



AR-02 – LAND LEASE APPLICATION CHECKLIST

This checklist outlines the information required to deem a Recreational Land Lease or Residential Land Lease application complete, so that it may be recommended for review and decision to the Land Code Advisory Committee, pursuant to the *Lac La Ronge Indian Band Allocation Law*.

1. APPLICANT ELIGIBILITY CHECKLIST

(a) Applicant is a LLRIB Member, and this is confirmed by evidence and/or confirmation with LLRIB administration that the applicant is on the Band/Membership list	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document filed
(b) Applicant is eighteen (18) years of age or older as of the date of the application, confirmed by a copy of government-issued photo identification including the applicant's birthdate	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document filed
(c) Applicant is not in arrears or with debt outstanding to LLRIB (including LLRIB entities, businesses, and corporations to which LLRIB is the majority shareholder) as of the date of the application, and this is confirmed with LLRIB administration and any relevant departments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(d) The applicant does not already hold a Land Lease of the same type.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. PARCEL OF LAND CHECKLIST

(a) Requested Parcel of Land is in LLRIB Community Land	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) Requested Parcel of Land is already surveyed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • <u>If it is surveyed</u>, obtain and attach a copy of the survey; • <u>If it is not surveyed</u>, request that the applicant initiate a survey of the Parcel of Land pursuant to the <i>Land Survey Policy</i>. 		<input type="checkbox"/> Document filed
(c) Parcel abstract report completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Are there encumbrances? <u>If there are encumbrances:</u> <ul style="list-style-type: none"> ○ Obtain copies of all encumbrances on the requested Parcel of Land. ○ Request that the applicant seek a written letter from the Interest holder for the known encumbrance which confirms agreement to the applicant's holding of a Land Lease. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document filed – agreement <input type="checkbox"/> Document filed – no agreement
(d) Coordinated with the head of the fur block in the relevant area, and determined, through notice and any required direct communications with traditional land users, whether any traplines are present which require use of or access to the Parcel of Land	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Are traplines are present? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<ul style="list-style-type: none"> ○ <u>If yes</u>, and it is reasonably foreseeable that applying a Land Lease to the Parcel of Land would impede use of or access to a trapline, obtain a map of the trapline(s) and contact information for the trapper(s) and all other information that should be brought to the Land Code Advisory Committee; 		<input type="checkbox"/> Document(s) filed
<ul style="list-style-type: none"> ○ <u>If yes</u>, and applying a Land Lease to the Lot would not impede with the use of or access to the trapline, obtain a map of the trapline(s) and a description of the access or use required, signed by the traditional land user and the head of the relevant fur block; 		<input type="checkbox"/> Document(s) filed
<ul style="list-style-type: none"> ○ <u>If no</u>, obtain a signed confirmation by the head of the fur block in the relevant area that coordination has occurred. 		<input type="checkbox"/> Document filed
(e) Notice of the application for a Recreational Land Lease posted publicly to request input as to whether granting it would overlap in an inconsistent manner with the traditional or recreational use of lands by other known Recreational Land Lease holders and people with Customary Holdings in the vicinity;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not relevant (Residential) <input type="checkbox"/> Document filed
<ul style="list-style-type: none"> • Is there any land subject to a registered Recreational Land Lease within five (5) kilometers of the Parcel of Land? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not relevant (Residential)
<ul style="list-style-type: none"> ○ <u>If yes</u>, give the notice of the application for a Recreational Land Lease directly to the holder(s) and request input as to whether granting it would overlap in an inconsistent manner with their traditional or recreational use of lands. 		<input type="checkbox"/> Document filed
<ul style="list-style-type: none"> • Has any input under this section (e) been provided? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document(s) filed
<ul style="list-style-type: none"> ○ <u>If yes, and</u> whether or not it is reasonably foreseeable that applying a Land Lease to the Parcel of Land would overlap in an inconsistent manner with the traditional or recreational use of lands by other known Recreational Land Lease holders and people with Customary Holdings in the vicinity, obtain contact information for the holder(s) and all other information that should be brought to the Land Code Advisory Committee; 		<input type="checkbox"/> Document(s) filed
(f) Requested Parcel of Land has potable water source	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not relevant (Recreational)
(g) Requested Parcel of Land is or can be serviced	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Can be but has not been serviced <input type="checkbox"/> Not relevant (Recreational)
(h) Requested Parcel of Land will not impact development plans that have been approved by Council	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document filed

3. COORDINATION CHECKLIST

(a) Coordinated with the Public Works & Housing Department or relevant housing authority (where self-administered LLRIB Community is administering its own housing authority) to confirm the authenticity of the applicant's mortgage agreement, pre-approval, or capacity to fund a new build through a construction mortgage or otherwise	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document authenticated <input type="checkbox"/> Document filed
(b) Coordinated with the Public Works & Housing Department or relevant housing authority (where self-administered LLRIB Community is administering its own housing authority) to confirm , if the applicant is applying to the Home Ownership program under the <i>Lac La Ronge Indian Band Housing Policy</i> , or similar program under the relevant housing authority's policy, whether the applicant has provided all necessary application documents to the Housing & Public Works Department or relevant housing authority and been approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(c) Identified LLRIB laws, by-laws, and policies that apply to the application, including any zoning laws, land use plans, environmental management plans and environmental assessment requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Attach separate memo confirming that the Land Lease, if approved, would be in accordance with all the relevant LLRIB laws, by-laws, and policies 		<input type="checkbox"/> Document filed

Comments:

LANDS & RESOURCES DEPARTMENT USE ONLY:

<p>Applicant Name(s): _____</p> <p>Application Number: _____</p> <p>Date & Manner (email/mail/hand/fax) Application Received: _____</p> <p>Date of checklist completion: _____</p> <p>Number of accompanying pages: _____</p>	<p>Reviewed By: _____ Lands & Resources Department Representative</p> <p>_____ Signature</p> <p>Witnessed By: _____ Lands & Resources Department Representative</p> <p>_____ Signature</p>
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THIS CHECKLIST AND ALL ACCOMPANYING DOCUMENTATION HAS BEEN REVIEWED BY THE LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT AND TO THE BEST OF THE KNOWLEDGE AND BELIEF OF ITS REPRESENTATIVE(S), THE DOCUMENTATION IS SATISFACTORY BASED UPON INFORMATION PROVIDED BY ALL REQUIRED PARTIES