

## 2018-19 BENEFICIAL MANAGEMENT PRACTICES APPLICATION CHECKLIST

**Farmers/Ranchers apply to the BMP Program on their own** (with no Planning Advisor involvement).

1. Application must be complete, if not the Program will provide limited resources to assist in helping producers understand what a “complete application” is via the checklist noted below.
2. If the application is incomplete the producer will be informed of the deficiency via a form letter/email. It will not be processed or funds held until the application is considered complete.
3. Funds will only be held for applications that are complete and approved.

**Farmers/Ranchers can seek the assistance from a Planning Advisor (PA)** to complete an application and/or complete and submit on behalf of the applicant.

1. Application must be complete, the Program will not provide resources to assist in completing the application.
2. PAs complete the “check list”, which accompanies application.
3. If the application is incomplete the producer and PA will be informed of the deficiency (via a form letter/email). It will not be processed or funds held until the application is considered complete.
4. Funds will only be held for applications that are complete and approved.

CAP BMP Application Checklist (please complete and include with application)	Applicant Confirmation		Office Confirmation
	Yes	Not Applicable	
<b>BMP application is completed</b> (that is all necessary information and boxes are filled in)			
• Names (GST, Farm/Farmer, Assessment) all match or if not, an explanation included			
• Location contact information			
• Project description and location			
• Signatures of applicant and land owners			
<b>All required documents are attached</b>			
• Statement of Completion			
• Property Assessment Notice (current year)			
• Maps/sketch/photo			
• Quote(s) for all work and/or materials			
• Required management plans			
• Support documentation for lease, GST name, etc.			
Applicant Name:	Planning Advisor Name:		

2018-19 Beneficial Management Practice Program List is available at: [www.bcefp.ca](http://www.bcefp.ca)

**Contact Program at:**

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