

# CONDOMINIUM APPLICATION CHECKLIST



Every application shall be made in writing to the City's **Subdivision & Lands Coordinator**, and shall be accompanied by:

- A **Subdivision Application CONDOMINIUM (FORM C)**, completed and signed;
- One digital copy of a **Proposed Subdivision Sketch for Condominium**, prepared by a Canada Lands Surveyor, which shows at a suitable scale (4 units or more require an AutoCAD DXF or DWG drawing file):
  - i. a bold line indicating the boundaries of the land to be subdivided;
  - ii. location, boundaries, dimensions and areas of all proposed units;
  - ii. location of all exclusive use common elements;
  - iii. location, width and names of all highways and roads on which the subdivision area abuts;
  - iv. location of any buildings or improvements within the subdivision area showing dimensioned offsets to existing and proposed boundaries;
  - v. location and area of all permitted public amenity space required under the Development Permit;
  - vi. future phases clearly identified on the plan;
  - vii. a point indicating north;
  - vii. the scale of the plan;
- A set of **Architectural Drawings** demonstrating the final approved building design. For conventional condominiums, provide an additional drawing clearly identifying each unit's extents and associated common elements.
- If the property is currently under a Development Permit a copy of the approved **Development Permit Sketch** will be required.
- A proposed **Addressing Plan** for any new Units being created and the corresponding proposed addresses and associated legal descriptions in a digital spreadsheet format.
- A copy of the **Certificate of Title for the property or unit involved and including copies of all caveats or encumbrances (easement documents) registered against the title** obtained from the Yukon Government Land Titles Office (located 1<sup>st</sup> Floor – Law Courts Building, Second Avenue);
- A **Declaration of Condominium Compliance with the Condominium Act 2015** – the owner or Developer familiar with the property must make a declaration to the City to confirm compliance with section 8 of the Condominium Act, 2015 and applicable Regulations;
- Letter of Authorization** – if applicant is not the owner of the subject property, a letter must be provided from the owner authorizing the applicant to act on his/her behalf;

The **Subdivision Application Fee** (non-refundable), payable to the City of Whitehorse:

- **Subdivision by way of Condominium - \$100.00 per unit**, minimum fee of **\$250.00 to a maximum of \$5,000.00**;

### Please Note:

Additional information may be required for the subdivision approving authority to determine the suitability of the land for the proposed subdivision, pursuant to the **Subdivision Control Bylaw 2012-16**. All subdivision applications must conform to the development regulations defined by the City's Zoning Bylaw 2012-20.

### Contact Information:

City of Whitehorse  
Land & Building Services  
Office located at: Unit #6 – 151 Industrial Road  
Phone: 668-8346 Fax: 668-8395

Mark Browning, Subdivision & Lands Coordinator  
Kinden Kosick, Subdivision & Lands Coordinator  
Cathy Dyson, Land Development Supervisor

687-3277  
689-6853  
689-1259

FOR OFFICE USE ONLY

APPLICATION COMPLETED:      DATE: \_\_\_\_\_      SIGNED: \_\_\_\_\_