



CITY OF CORNER BROOK

Index	Development and Planning	Section	Licences and Permits		
Title	Crown Land Acquisition	Number Policy	02-07-09	Authority	Council
Approval Date	17 Apr 06	Effective Date	17 Apr 06	Revision Date	

PURPOSE

To state the procedure of acquiring Crown Land within the Municipal Planning Area Boundary for development purposes.

Public land owned by the provincial government is referred to as Crown Land. It may be available as large parcels of land or small parcels located within an already developed area, but whatever the size, it is regarded as an asset to a community. As it could have an impact upon the long term development plans of the community, Council has an interest in the disposition of all Crown Land within its boundary.

The provincial Crown Lands office also recognizes the importance of this land to municipalities and has established a procedure within their department, by memo as well as policy, and has notified municipalities of Government's requirements that must be followed by the applicant and the municipality. The required form also explains this procedure.

POLICY STATEMENT

Crown Land within the City of Corner Brook shall be allocated only in accordance with all municipal regulations; in particular, with the Municipal Plan and Development Regulations approved under the Urban and Rural Planning Act, 2000, and shall be accompanied by the City's Building Permit/Development Application form which indicates the purpose for the Crown Land.

REFERENCE

Provincial Crown Land Policy entitled "Applications: Allocations of Crown Land Within Municipal Jurisdictions".

Approved Minute 06-72.2 (April 17/06)

CS06-25 (April 04/06)

CS06-16 (March 7/06)

CS05-22 (March 7/05)

DETAILED ACTION REQUIRED

1. The form, "Municipal Recommendation Form for Crown Land within Municipal Planning Area Boundaries" must be filed by the applicant for all Crown Land requests.
2. A Building Permit/Development Application form must also be filed at the time of application for the Crown Land.

3. Applications for Crown Land must include details of a specific proposal for development, outlined on the City's "Building Permit/Development Application" form and/or as a letter outlining the proposal to the satisfaction of the City of Corner Brook.
4. Applications for Crown Land that are not supported by an application for a development permit or building permit will not be accepted.
5. Staff will review the request based on the applicant's accompanying development application. This assessment shall take into account the Municipal Plan and Development Regulations including existing land use/zoning and future development plans or schemes that may be proposed for an area, servicing and any other information that may be considered relevant to the assessment of the application and request for Crown Land.
6. Applications for Crown Land will be determined by Corner Brook City Council, which will provide its approval or rejection of the application and reasons thereof, based on the applicant's requirement of the land, the applicable land use/zoning of the area, policies of the Municipal Plan and any other relevant information pertaining to the land and /or application in addition to the staff recommendation of the request.
7. The applicant will be notified of Council's decision and the "Municipal Assessment Form for Crown Land within Municipal Planning Area Boundaries" will be completed and returned to the regional Crown Land Office.
8. Applications for Crown Land will be processed on a first come, first served basis.
9. Additional applications for the same parcel of Crown Land will not be processed until the first application has been determined and the decision has been conveyed to the original applicant and the Crown Land office.
10. Crown Land Assessment forms not returned to the Crown Land's office within 60 days of the date of application shall be considered to be refused by the City of Corner Brook unless sufficient cause exists where a decision can not be made within the indicated time period (applicant to be notified of the reason). In this case the application is not refused but a decision is pending.
11. The applicant will be provided with a copy of the completed form and a copy will be retained by the City of Corner Brook.
12. Council is not obliged to approve a development application in the event that an individual should be successful in acquiring the Crown Land, through Ministerial approval, in opposition of the City's recommendation that the land not be conveyed/sold/leased to the applicant.
13. This policy conforms to the requirements of the provincial Crown Land policy as provided on the "Municipal Recommendation Form for Crown Land within Municipal Planning Area Boundaries".
14. The City shall recognize and follow the applicable sections of the provincial Crown Land Policy "Applications: Allocations of Crown Land within Municipal Jurisdictions".

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



Mayor



City Clerk