

**CITY OF WHITEHORSE SERVICING STANDARDS MANUAL  
PART I - PROCEDURES  
SECTION 1.2 - PLAN APPROVAL**

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## **SECTION 1.2 – PLAN APPROVAL**

### **1.2.1 SUBMISSION REQUIREMENTS**

When Engineering Drawings are submitted, the Developer will submit the following to the Engineer:

- A complete set of sealed Engineering Drawings in pdf format;
- A Geotechnical Report;
- A water model utilizing the City’s calibrated water model;
- Storm and sanitary sewer design calculations; and
- A Letter/Report explaining and justifying any deviations from City of Whitehorse Servicing Standards.

The Developer may be required to submit any of the following supplementary documents at the discretion of the Engineer:

- A thermal analysis report for water, sanitary sewer mains, and the entire water and sewer system, if required;
- An erosion and sedimentation control plan;
- Swale calculations;
- A detailed Design Brief; and
- A Traffic Impact Study.

At the discretion of the Engineer, a Predesign brief, a manufacturers list of materials and any other support information that may also be requested.

### **1.2.2 APPROVAL**

The Developer is to submit to the office of the Engineering Services Department 4 complete copies of Engineering Drawings, A1 sized, prepared and sealed by a registered professional engineer that is licensed to practice in the Yukon, including all data that is relevant to the proposed development. Incomplete submissions will not be accepted or circulated for review and approval.

The Engineer will distribute the drawings to other department managers for review and comment.

A maximum of 21 working days will be required for the initial review process, after which the Engineer will consolidate and forward all comments to the Consultant.

After the initial comments have been addressed, the Consultant is to submit the revised drawings for a second review, along with a covering letter. The covering letter is to itemize the comments and provide a breakdown of how each comment was addressed or justify any deviations from requested changes. A maximum of 14 days (complex projects) and 7 days (less complex projects) will be required for the second review process. If only minor changes are required after second submission, then conditional approval may be granted and drawings can be submitted for approval provided they reflect the minor

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conditions. Otherwise, if further changes are required, additional time will be required for a re-submission.

After all requested changes have been made; the Developer will affix a City of Whitehorse Signature Block on all original drawings and submit them to the Engineer for approval. Note the submission of drawings for approval on reproducible base is required.

All Engineering Drawings are to be signed and sealed in accordance with the Engineering Profession Act.

Developments and infrastructure that will be privately owned and maintained do not require a City of Whitehorse Signature Block.

The Developer is not permitted to proceed with construction until the Engineer has approved the Engineering Drawings and the City has executed a Development Agreement or Development Permit for the development.

The Developer will then submit three - A1 size sets and an AutoCAD file of approved Issued for Construction drawings along with a hard copy and digital copy of the contract specifications to the Engineer. Additionally the Developer is to submit 11 x 17 inch reductions of the overall roadway plan, overall storm drainage plan, overall watermain plan, and overall sanitary main plan at least 5 working days prior to start of construction.

Refer to Section 2.2 for specifications governing the preparation of Engineering Drawings.

The contract specifications will not be reviewed: the Developer is to construct the development in accordance with the terms and conditions of the City of Whitehorse Servicing Standards Manual.

### **1.2.3 RIGHT OF WAY DOCUMENTS**

Where any easement or right-of-way is deemed necessary as part of any development or subdivision approval, such easement or right-of-way area is to be surveyed and depicted at the developer's sole expense as an explanatory plan on a plan of subdivision registered at the Yukon Land Titles Office or on a sketch certified by a Canada Lands Surveyor.

Any easement or right-of-way agreement is required to be executed by the registered owner of the subject property and registered at the Yukon Land Titles Office at the developer's sole expense. In the case of a new plan of subdivision, any required easement or right-of-way agreement is to be registered immediately following registration of the new plan of subdivision at the Yukon Land Titles Office and prior to any Construction Completion Certificate being issued.