



**Part B – Applicant Information – Individual Applicants**

For company or society applications, complete Part A on page 1.

Applicant Name:

**Mailing Address**

Address Line 1:

Address Line 2:

City:

Prov / Ter:

Postal Code:

Telephone (H): (       )

Telephone (W): (       )

Mobile: (       )

Fax: (       )

Email Address:

**Co-Applicant Information – Individual Applicants**

If there are additional applicants, attach information on a separate page.

Applicant Name:

**Mailing Address**

Address Line 1:

Address Line 2:

City:

Prov / Ter:

Postal Code:

Telephone (H): (       )

Telephone (W): (       )

Mobile: (       )

Fax: (       )

Email Address: (       )

**Part C – Tenancy (Two or more applicants.)**Select one option only. **See definitions below.**

Joint Tenancy: \_\_\_\_\_ Tenancy-In-Common: \_\_\_\_\_

**Definitions:**Joint Tenancy: - Joint tenancy is where, upon the death of one tenant, the deceased's interest passes to the other tenant rather than the deceased's estate. (Joint tenancy is the usual agreement in a husband and wife tenancy.)Tenancy-In-Common: - Tenancy in common is where, upon the death of one tenant, the deceased's interest passes to the deceased's estate and **NOT** to the other tenant.

**Part D – Parcel Description**

Provide a description of the land being applied for and the name of the community where the land is located. If the land is surveyed, fill in the legal description below. **If the land is unsurveyed, or you do not know the legal description, you must attach to this application a map showing the land.** The map must describe the dimensions (e.g. 30 m x 20 m), area (e.g. 600 m<sup>2</sup>) and exact location of the land (e.g. GPS coordinates, ATLAS image and coordinates, and/or surrounding land features).

Community where land is located:

**Legally Surveyed Land**

Lot Number: \_\_\_\_\_ Block/Quad/Group Number: \_\_\_\_\_ LTO Plan Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block/Quad/Group Number: \_\_\_\_\_ LTO Plan Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block/Quad/Group Number: \_\_\_\_\_ LTO Plan Number: \_\_\_\_\_

**Unsurveyed Sketch**

Dimensions: \_\_\_\_\_m x \_\_\_\_\_m Area: \_\_\_\_\_m<sup>2</sup>

GPS Coordinates of Sketch:

**Part E – Development Plans and Operations**

This application **must be submitted with** :

- **a detailed site plan** drawn to scale indicating locations of all buildings and structures, parking and access points, outdoor storage areas, fuel storage areas and any other relevant site development features.
- **a written submission** of the proposed developments and a description of the type of activity to occur on the Commissioner's Land to be leased **including any environmental impact studies and analyses if they exist.**

If existing improvements are to remain on the land being applied for, proof of ownership must be attached to this application. Proof of ownership of improvements can be a photocopy of a Bill of Sale or an original Statutory Declaration of Ownership sworn before a Notary Public or Commissioner for Oaths for the Northwest Territories.

**Existing Development on the Land**

Are there buildings on the land or other improvements or development done to the land? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Briefly describe any existing buildings on the land or other improvements or development done to the land:

Value of buildings and improvements on the land: \$ \_\_\_\_\_

Name of owner of buildings and improvements:

**Proposed Development**

Briefly describe any new buildings to be placed on the land or other improvements or development to be done to the land: \*Note: This does NOT replace the requirement for the detailed site plan or the written submission described above.\*

Estimated value of new buildings and improvements : \$ \_\_\_\_\_

**Part F – Performance Security Calculation Worksheet**

Performance security is mandatory for all leases of Commissioner’s Land for commercial and industrial use. **Applicants will be required to post performance security prior to occupying or using the land.** This completed worksheet will assist in estimating the amount of the security that is required. **The Estimated Security (F) is strictly an estimate and the required security may be more or less than the amount calculated under this formula.** The calculation for the Estimated Security (F) does not include additional security that may be required over the term of the lease. If (F) is less than \$1,000 no security is required. **If hazardous materials are to be stored or used on the site, then Part H of this Form must be completed.**

**I. Development Components**

(A) Development Footprint

Indicate the total surface area of the parcel to be developed. Development means the area to be disturbed from its natural state including any roads, parking areas, storage areas, building pads, mobile and stationary equipment storage areas, and any parts of the site that will or have already been cleared of natural vegetation.

Rate (\$)      Estimate

Total area of all areas to be disturbed: \_\_\_\_\_ m<sup>2</sup> x \$0.10 = \_\_\_\_\_ (A)  
(i.e. overall development footprint)

(B) Structures

Indicate all structures, fixed or temporary, to be placed on or affixed to the land.

Rate (\$)      Estimate

(i) Number of trailers and temporary structures: \_\_\_\_\_ units x \$1,000 = \_\_\_\_\_ (i)

(ii) Total floor area of all concrete and permanent metal structures: \_\_\_\_\_ m<sup>2</sup> x \$ 50.00 = \_\_\_\_\_ (ii)

(iii) Total floor area of all permanent wood structures: \_\_\_\_\_ m<sup>2</sup> x \$ 25.00 = \_\_\_\_\_ (iii)

(i) + (ii) + (iii) = \_\_\_\_\_ (B)

(C) Fuel Storage

Fuel includes all forms of hydrocarbons. (i.e. gasoline, diesel, aviation fuel, naphtha) It does not include propane.

Rate (\$)      Estimate

(i) Total quantity of fuel storage *without* berming or other spill mitigating features: \_\_\_\_\_ Litres x \$ 0.50 = \_\_\_\_\_ (i)

(ii) Total quantity of fuel storage *with* berming or other spill mitigating features: \_\_\_\_\_ Litres x \$ 0.40 = \_\_\_\_\_ (ii)

(i) + (ii) = \_\_\_\_\_ (C)

**Sum of Subtotals:** (A) + (B) + (C) = \_\_\_\_\_ (D)

**Part F (Cont'd) – Performance Security Calculation Worksheet**

Performance security is mandatory for all leases of Commissioner's Land for commercial and industrial use. Applicants will be required to post performance security prior to occupying or using the land. This completed worksheet will assist in estimating the amount of the security that is required. The Estimated Security (F) is strictly an estimate and the required security may be more or less than the amount calculated under this formula. The calculation for the Estimated Security (F) does not include additional security that may be required over the term of the lease. If (F) is less than \$1,000 no security is required. **If hazardous materials are to be stored or used on the site, then Part H of this Form must be completed.**

**II. Multipliers**

(E) Previous Performance

Indicate the history of previous performance with respect to restoration, fulfillment of contract and regulatory obligations. A positive history will result in a discounting multiplier being applied to Subtotal (D). No history, or a negative history will result in no discounting multiplier being applied.

Previous Performance ( <i>select one only</i> ):	<u>Multiplier</u>
Positive History: _____	0.85
No History: _____	1.00
Negative History: _____	1.00
	Multiplier Applied = _____(E)

(F) Environmental Risk

Attach photographs of the land being applied for. If the characteristics of the land and environment are of such a nature as to elevate the potential for environmental risk (and make restoration more expensive and difficult), an elevated risk charge is applied. Examples of elevated risk may include proximity of development to bodies of water and watersheds, sensitive environmental conditions, etc.

Environmental Risk ( <i>select one only</i> ):	<u>Multiplier</u>
Normal: _____	1
Elevated: _____	2
	Multiplier Applied = _____(F)

**III. Performance Security Calculation**

(G) Performance Security Calculation

The Estimated Security (G) calculation is based on the sum of the Development Components (D), multiplied by the Previous Performance Multiplier (E) and the Environmental Risk Multiplier (F).

(D) \_\_\_\_\_ x (E) \_\_\_\_\_ x (F) \_\_\_\_\_ = \_\_\_\_\_(G) Estimated Security

**Part G – Hazardous Materials Storage Information**

Indicate the hazardous materials that are to be stored and managed on the site. If hazardous materials will be used or stored on the land, you may be asked to provide a certified statement by a professional engineer in accordance with Section 12.2 of the *Commissioner's Land Act*. Hazardous materials will be deemed to be those controlled products identified under Section 2 of the *Hazardous Products Act* (Canada) and the *Controlled Products Regulations* (Canada) SOR/88-66 and may include any "contaminant" as defined in the territorial *Environmental Protection Act* or "substance" as defined in the *Canadian Environmental Protection Act, 1999* that is deleterious or hazardous to persons, animals, fish, plants, soil, water, property or the environment.

This information will be used to determine the nature of the substances to be stored on the site and their potential environmental risk. Use additional sheets if required.

See Page 7 – Information Sheet, for definitions.

**Hazardous Materials Product 1**

Product Identifier:

CAS Registry Identifier:

Risk Phrase:

Quantity (Litres, lbs, etc.):

**Hazardous Materials Product 2**

Product Identifier:

CAS Registry Identifier:

Risk Phrase:

Quantity (Litres, lbs, etc.):

**Hazardous Materials Product 3**

Product Identifier:

CAS Registry Identifier:

Risk Phrase:

Quantity (Litres, lbs, etc.):

**Part H – Application Checklist**

**The following information is mandatory and must be submitted with this application.** If required information is not provided with this application, your application may be considered incomplete and will be returned to you.

Application Fee (\$250.00):

Map of Land (Part D):

Written Submission (Part E):

Detailed Site Plan (Part E):

\*Must be attached to this application.\*

\*Must be attached to this application.\*

Proof of Ownership of Improvements (Part E):

Photographs of Land (Part F [E]):

\*Existing improvements only\*

**Part I – Signature**

This application must be signed by all applicants.

I (We), hereby certify that I (we) believe the contents of this form and attached documents are accurate to the best of my (our) knowledge. I (We) will inform the Authorized Agent of any changes in the proposed commercial or industrial use of the land described in this application form:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

## Information Sheet

1. Applicants must be 19 years or older.
2. This application will not be considered unless accompanied by an application fee of two hundred and fifty (\$250.00) dollars. Please make all cheques payable to "Government of the NWT".
3. The submission of this application and payment of the application fee do not in themselves convey any interest or right to the land being applied for.
4. If this application is refused, the application fee will be refunded. If a lease or agreement is approved but not executed by the applicant, the application fee shall be forfeited.
5. **This application must include** a written submission of the proposed development and a description of the type of activity to occur on the Commissioner's Land to be leased including any environmental impact studies and analyses.
6. **This application must include** a detailed site plan drawn to scale indicating locations of all buildings and structures, parking and access points, outdoor storage areas, fuel storage areas and any other relevant site development features.
7. For the purposes of describing the identified **hazardous materials**, the following **definitions** apply:  
  
    "CAS Registry Identifier" means the identification number assigned to a chemical substance by the Chemical Abstracts Division of the American Chemical Society;  
  
    "Product Identifier" means, in respect of a controlled product, the brand name, code name or code number specified by a supplier or the chemical name, common name, generic name or trade name;  
  
    "Risk Phrase" means, in respect of a controlled product or a class, division or subdivision of controlled products, a statement identifying a hazard that may arise from the nature of the controlled product or the class, division of controlled products.
8. Your application will be subject to a consultation process. The Department of Lands is required to consult with local governments and local Aboriginal groups and other affected stakeholders on proposed dispositions of Commissioner's Land in areas of the Northwest Territories where land claims have not been finalized. There are two consultation processes. Under the Government of the Northwest Territories' Land Lease Only Policy, the Department of Lands seeks comments from a variety of local Aboriginal groups and regulatory authorities, and this takes 30 days to complete. The Department is also required to consult with local Aboriginal groups in accordance with Interim Measures Agreements. There are three (3) Interim Measures Agreements in effect: the Dehcho Interim Measures Agreement, the Akaitcho Dene First Nations Interim Measures Agreement and the Northwest Territory Métis Nation Interim Measures Agreement. The consultation period for the Akaitcho Dene First Nations and the Northwest Territory Métis Nation Interim Measures Agreements is sixty (60) days.
9. All rights to Commissioner's Land are subject to the following reservations:
  - a) all mines and all minerals whether solid, liquid, or gaseous which may be found to exist within, upon, or under the land together with the full powers to work the same and for that purpose to enter upon, use and occupy the land or so much thereof and to such an extent as may be necessary for the effectual working and extracting of said minerals;
  - b) the rights of recorded holders of mineral claims and any other claims or permits affecting the land;
  - c) all timber that may be on the land excepting what must be removed for the purposes of landscaping or the construction of improvements;
  - d) the right to enter upon, work and remove any rock outcrop required for public purposes;
  - e) such right or rights-of-way and of entry as may be required under the regulations in force in connection with construction, maintenance and use of works for conveyance of water for use in mining operations; and
  - f) the right to enter upon the land for the purpose of installing and maintaining any public utility.
10. You must contact your Community Government to determine if you require a development permit and to ensure the land is zoned for your proposed use. It is the responsibility of the applicant to request any amendments to municipal planning by-laws to ensure correct zoning.
11. Please contact your Regional Land Officer should you require any other type of land use arrangement.

Contact information:

South Slave Region  
Department of Lands  
Box 658  
Fort Smith, NT X0E 0P0

North Slave Region  
Department of Lands  
Box 1320  
Yellowknife, NT X1A 2L9

Dehcho Region  
Department of Lands  
Box 150  
Fort Simpson, NT X0E 0N0

Sahtu Region  
Department of Lands  
Box 126  
Norman Wells, NT X0E 0V0

Beaufort-Delta Region  
Department of Lands  
Bag Service #1  
Inuvik, NT X0E 0T0