



## LAND APPLICATION

### CHAMPAGNE & AISHIHIK FIRST NATIONS LAND APPLICATION AND REVIEW PROCESS

#### Introduction:

- This form is used to apply for land administered by the Champagne & Aishihik First Nations Government.
- In most cases you must be 18 years of age and a Yukon Resident to apply for CAFN land. The exception is traditional use and cabin allocations, for which CAFN citizens who are non-Yukon residents may apply.
- A CAFN land application may be submitted for: traditional use, cabins, residential, commercial, industrial, agricultural, and grazing purposes. Only CAFN citizens who are beneficiaries may apply for traditional use and cabin purposes.
- Allocations are granted for traditional use, cabins, and residential parcels. Leases are granted for residential, commercial, industrial, and agricultural parcels. Leases will be granted for financing purposes or where a non-CAFN citizen is the applicant. Leases have a termination date, whereas allocations do not.
- Allocations (except traditional use) and leases will have building and/or other development requirements imposed with time limits.
- CAFN land cannot be sold at any time.

#### How do I apply for and obtain CAFN Land?

- We encourage applicants to first contact CAFN Lands to ensure their eligibility and that the land applied for is CAFN land, that their plan is consistent with the Lands Policy, and to determine what background information may be required.
- Obtain a land application form from the CAFN office in Haines Junction or Whitehorse. You should allow several months (three to six) from the time you submit your application until final approval.
- Please take the time to fill out the entire application as thoroughly as you can, as this can make your application process go more smoothly.
- Include with your application a map of the location, as well as a sketch of the parcel with the planned building(s) and other developments on it.
- Do a site visit and flag the area out that you are applying for. This is to ensure the proper site is looked at when CAFN conducts its site visit.
- You are encouraged to discuss your plans with neighbors, adjacent land users, the trapline concession holder, and anyone else that may be affected by your application. Including letters of support with your application can be helpful.
- Once you have filled out the application deliver or send it to CAFN Lands in Haines Junction. Lands staff can answer any questions you may have and may ask you questions about the application.
- If you are granted a parcel of land, it will be recorded in the CAFN land registry and an allocation or lease document will be issued to you.
- If you plan on home ownership in connection with a residential application, please contact the CAFN Housing & Municipal Department for a home ownership application.



**CHAMPAGNE & AISHIHIK FIRST NATIONS  
DEPARTMENT OF HERITAGE, LANDS & RESOURCES**

**LAND APPLICATION**

Application # \_\_\_\_\_ (CAFN use only)

**GENERAL INFORMATION:**

Name of Applicant: \_\_\_\_\_

CAFN Beneficiary #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any other CAFN settlement land holdings that you have:

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION:**

**Purpose of Land Applied For:**

Traditional Use  Cabin/Recreation  Residential  Agricultural  Grazing

Commercial  Industrial  Lot Enlargement  Other  (specify)

\_\_\_\_\_  
\_\_\_\_\_

**Interest Applied for:**

Allocation  Lease  Other  (specify) \_\_\_\_\_

**Size Applied for:**

The CAFN Lands Policy has sizes identified for three purposes. If you are not applying for one of these purposes, please indicate the size applied for.

up to 0.5 hectares for traditional use  (no building requirement)

up to 0.5 hectares for cabins  (3-year building requirement)

up to 1.0 hectare for residential  (5-year building requirement)

Other \_\_\_\_\_

**LOCATION:**

CAFN settlement land (R, S, or C #): \_\_\_\_\_

Legal description (Lot & Quad #): \_\_\_\_\_

Are you applying for all  or part  of this lot? If applying for a part of a CAFN lot, please describe the location as accurately as possible: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Coordinates (GPS or from map): \_\_\_\_\_

**LAND USE PLANNING & ZONING**

Current zoning of land applied for:

No Zoning  Residential  Rural Residential  Commercial  Industrial

Tourism  Agricultural/Grazing  Open Space  Other  \_\_\_\_\_

If application is in a community, specify what community: \_\_\_\_\_

If in Haines Junction, is your proposed use in compliance with the Village of Haines Junction's Official Community Plan? Yes  No  If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**SITE CHARACTERISTICS:**

Soils: Sand  Gravel  Clay  Silt  Organic  Other  \_\_\_\_\_

If mixed or variable on site, please describe: \_\_\_\_\_

Vegetation: Spruce  Pine  Aspen  Poplar  Willow  Clear/Grass

If mixed or variable on site, please describe: \_\_\_\_\_

Topography: Flat  Steep  Rolling

If variable on site, please describe: \_\_\_\_\_

Aspect (direction slope is facing): North  South  East  West

If variable on site, please describe: \_\_\_\_\_

Elevation (approximate): \_\_\_\_\_ feet

Proximity to water body (name, if known): \_\_\_\_\_

Please describe any obvious sensitive features (permafrost, flooding, erosion, etc.) that may be present on the site: \_\_\_\_\_

\_\_\_\_\_

**EXISTING USES AND ACCESS**

**EXISTING USE of the land applied for:**

Vacant/unoccupied  Traditional Use  Cabin/Recreation  Residential   
Commercial/Industrial  Agricultural/Grazing  Other  (specify)

Are there existing improvements located on the application area (buildings, fences, septic fields, wells, etc.)? Yes  No  If yes, please describe: \_\_\_\_\_

Who owns these improvements, if known? \_\_\_\_\_

Utilities: are there any overhead or underground utilities located within or adjacent to the application area? Yes  No  Don't Know  If yes, please describe: \_\_\_\_\_

Is area presently served by an established fire department? Yes  No   
If yes, name of fire hall: \_\_\_\_\_

Distance to and name of nearest school: \_\_\_\_\_

**ACCESS**

Is there existing vehicle access to site? Yes  No   
If yes, please describe: \_\_\_\_\_

If no, how to you plan to access the site? \_\_\_\_\_

**PROPOSED DEVELOPMENT**

Explain fully why you wish to acquire this land, for what purpose it will be used, and the expected development time frame (attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you planning to construct new access  or improve existing access  to the site? If so, please describe: \_\_\_\_\_

\_\_\_\_\_

Are other agencies or people affected by your access plan? Yes  No

If yes, please describe how you plan to obtain support and/or authorization for it: \_\_\_\_\_

\_\_\_\_\_

What are your plans for the following services?

Drinking Water: Well  Piped  Hauled  Other \_\_\_\_\_

Sewage Disposal: Septic  Piped  Other \_\_\_\_\_

Garbage Disposal (approved landfill you will use): \_\_\_\_\_

Electricity: Existing  Planned  Please give details of plans: \_\_\_\_\_

\_\_\_\_\_

Telephone: Existing  Planned  Other  \_\_\_\_\_

## POTENTIAL EFFECTS ON OTHER VALUES

### CULTURAL/HISTORICAL

Are you aware of any historical or heritage connections to this site? Yes  No

Archaeological Site  Spiritual Site  Trail  Brush/Historical House

Stories  Other  Please give details: \_\_\_\_\_

\_\_\_\_\_

### FISH & WILDLIFE

Are you aware of any fish or wildlife features at or near this site? Yes  No

Wildlife Trail  Mineral Lick  Denning/Rearing Area  Spawning/Rearing Area

Other  Please give details: \_\_\_\_\_

\_\_\_\_\_

### OTHERS

Are you aware of any other uses or values on the land that your plans may affect?

Yes  No  If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

How do you plan to minimize potential impacts on any of these values or land users?

\_\_\_\_\_

\_\_\_\_\_

## **ESTATE INSTRUCTIONS**

### **Tenancy Desired (if more than one applicant):**

- Joint Tenancy (land interest passes to survivor upon death of one of the co-owners)
- Tenancy-in-common (land interest passes to estate upon death of one of the co-owners)

## **ADDITIONAL INFORMATION REQUIRED:**

**(The following information must be submitted with all applications)**

### **Location Map**

- topographical map of area (1:50,000 or approximate scale)

### **Sketch Plan:**

- north arrow
- distances and measurements if sketch is not to scale
- adjacent lands and lot numbers
- name of community (if applicable)
- roads, trails, pathways located on or near the site
- water bodies adjacent to site
- existing accesses, improvements and utilities on or near the site
- planned developments, including proposed road layout, parking, buildings and other structures, utilities (electricity, water, sewer, etc.)
- locations of any flagging you have put up to mark the site

### **For commercial/industrial/agricultural applications, in addition to the above:**

- proposed developments, substantiating the need for the land requested
- relevant business experience
- justification or need for the product or service being planned
- anticipated time frame of operations (seasonal, year-round, etc.)
- timelines or phasing of stages of development & operation
- any other drawings, photographs, brochures, reports or information that support the proposed venture
- personal or corporate written endorsements or support for your proposal
- soil assessment for agricultural development

**Note:** business plans and other relevant information will be used for review by the Lands Committee, but will be kept confidential. If you need further assistance in your venture, please contact the CAFN Economic Development Officers at 668-2286 in Whitehorse.

### **Other information, assessments or approvals that may be required:**

Depending on the nature, magnitude or location of an application, an applicant may be required to undertake further studies or assessments. These may include heritage assessments, fisheries studies, geotechnical investigations, further public consultation, etc. Additional approvals may be required from other agencies, such as highway access permits, septic system approval, etc.)

## **SUGGESTED ADDITIONAL INFORMATION**

Submission of photographs of the site applied for is highly encouraged.

It is in the applicant's interest to fully explain their proposal and how they will minimize these conflicts, and to seek acceptance and support from potential affected persons. Failure to do this initially may result in delays in processing the application. Where it is reasonable to expect that an application may affect citizens' use and enjoyment of the area, the Lands Committee may defer the application and directly contact, or have the applicant contact, any affected parties. The Lands Department will, as part of the review process, forward a copy of your application to adjacent or nearby land users.

## **ATTENDANCE AT THE CAFN LANDS COMMITTEE MEETING**

Your application will be reviewed at a CAFN Lands Committee, which you may attend if you wish to speak to your application and answer any questions that may be raised by Committee members. You also may provide any other information in support of your proposal. Any intervener on your application also has the opportunity to attend the Land Committee Meeting to present their comments.

The Committee will make a recommendation in-camera. There is an appeal period for the applicant or any affected person to appeal the Lands Committee recommendation. If there are no (successful) appeals, the recommendation is forwarded to Chief & Council for final approval.

## **APPLICANT STATEMENT**

I/we certify that all submitted information is true and correct to the best of my/our knowledge and belief.

I/we understand that any misrepresentation of submitted information may invalidate approval of this application.

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Signature

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Date

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Signature

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Date

Champagne & Aishihik First Nations  
Land Management  
Box 5310  
Haines Junction, Yukon  
Y0B 1L0  
Phone : (867) 456-6886 Fax : (867) 667-6202  
Email : gboyd@cafn.ca

**CAFN DEPARTMENT USE ONLY:**

Date of Application: \_\_\_\_\_

Type of Application: \_\_\_\_\_

R-Block, Site-Specific, or C-block #: \_\_\_\_\_

**APPLICATION REVIEW**

- CAFN Lands Administration
- CAFN Environmental Committee
- CAFN Lands Committee

Trapper Notified: Yes  No  N/A

Adjacent Land Users to notify: \_\_\_\_\_

Other CAFN land holdings by applicant: \_\_\_\_\_

**ASSESSMENTS**

Does the application need any other assessments done? Yes  No

Specify: \_\_\_\_\_

**YESAA**

Does application have to be assessed by YESAA? Yes  No

Date Forwarded: \_\_\_\_\_

**HOME OWNERSHIP**

Does the applicant meet the Home Ownership Policy? Yes  No