

**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. Incomplete applications will not be accepted.

**Please check each box to confirm your application contains the required information**

**a) Project Information:** Every application for a development permit shall contain complete information in accordance with Section 4.4 and 4.5 of the Zoning Bylaw, including but not limited to:

- A letter explaining the details of the proposed development;
- Form 3B, or 3C (for developments in a comprehensive zone), summarizing compliance with the Zoning Bylaw;
- Floor plans and elevation drawings of all proposed buildings and structures including any additions or renovations;

**b) Site Plan:** Every application for a development permit shall contain a site plan at an appropriate **metric scale** containing:

- A north arrow; the drawing scale, legal description and municipal address;
- Lot dimensions;
- All principal and accessory building footprints;
- Setback distances for all principal and accessory buildings relative to property lines;
- Parking area and driveway dimensions including surface treatment (e.g. asphalt, concrete, gravel);
- Location and description of existing and proposed landscaping ground cover, trees, shrubs, or other landscape features;
- Location of any other relevant site improvements such as steps, decks, fences, fuel tanks, waste containers, or exterior storage areas; and
- Location of easements, power poles/lines, fire hydrants, street lights, and other infrastructure on or near the property.

**c) Lot Grading and Servicing Plan:** To be shown on site plan or a separate lot grading/servicing plan. Lot grading plans must correspond with design elevations identified in an engineered subdivision drainage plan, where applicable.

The following is a list of key information required on your lot grading/servicing plan. For a complete description of lot grading requirements, please review the *City of Whitehorse Development Guidelines – Lot Grading Guidelines for Simple Developments*, available from [www.whitehorse.ca/developmentforms](http://www.whitehorse.ca/developmentforms).

- Proposed main floor elevation(s)
- Proposed spot elevations at lot corners, building perimeter and corners, of buildings, edge of surface treatments, grade breaks and along property lines and drainage features;
- Direction of drainage and grade percentage;
- Any drainage features such as swales, ditches, and retaining walls;
- Location, size, and material of proposed underground service connections (if applicable); and
- Grade of sanitary service (if applicable).

In urban areas, where an engineered subdivision drainage plan is not available, provide the following additional information:

- Topographic survey of existing site conditions with spot elevations at corners of lot, grade breaks and at existing building corners (if any), road, curb, sidewalk, lanes and on adjacent properties;
- Location and elevations of neighbouring buildings; and
- Design to be sealed by a Professional Engineer licensed to practice in the Yukon.

For lots larger than 0.5 ha in country residential areas, the above items are not normally required, but the general drainage pattern and location of well and septic field must be indicated on site plan. The Development Officer may request additional details if required.

**d) Fees, Charges, and Guaranteed Security Information:** Every application shall be accompanied by the fee required by the Fees and Charges Bylaw.

- Development Permit application fee of \$175.
- In comprehensive zones, a guaranteed hard-surfacing security of \$1,000 is required to ensure the hard-surfacing is installed. A guaranteed landscape security of \$1,000 is required to ensure the landscaping is installed. A security may be collected for development in other zones, where hard-surfacing and/or landscaping improvements are required.

**e) 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 that all the information provided is considered public information and available for public viewing and distribution.
- I hereby acknowledge that any variation from the description, specifications, and plans that form the basis of approval of a development permit, building permit or business license must be authorized in writing by the Development Officer, or where applicable, the Building Inspector. Failure to obtain authorization may result in the development permit, building permit, or business license to be null and void.
- I hereby confirm that the proposed development, as outlined in the application for Development Permit, complies with any easements, caveats, or contracts which affect development of the site.

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