

# SUBDIVISION APPLICATION CHECKLIST



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;
  - xi. 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:
  - **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

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