

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 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

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

FOR OFFICE USE ONLY

APPLICATION COMPLETED: _____ DATE: _____ SIGNED: _____