



GOVERNMENT OF  
NEWFOUNDLAND AND LABRADOR  
Department of Environment and Conservation

**MUNICIPAL RECOMMENDATION FORM FOR  
CROWN LAND APPLICATIONS WITHIN  
MUNICIPAL AND PLANNING AREA BOUNDARIES**

**TO BE COMPLETED BY APPLICANT - Part A**

NAME OF APPLICANT		DATE OF APPLICATION	
MAILING ADDRESS			
CITY/TOWN		PROVINCE	POSTAL CODE
HOME TELEPHONE	BUSINESS TELEPHONE	FACSIMILE	
LAND TO BE USED FOR			
LOCATION OF LAND		DIMENSIONS OF LAND FRONTAGE _____ DEPTH _____	

**TO BE COMPLETED BY MUNICIPAL COUNCIL - Part B**

DOES YOUR COMMUNITY HAVE <input type="checkbox"/> AN APPROVED MUNICIPAL PLAN <input type="checkbox"/> CONCEPT PLAN <input type="checkbox"/> NEITHER			
ACCORDING TO THE DEVELOPMENT REGULATIONS THE AREA APPLIED FOR IS ZONED AS:			
IS THE PROPOSED USE A <input type="checkbox"/> PERMITTED USE <input type="checkbox"/> DISCRETIONARY USE <input type="checkbox"/> A USE NOT INCLUDED IN THE DEVELOPMENT REGULATIONS <small>(attach copy of zoning map showing location of site)</small>			
DOES THE PROPOSED USE CONFORM TO THE STANDARDS AND CONDITIONS SET OUT IN THE DEVELOPMENT REGULATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DESCRIBE THE LAND USE IN THE SURROUNDING AREA <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> AGRICULTURE <input type="checkbox"/> UNUSED <input type="checkbox"/> OTHER _____			
NORTH SIDE _____		EAST SIDE _____	
SOUTH SIDE _____		WEST SIDE _____	
IF THE PROPOSED USE WILL CONFLICT WITH EXISTING LAND USE IN THE GENERAL AREA, PLEASE EXPLAIN			
INDICATE WHICH OF THE FOLLOWING MUNICIPAL SERVICES ARE AVAILABLE AT THE SITE <input type="checkbox"/> WATER & SEWER <input type="checkbox"/> WATER ONLY <input type="checkbox"/> SEWER ONLY <input type="checkbox"/> NO SERVICES			
DESCRIBE TYPE AND CONDITION OF THE ROAD TO THE SITE			
IS THE ROAD PRESENTLY MAINTAINED YEAR ROUND <input type="checkbox"/> YES <input type="checkbox"/> NO		BY WHOM <input type="checkbox"/> COUNCIL <input type="checkbox"/> WORKS, SERVICES & TRANSPORTATION <input type="checkbox"/> APPLICANT	
WILL ROAD EXTENSION OR IMPROVEMENTS BE NEEDED IF THE APPLICATION IS APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO			
IN THE OPINION OF THE COUNCIL, THE LAND APPLIED FOR IS <input type="checkbox"/> CROWN <input type="checkbox"/> PRIVATE <input type="checkbox"/> OWNERSHIP UNCLEAR			IF PRIVATE OR OWNERSHIP UNCLEAR, EXPLAIN IN COMMENTS BELOW
IF SITE IS PRESENTLY OCCUPIED, PLEASE GIVE DETAILS			

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THE COUNCIL OF		TELEPHONE NUMBER	
APPLICATION IS	<input type="checkbox"/> APPROVED	<input type="checkbox"/> REFUSED (GIVE REASONS)	<input type="checkbox"/> APPROVED SUBJECT TO THE FOLLOWING CONDITIONS
			<input type="checkbox"/> DEFERRED (GIVE REASONS)
COMMENTS			
SIGNED		DATE	
TITLE			

**INSTRUCTIONS****A. APPLICANT:**

1. THIS IS NOT A CROWN LANDS APPLICATION FORM
2. This form provides Council's recommendation only. Final approval decision on your application is the responsibility of this Department and no occupation or development of the site is permitted until a formal title document has been issued by the Department.
3. Complete part A of this form and include an accurate sketch of the area requested or attach a map.
4. Submit this form to the office of the Council in which the Crown land you would like to obtain is located.
5. When the Council has completed its recommendation you may submit your application along with this approval form to the appropriate Government Service Centre or Regional Lands Office.
6. This form provides Council's recommendation only. Final approval decision on your application is the responsibility of this Department can accept your Crown Lands Application Form.

**B. MUNICIPAL COUNCIL:**

1. Please complete this form and return it to the applicant. A copy may be taken for your records.
2. This form must be completed for all requests for Crown land within your Municipal planning area boundary.
3. If you have any questions on the proposed development, please contact the applicant directly.
4. Questions pertaining to the processing of applications may be made to the nearest Regional Lands Office.
5. The Department reserves the right to accept an application without an approved Municipal Recommendation Form, when, in the opinion of the Department, the Recommendation Form had not been processed by Council in a timely manner. In such cases, the Regional Lands Office will proceed with referrals in the normal manner, including a referral to the Municipality.

**GOVERNMENT SERVICE CENTRES/REGIONAL LANDS OFFICES**

Department of Government Services  
Government Service Centre  
5 Mews Place, P. O. Box 8700  
St. John's, NL A1B 4J6  
Telephone: (709) 729-3699  
Facsimile: (709) 729-2074

Department of Government Services  
Government Service Centre  
McCurdy Complex, P. O. Box 2222  
Gander, NL A1V 2K9  
Telephone: (709) 256-1420  
Facsimile: (709) 256-1438

Department of  
Government Services and Lands  
Government Service Centre  
The Nolan Building, P. O. Box 2006  
Corner Brook, NL A2H 6J8  
Telephone: (709) 637-2387  
Facsimile: (709) 637-2905

Department of Government Services  
Government Service Centre  
The Thomas Building, P. O. Box 3014, Stn. "B"  
13 Churchill Street  
Happy Valley-Goose Bay, NL A0P 1E0  
Telephone: (709) 896-2661  
Facsimile: (709) 896-4340

Department of  
Environment and Conservation  
Eastern Regional Lands Office  
5 Mews Place, P. O. Box 8700  
St. John's, NL A1B 4J6  
Telephone: (709) 729-2654  
Facsimile: (709) 729-0728

Department of  
Environment and Conservation  
Central Regional Lands Office  
McCurdy Complex, P. O. Box 2222  
Gander, NL A1V 2N9  
Telephone: (709) 256-1400  
Facsimile: (709) 256-1095

Department of  
Environment and Conservation  
Western Regional Lands Office  
The Nolan Building, P. O. Box 2006  
Corner Brook, NL A2H 6J8  
Telephone: (709) 637-2392  
Facsimile: (709) 637-2905

Department of  
Environment and Conservation  
Labrador Regional Lands Office  
The Thomas Building, P. O. Box 3014, Stn. "B"  
13 Churchill Street  
Happy Valley-Goose Bay, NL A0P 1E0  
Telephone: (709) 896-2488  
Facsimile: (709) 896-9566

Department of Government Services  
Government Service Centre  
2 Masonic Terrace, P. O. Box 148  
Clareville, NL A0E 1J0  
Telephone: (709) 466-4060  
Facsimile: (709) 466-4070

Department of Government Services  
Government Service Centre  
9 Queensway  
Grand Falls-Windsor, NL A2B 1J2  
Telephone: (709) 292-4206  
Facsimile: (709) 292-4528