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):
  - a bold line indicating the boundaries of the land to be subdivided;
  - location, boundaries, dimensions and areas of all proposed units;
  - location of all exclusive use common elements;
  - location, width and names of all highways and roads on which the subdivision area abuts;
  - location of any buildings or improvements within the subdivision area showing dimensioned offsets to existing and proposed boundaries;
  - location and area of all permitted public amenity space required under the Development Permit;
  - future phases clearly identified on the plan;
  - a point indicating north;
  - 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 1st 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;
- A **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 687-3277
Kinden Kosick, Subdivision & Lands Coordinator 689-6853
Cathy Dyson, Land Development Supervisor 689-1259

FOR OFFICE USE ONLY
APPLICATION COMPLETED: DATE: _________________________ SIGNED: ________________________________