

This guide answers the following questions

- *What is a Development Permit?*
- *When do I need a Development Permit?*
- *How long will the permitting process take?*
- *How much will the application cost?*
- *What information is required from the applicant?*
- *Where can I get more information?*

What is a Development Permit?

A development permit is a document that authorizes a development to be undertaken subject to the regulations of the zoning bylaw. A Development Permit takes into consideration landscaping, provision of off-street parking, and the construction size of a development.

A Development Permit ensures that the proposed use of a development is included on the list of principal uses or secondary uses of the zone in which the site is located and the development conforms in every respect to the applicable provisions of the Zoning Bylaw.

Specific conditions may be added to a Development Permit to ensure compliance with the Zoning Bylaw, the Official Community Plan (OCP), and the Municipal Act. Once a development permit is issued, all development or construction is required to conform to the conditions of the development permit. Failure to comply with the conditions of a Development Permit results in the permit and related business licences to become null and void.

When do I need a Development Permit?

A Development Permit is required prior to any development taking place. Development Permits are typically required before a new Business Licence or Building Permit is issued. Development typically includes new construction, renovation or demolition, and new business operations.

How long will the permitting process take?

Development Permits cannot be approved until a complete application containing all required information has been received by the Planning and Development Services Department. Once a complete application has been received it usually takes between one to four weeks for an application to be reviewed and approved. Please refer to *Figure 1: Flow Chart of a Successful Development Permit Application* for a general overview of the permitting process.

Applicant Submits a Complete Application to a Development Officer at the City of Whitehorse Planning and Development Services Department.



Development Officer Reviews Application



Development Officer Determines Project Requirements For Most Developments Including: Home-Based Businesses, Change of Use Permits, Secondary Suites, Float Plane Docks, Residential Developments in Comprehensive Zones, Living Suites, Family Day Homes, and Demolitions



Development Officer Sends Applications for Multi-Residential Housing, Commercial, Industrial, and all Other New Construction to the Development Review Committee (DRC) to Determine Project Requirements



Applicant Coordinates with Development Officer to Resolve Issues



Applicant Makes Revisions if Required



Development Officer Approves Development Permit With or Without Permit Conditions

Figure 1: Flow Chart of a Successful Development Permit Application

How much will the application cost?

Table 1: Development Permit Application Fee

	\$25.00	\$275.00	\$275 + (\$1.10 x Total Square Metres of Gross Floor Area)	Landscape Security equal to 125% of the established landscape costs	Hard-surface Security equal to 125% of the established hard-surfacing costs
Residential Development (Excluding Multiple Housing)	✓				
New Business or New Use Commenced in an Existing Commercial/Industrial Development		✓			
Multiple Housing			✓	✓	✓
New Commercial or Industrial Construction			✓	✓	✓

What information is required from the applicant?

- **A detailed letter** explaining the proposed development addressed to:
*City of Whitehorse
 Planning and Development Services Department
 2121 Second Avenue
 Whitehorse, YT Y1A 1C2*
- **Site Plan** illustrating the proposed development within the boundaries of the property.
- **Parking Plan** demonstrating the amount of parking available on the property.
- **Landscaping Plan** showing the amount of existing and proposed landscaping on the property.

Where can I get more information?

Digital copies of all municipal bylaws are available online at www.whitehorse.ca. Emails can be sent to the Planning and Development Services Department at: planning.services@whitehorse.ca. General Inquiry numbers are listed below:

- Planning and Development Services: 867-668-8346
- Engineering and Environment Services: 867-668-8305
- Public Works: 867-668-8350
- All other City of Whitehorse Departments: 867-668-8398

These forms are to be used with other resources such as the Zoning Bylaw, the Official Community Plan, and the Building and Plumbing Bylaw. An applicant should always refer to the official copies of the Zoning Bylaw, Official Community Plan or other applicable bylaw or policy. If you are unsure of any procedure or requirement Planning and Development Services Staff will be pleased to assist you.