARCROSS/TAGISH FIRST NATION GOVERNMENT
Department of Heritage and Natural Resources
BOX 130, Carcross, YT, Y0B 1B0
PHONE (867) 821-4251, FAX (867) 821-4802



APPLICATION PROCESS

How do I apply for CTFN land?

- Obtain a Lease Application form from the CTFN Lands Branch.
- Do a site visit and flag the area out that you are applying for. This is to ensure the proper site is looked at when CTFN conducts its site visit.
- Please take the time to fill out the entire form as thoroughly as you can, as this can speed up your application process.
- Include with your application a map of the land location, as well as a sketch map of the parcel with the planned building(s) and other developments on it.
- You are encouraged to discuss your plans with neighbours, adjacent land users, the trapline concession holder, and anyone else that may be affected by your application. Including letters of support with your application may be helpful.
- The Lands Department may, as part of the process forward a copy of your application to adjacent or nearby land users.
- Once you have filled out the application send it to the CTFN Lands Branch in Carcross. The Lands staff can answer any question you may have in regards to the application.
- The processing time for your application will depend on how much additional information, studies and assessments are needed to make a decision. Applications may not be processed between November and May as necessary assessments cannot be carried out due to adverse weather conditions/snow cover.
- Depending on the type of development you propose you may be asked to also complete an application to develop Settlement Land.
- If any part of this application is unclear, please contact the CTFN Lands Branch for assistance at 821-8216 or be e-mail at: applications@ctfn.ca.

What happens to the application once CTFN receives it?

- Your application will be received at the Lands Branch and will be reviewed for completion and the need for further information (incl. studies or assessments). If you meet the eligibility criteria and your proposed development is consistent with existing land use zoning you will be asked to submit an application for development of settlement land. In some cases, a land development application is not required and a lease can be issued at this point.
- If more information is needed the Lands Department will inform the applicant, who is responsible for providing the additional information requested.
- If a Land Use Team review is needed for your application, you may be asked to speak to your application and answer any questions that may be raised by the team.
- The Lands Branch will notify you in writing whether your application was approved.
- There is an appeal period for the applicant or any affected person to appeal the decision.
- If approved the Lands Branch will issue a development permit and subsequently a lease agreement.

Please provide the following:

YOUR CONTACT INFORMATION

Last Name: _____ First Name: _____

CTFN citizen? YES NO

Address: _____

Phone: () _____

Email: _____

List any other CTFN settlement land holdings that you have:

LAND INFORMATION

What are you applying for?

- | | | | |
|--------------------------|--------------------------|----------------------------|--------------------------|
| Residential lease | <input type="checkbox"/> | Agricultural/Grazing lease | <input type="checkbox"/> |
| Commercial lease | <input type="checkbox"/> | Recreational lease | <input type="checkbox"/> |
| Tourism Commercial lease | <input type="checkbox"/> | | |
| Industrial lease | <input type="checkbox"/> | | |

Location:

CTFN settlement land (R,S, or C #): _____

Legal description (Lot & Quad #): _____

Are you applying for all or part of this parcel? If applying for a part of a CTFN parcel, please describe the location as accurately as possible:

If possible, provide the GPS coordinates of all corners of the land you are applying for:

_____ _____
_____ _____

EXISTING USES

What is the existing use of the land you are applying for?

- | | | | |
|---------------------------|--------------------------|-----------------|--------------------------|
| Vacant/unoccupied | <input type="checkbox"/> | Industrial | <input type="checkbox"/> |
| Residential | <input type="checkbox"/> | Recreational | <input type="checkbox"/> |
| Commercial | <input type="checkbox"/> | Trapline | <input type="checkbox"/> |
| Agricultural/Grazing | <input type="checkbox"/> | Traditional Use | <input type="checkbox"/> |
| Critical Wildlife Habitat | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Are there existing improvements located on the application area (buildings, fences, septic fields, wells, etc.)? Yes No If yes, please describe:

Who owns these improvements? _____

Are there any overhead or underground utilities located within or adjacent to the application area? Yes No Don't know If yes, please describe:

4. ACCESS

Is there existing vehicle access to the site? Yes No If yes, please describe:

If no, how do you plan to access the site? _____

ADDITIONAL INFORMATION REQUIRED

The following information must be submitted with all applications:

Location Map

- topographical map of area (1:50,000 or approximate scale)

Hand Drawn Sketch Map (For assistance, please contact Lands Branch at 821-8216)

including

- north arrow
- distances and measurements
- adjacent land and lot numbers
- roads, trails, pathways located on or near the site
- water bodies within or adjacent to site
- existing access, improvements and utilities on or near the site
- planned developments, including proposed road layout, parking, buildings, and other structures, as well as utilities (electricity, water, sewer, etc.)
- location of any flagging you have put up to mark the site

For commercial/industrial/agricultural application, in addition to the above:

- proposed developments, substantiating the need for the land requested
- relevant business experience
- justification or need for the product or service being planned
- anticipated time frame of operations (seasonal, year-round, etc.)
- timelines or phasing of stages of development and operations
- any other drawings, photographs, brochures, reports or information that support the proposed venture
- personal or corporate written endorsements or support for your proposal
- soil assessment for agricultural development

Note: Business plans and other relevant information will be used for review by the CTFN Lands Branch and the Land Use Team, but will be kept confidential.

Other information, assessments or approvals that may be required:

Depending on the nature, magnitude or location of an application, an applicant may be required to undertake further studies or assessments. These may include heritage assessments, fisheries studies, geotechnical investigations, public consultation, etc.

Additional approvals may be required from other agencies, such as highway access permits, septic system approvals, etc.)

APPLICANT STATEMENT

I/we certify that all submitted information is true and correct to the best of my/our knowledge and belief.

I/we understand that any misrepresentation of submitted information may invalidate approval of this application.

Signature

Date

Signature

Date