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

☐ A Subdivision Application – SUBDIVISION (FORM A), completed and signed;

☐ One digital copy of a Proposed Subdivision Sketch, prepared by a Canada Lands Surveyor, which shows at a suitable scale (more than three lots 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 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. location of proposed roads within the subdivision area and access connections to existing roads;

vi. location of all land dedicated for public use, as required by the Municipal Act;

vii. location of all buffer strips as may be required;

viii. location of all surface water bodies within the subdivision area;

ix. a point indicating north;

x. 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 1st 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:

- Subdivision - $200.00 per lot being created, minimum fee of $250.00 to a maximum of $5,000.00
- Boundary Alignment - $100.00 per boundary being re-aligned, 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. Applications may also be subject to the requirements of additional City bylaws and policies, such as the Residential Development Cost Charges Bylaw 2012-12 and the requirement for Public Use Land Dedication. 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  Fax: 668-8395

Mark Browning, Subdivision & Lands Coordinator  687-3277
Kinden Kosick, Subdivision & Lands Coordinator  689-6853
Cathy Dyson, Land Development Supervisor  689-1259