

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):

- i. a bold line indicating the boundaries of the land to be subdivided;
- ii. location, boundaries, dimensions and areas of all proposed units;
- ii. location of all exclusive use common property;
- 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 and area of all permitted public amenity space required under the Development Permit;
- vi. future phases clearly identified on the plan;
- vii. a point indicating north;
- vii. 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);

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 bare land Condominium - \$100.00 per bare land unit, minimum fee of \$250.00 to a maximum of \$5,000.00;**
- **Subdivision by way of conventional Condominium - \$100.00 per bare land unit, minimum fee of \$250.00 to a maximum of \$5,000.00;**
- **Subdivision by way of amendment to an existing 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
Phone: 668-8346

Email the Subdivision & Lands Coordinators: land@whitehorse.ca
Mark Browning 687-3277 and Jacob Newkirk 687-0718

Office located at: Unit #6 – 151 Industrial Road

FOR OFFICE USE ONLY

APPLICATION COMPLETED: DATE: _____ SIGNED: _____