

# Application for Development Permit: Form 2D – New Business or Land Use Change Checklist

City of Whitehorse  
Zoning Bylaw  
2012-20

**Checklist for a Complete Application:** Please confirm your application is complete by filling in the check boxes in the list below and signing the declaration(s). Incomplete applications will not be accepted.

**a) Project Information:** As per Section 4.4.2 of the Zoning Bylaw a Development Officer shall not accept an application for a development permit where an applicant has not provided sufficient details of the proposed development.

(please check each box to confirm your application contains the following information)

- A letter explaining the proposed development, including detail on all existing land uses on the development property.
- A floor plan showing the existing and proposed lay-out of the interior of the building.
- Proof of authorization from the owner(s) of the development property (Form 1A Signed by Property Owner).

**b) Site Plan:** All development permit applications require that a site plan is submitted. The information used to generate the site plan can also be used as the base for the parking plan. The site plan must be created at an appropriate metric scale containing:

(please check each box to confirm your application contains the following information)

- A north arrow;
- The legal property description;
- Lot dimensions;
- The location of all existing and proposed buildings or structures;
- The location of easements, power poles/lines, fire hydrants and other related features where applicable.

**c) Parking Plan:** All development permit applications require that a parking plan is submitted in accordance with the requirements of Sections 7.1 to 7.7 of the Zoning Bylaw. The parking plan must be created at an appropriate metric scale containing:

(please check each box to confirm your application contains the following information)

- The minimum number of off-street parking spaces for the proposed development including; (See Section 7.3 of the Zoning Bylaw to determine the amount of parking spaces required)
- \_\_\_\_\_ Standard spaces; (parking spaces must be at least 2.75m wide x 6.0m long)
- \_\_\_\_\_ Spaces for persons with disabilities; (parking spaces must be at least 4.0m wide x 6.0m long)
- \_\_\_\_\_ Guest spaces; (parking spaces must be at least 2.75m wide x 6.0m long)
- \_\_\_\_\_ Spaces for loading; (parking space area must be at least 28m<sup>2</sup>)
- \_\_\_\_\_ Bicycle Racks; and
- Parking lot configuration with parking space and drive aisle dimensions.

**d) Declaration:**

(please check each box to confirm you understand and agree to the following statements)

- I hereby declare that all the information provided in this application for development and contained in the supporting documents are to the best of my belief true and correct in all respects.
- I hereby acknowledge any change to the plans outlined within this application will result in the issuance of a development permit and business license based on the information provided in this application to be null and void.
- I hereby acknowledge that prior to any change of plans or change of address it is the applicant's responsibility to notify the City of Whitehorse Planning and Development Services department and to re-apply for a new development permit and business license.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_