The City of Whitehorse approves the subdivision and consolidation of land, and the creation of condominiums on all land within the City’s municipal boundaries.

### Subdivision Approval Process

1. Applicant discusses project with City’s Subdivision and Lands Coordinator (SLC).
2. SLC determines if subdivision is required.
3. If Yes: Application submitted. (See Application Checklist)
4. Application is reviewed by the Development Review Committee (DRC). Applicant may attend. DRC provides comments to Committee Chair regarding project requirements and conditions.
5. **6 OR MORE LOTS**
   - “New lot” applications of 6 or more, submitted to Council for approval by resolution.
6. **5 OR LESS LOTS**
   - New lot applications of 5 or less, condominiums, consolidations, and boundary realignment applications processed by SLC.
7. If Yes: The subdivision approval documents are prepared and signed. Conditions may be attached to the approval.
8. If No: SLC works with applicant to re-work application and/or discuss alternatives.

### Application Timeline

Subdivision approval takes approximately 6 to 8 weeks for “new lot” subdivisions of 6 or more lots (Council decision). Subdivision approval takes approximately 3 to 4 weeks for new lot subdivisions of 5 or less lots, and for condominiumizations, consolidations, and boundary realignments (Administrative decision).

The approval is valid for a period of 12 months. The approval will lapse if the preliminary plan of survey is not submitted to the Land Titles Office or the City within this time.

The approving authority may renew the approval of an existing application for one period of an additional 12 months.

### Application Fee

Application Fees vary and are non-refundable.

**Boundary Alignment:**
- $50.00 per boundary

**Subdivision:**
- Minimum: $250.00
- Maximum: $1,000.00
- Between the minimum and maximum, $100.00 per lot created (e.g., 3 lots proposed, $300.00)

**Subdivision by way of Consolidation:**
- $50.00

**Subdivision by way of Condominium:**
- $50.00 per unit being created to a maximum of $500.00

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### Information in this Guide

- Subdivision Approval Process
- Application Timeline
- Application Fee
- Application Contents Checklist
- City Contact Information
A subdivision application is required to contain information stipulated in the Subdivision Control Bylaw 2012-16, which is summarized below.

Applications shall be made in writing using the approved application “Form 1A” and shall be accompanied by:

- A current copy of the Certificate of Title for the subject parcel and copies of documents for any registered charges that may limit or restrict the use of the subject lands;
- Three (3) copies of the Proposed Subdivision Sketch prepared by a Canada Lands Surveyor at a suitable scale, and indicating:
  - a bold line for the boundaries of the subject parcel(s) and the area(s) thereof;
  - the location, boundaries and dimensions of all proposed lots;
  - the location, width and names of all highways and roads on which the proposed subdivision area abuts;
  - the location of proposed roads within the subdivision area and access connections to existing roads;
  - the location and dimensions of all registered easements or rights-of-way that adjoin or cross the subject lands;
  - the location and dimensions of all buildings on the parcel, if any, and indication of which buildings will remain and those to be removed;
  - all buffer strips as may be required;
- A Tax Receipt showing that all current taxes on the land have been paid. Contact the City’s Tax Clerk (668-8608) and note that the request is for a subdivision application (no fee).
- A Letter of Authorization to act on the subject land, if the applicant is not the owner.
- The Application Fee as prescribed by the Fees and Charges Bylaw.

All subdivision applications must conform to the development regulations defined by the City’s Zoning Bylaw 2012-20. Applications may also be subject to the requirements of other City bylaws and policies, such as the Residential Development Cost Charges Bylaw 2012-12 and the Public Use Land Dedication requirement specified in the Subdivision Control Bylaw and Municipal Act.