

Economic Recovery Connectivity Projects Expedited Permitting

Application Information & Tips – Virtual FrontCounter BC

Important Notes:

- We are here to help expedite your permitting process!
- Be sure to Submit to the Prince George FrontCounter BC office
- We can not start working on the application until the fees are paid, and it is submitted to Prince George
- Be sure to add the NDIT Project Number and Name in the Project Information Section in virtual FrontCounter BC and as many other places to help identify the project and for bundling

For Crown Land Tenures:

<http://www.frontcounterbc.gov.bc.ca/guides/crown-land/crown-land-tenure/overview/>

If you scroll down on that page, there is a list of various program areas

- Each link has the Land Use Policy, Application Requirements Checklist, etc.
- Once you have reviewed all the information and are ready to apply click:

[Start Crown Land Tenure Application](#)

This will take you to the first page, where you can use a BCeID to login and start the application. Here is what it will look like on your screen:

Crown Land Tenure Application

Step 1 - Introduction 2 3 4 5 6 7 8 9 10 Complete

Crown Land Tenure Application

Start your application

Please select one of the options below to start your application.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

▶ APPLY WITHOUT BCEID

BCeID

▶ APPLY WITH YOUR BCEID

What is a BCeID? Why should I get one?

[Learn more about the BCeID](#)

If you use a BCeID you can save your application

- You can also track the application once it's submitted, via the unique vFCBC tracking number.
- It will be a 9 digit number – in the exam

Crown Land Tenure Application (100336583)

1 2 Step 3 - Technical Information 4 5 6 7 8 9 Complete

number is 100336583

ple below the tracking

You will then need to work through the steps 1-10

- There will be various boxes to choose the type of tenure, upload maps, enter the contact information, etc.
- Some contact info will be pulled over to the application, based on the BCeID info
- If a consultant is entering the application for you, they will need to upload a letter of agent, showing they are authorized to submit

Once you get to the end of the application, it is very important that you submit to the Prince George Office

- If you submit anywhere else, it will lead to delays in processing as the Prince George Office is coordinating all the applications for the Connectivity project

Here's a snip showing the last page where you select payment options:


Any Other Information About Your Application

When providing additional information, please do not include personal information of an individual such as name, address or contact information due to *Freedom of Information and Protection of Privacy law*.

Is there any other information you would like us to know (where possible, do not include personal information):

Application and Associated Fees

There are fees to pay.

 Please review the fees below and make a selection how you would like to pay the fees. You can either pay online using our secure creditcard processing or by cheque which can either be mailed or dropped off at any of our FrontCounter BC locations.


Item	Amount	Tax	Total	Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$1,050.00
		Total Fee:	\$1,050.00	\$1,050.00

You will also have the option to pay online, through virtual FrontCounter BC

Payment

- *Please choose a method of payment:
- Mail in your cheque or money order
 - Pay in person at a FrontCounter BC office

You have decided to pay your fees in person at a FrontCounter BC location.

 Please download and print off the remittance form on the next page. Be sure to bring your remittance form with you to any [FrontCounter BC locations](#) when making your payment. Please note: you are also welcome to mail in your cheque or money order along with your remittance form to any FrontCounter BC location. Be sure to make your cheque or money order payable to the "Minister of Finance."

Project Information

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?


- Yes No

What is the name of your project?

*Please provide any of the following: reference number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together:

Office

*Select the office you wish to submit your application to:





[Print Page](#)

[SUBMIT APPLICATION](#)

Please note above, if you have more than one natural resource authorization, you can enter the information here that will help us coordinate them all and process them together to increase as efficiently as possible.

For Water Tenures:

<https://portal.nrs.gov.bc.ca/web/client/-/change-approval-for-work-in-and-about-a-stream>

- The Water application process is a similar system, but it has different options within the application for Water related questions.
- But the basic login steps with a BCeID, payment, and submit to Prince George will all be the same

For Forest Tenures:

If timber removal is required, submit the Forest Tenure applications concurrently with other tenure applications. Note: Connectivity Project specific instructions for Occupant License Cut form Sections 2 and 3 is listed below.

Electronic Submission Framework (ESF) <https://apps.nrs.gov.bc.ca/ext/esf/submissionWelcome.do>

- Requires login with BCEID credentials, a client number and an xml file of the application area.
 - Applications being submitted in ESF should be submitted using the internet explorer browser rather than Chrome, Edge or other browsers.
 - For project proponents without ESF experience it is recommended to contact a Forestry consultant with experience to submit on their behalf.
- Use the new Schema.zip file for status and clearance
<https://www.for.gov.bc.ca/ftp/HIS/external/!publish/ESF/schemas/FTA/10/>
- In the XML submission set the Administrative District Org Unit where the work unit is occurring & Geographic District
- Note the ESF Submission ID # to include it in the OLTC Application, this is used to identify the submission as a Connectivity project for priority processing.
- Email notification of ESF submission with the ESF Submission ID # to FrontCounterBC.pg@gov.bc.ca
- Cc to Frank.Spears@gov.bc.ca and Daniel.Stanyer@gov.bc.ca

Occupant License to Cut (OLTC) <http://www.frontcounterbc.gov.bc.ca/apps/app54.html>

- The OLTC Forest tenure link is to a pdf form,
- Section 2 – CROWN LAND TENURE GRANTING APPLICANT’S RIGHT TO OCCUPY LAND
 - Where you are asked to Provide Tenure File # enter “Connectivity Project”
- Section 3 – FORM OF LICENCE TO CUT under the Spatial Information
 - Pick option 2 and list ESF Submission ID#
- Email the completed OLTC pdf form to FrontCounterBC.pg@gov.bc.ca
- Cc to Frank.Spears@gov.bc.ca and Daniel.Stanyer@gov.bc.ca

Stumpage Rate Request

- The link to the Interior stumpage rate request form is;
<https://www.for.gov.bc.ca/ftp/RNI/external/!publish/Stumpage/Forms/>

- The links to the coastal stumpage rate request forms and Miscellaneous Timber Pricing Module are; <https://www.for.gov.bc.ca/rco/revenue/Documents/WORD-EXCEL/MiscAppraisalDataSubmission.xlsx>
<https://www.for.gov.bc.ca/rco/revenue/Documents/WORD-EXCEL/WoodlotCommunityForests.xlsx>
<https://www.for.gov.bc.ca/rco/revenue/Documents/ADOBE%20Documents/Module%207%20-%20Miscellaneous%20Timber%20Pricing%20Policy.pdf>

- Interior alternate method of scale:



3253 BC Community
Connectivity Project A

- An example of the Excel spreadsheet referenced in these procedures is



Alternate Method
of Scale sample sub

- Coastal cruising and stumpage rate requirements:



Coast Region
Stumpage Tips - EXTE

- Email the completed forms to FrontCounterBC.pg@gov.bc.ca
- Cc to Frank.Spears@gov.bc.ca and Daniel.Stanyer@gov.bc.ca

For Ministry of Transportation & Highways:

<https://www.th.gov.bc.ca/permits/H0020.pdf>

- MoTI permits need to be on this H0020 form, Provincial Public Highway Permit Application:
- Signed by an authorized representative
- It is helpful if maps are included
- Digital signatures and seals are permitted
- If Engineering drawings are included, they are to be signed and sealed
- Email to the FrontCounterBC.pg@gov.bc.ca
- Cc to Frank.Spears@gov.bc.ca and Daniel.Stanyer@gov.bc.ca and Ryan.Evanoff@gov.bc.ca

A few things to note:

- **Be sure to Submit to the Prince George FrontCounter BC office**
- We can not start working on the application until the fees are paid, and it is submitted to Prince George
- **Be sure to add the NDI Project Number and Name in the Project Information Section in virtual FrontCounter BC and as many other places to help identify the project and for bundling**
- You can repeat the steps in virtual FrontCounter BC as needed for other supporting permits such as access roads, archaeology, fish salvage etc.
- Submit spatial files as ArcGIS shapefile in Albers projection