

# CONSOLIDATION APPLICATION CHECKLIST



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

- ☐ A **Subdivision Application – CONSOLIDATION (FORM B)**, completed and signed;
- ☐ One digital copy of a **Proposed Subdivision Sketch for consolidation**, prepared by a Canada Lands Surveyor, which shows at a suitable scale:
  - i. a bold line indicating the boundaries of the land to be consolidated;
  - ii. location, boundaries, dimensions and areas of all proposed lots, roads and greenbelts;
  - 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. a point indicating north;
  - vi. the scale of the plan;
- ☐ A copy of the **Certificate of Title for all property 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);
- ☐ **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;
- ☐ **Letter of Yukon Government Survey Authority** – if subject property involves Commissioner's land or First Nation Leased Land, a copy of the Government's Survey Authority Letter and Sketch is required;
- ☐ The **Subdivision Application Fee** (non-refundable), payable to the City of Whitehorse:
  - **Consolidation - \$100.00** per lot being consolidated, minimum fee of **\$250.00** maximum **\$1,000**

## 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. Please contact the Subdivision & Lands Coordinator for more information on these requirements.

## Contact Information:

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

Email the Subdivision & Lands Coordinator: [land@whitehorse.ca](mailto:land@whitehorse.ca)  
Kinden 689-6853, and Mark 687-3277

FOR OFFICE USE ONLY

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