



# COWICHAN TRIBES

5760 ALLENBY ROAD, DUNCAN, BC V9L 5J1  
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## APPENDIX A: LEASING INTEREST PROCESS CHECK-LIST

Lulumexun Lands Department

Implementation Date: July 1, 2020

Page Numbers: Page 1 of 4

Revision Date: N/A

This document outlines the information required to deem a leasing interest application complete, so that it may be reviewed and recommended for approval, as per the Quw'utsun Tumuhw (Land Code) requirements. This checklist is \ be used in conjunction with the Section 27.2 Mandatory Standards.

### 1. PROJECT DESCRIPTION

- a. Identify Project Scope Yes  No  \_\_\_\_\_
- b. Proponent/Developer Contact Information Yes  No  \_\_\_\_\_
- c. Other Yes  No  \_\_\_\_\_

### 2. LEASE DOCUMENT

- a. Lessor/Lessee Information Yes  No  \_\_\_\_\_
- b. Lease Purpose (commercial, agricultural) Yes  No  \_\_\_\_\_
- c. Lease Term (extent and duration of lease) Yes  No  \_\_\_\_\_
- d. Land Description (legal survey description) Yes  No  \_\_\_\_\_
- e. Lease Rate/Rent (for use of land) Yes  No  \_\_\_\_\_
- f. Rent Review (if not pre-paid) Yes  No  \_\_\_\_\_
- g. Other Yes  No  \_\_\_\_\_

\*Recommended lease be drafted by independent legal as negotiated

### 3. CORPORATE INFORMATION

- a. Consent (Lessor/Band) Form Yes  No  \_\_\_\_\_
- b. Insurance Certificate Yes  No  \_\_\_\_\_
- c. Letter of Good Standing Yes  No  \_\_\_\_\_
- d. First Nation Exemption Request Yes  No  \_\_\_\_\_
- e. Appraisal Yes  No  \_\_\_\_\_
- f. MRP Form - signed and witnessed Yes  No  \_\_\_\_\_
- g. Other Yes  No  \_\_\_\_\_

### 4. LAND STATUS REPORT

- a. Ownership/status Yes  No  \_\_\_\_\_
- b. Encroachments/Encumbrances Yes  No  \_\_\_\_\_
- c. Other Yes  No  \_\_\_\_\_

### 5. SURVEY

- a. Legal survey plan (CLSR) Yes  No  \_\_\_\_\_
- b. Other Yes  No  \_\_\_\_\_

### 6. ENVIRONMENT

- a. Environmental Impact Assessment\* Yes  No  \_\_\_\_\_
- b. Environmental Site Assessment\*
  - i. Phase I Yes  No  \_\_\_\_\_

- ii. Phase II Yes  No  \_\_\_\_\_
- c. Species at Risk\* Yes  No  \_\_\_\_\_
- d. Timber Permit Yes  No  \_\_\_\_\_
- e. Gravel/Soil Removal Yes  No  \_\_\_\_\_
- f. Archaeological Assessment\*
  - i. Overview Assessment Yes  No  \_\_\_\_\_
  - ii. Impact Assessment Yes  No  \_\_\_\_\_
- g. Other Yes  No  \_\_\_\_\_

\* Mitigation measures outlined in reports must be incorporated into lease

**7. IMPROVEMENTS**

- a. Existing Infrastructure Yes  No  \_\_\_\_\_
- \*Department site inspection required if yes
- b. Conception Design (professional certified) Yes  No  \_\_\_\_\_
  - c. Other Yes  No  \_\_\_\_\_

**8. TRAFFIC**

- a. Traffic Plan/Study Yes  No  \_\_\_\_\_
- b. Access Agreements Yes  No  \_\_\_\_\_
- c. Other Yes  No  \_\_\_\_\_

**9. SERVICING AGREEMENTS\***

- a. Sewer Yes  No  \_\_\_\_\_
- b. Water Yes  No  \_\_\_\_\_
- c. Hydro Yes  No  \_\_\_\_\_
- d. Fire Yes  No  \_\_\_\_\_
- e. Other Yes  No  \_\_\_\_\_

\*Including designs, stamped by registered professional

**10. EXECUTION**

- a. Affidavit of Witness Yes  No  \_\_\_\_\_
- b. Other Yes  No  \_\_\_\_\_

**Comments:**

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<b>Office Use Only</b>	
Project/Proponent: _____	
Date Application Received: _____	
Project Name/Type: _____	
Location (Lot/Plan): _____	
a. Registration Form Complete	Yes <input type="checkbox"/> No <input type="checkbox"/>
b. Fees Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>
c. Leasing Unit Recommendation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature _____	Date: _____
d. Registration Unit Recommendation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature _____	Date: _____

**Document Tracking List**

<b>Application Criteria</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Comment</b>
<b>Project Description</b>			
1.a.			
1.b.			
1.c.			
<b>Lease Document</b>			
2.a.			
2.b.			
2.c.			
2.d.			
2.e.			
2.f.			
2.g.			
<b>Corporate Information</b>			
3.a.			
3.b.			
3.c.			
3.d.			
3.e.			
3.f.			
3.g.			
<b>Land Status Report</b>			
4.a.			
4.b.			
4.c.			
<b>Survey</b>			
5.a.			
5.b.			
<b>Environment</b>			
6.a.			
6.b.			
6.c.			
6.d.			
6.e.			
6.f.			
6.g.			
<b>Improvements</b>			
7.a.			
7.b.			

Application Criteria	Document Type	Document Name	Comment
7.c.			
<b>Traffic</b>			
8.a.			
8.b.			
8.c.			
<b>Servicing Agreement</b>			
9.a.			
9.b.			
9.c.			
9.d.			
9.e.			
<b>Execution</b>			
10.a.			
10.b.			