

# 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 (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** (two lots) to a maximum of **\$1,000.00**

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

## Contact Information:

City of Whitehorse  
Land & Building Services  
Phone: 668-8346

Email the Subdivision & Lands Coordinators: [land@whitehorse.ca](mailto: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: \_\_\_\_\_