

This guide answers the following questions:

- *What is a Subdivision?*
- *How long will the subdivision process take?*
- *Is my subdivision completed after City approval?*
- *Do I need a professional to complete my subdivision?*
- *How much will the application cost?*
- *What other consents might I need?*
- *When can I sell my newly subdivided land?*
- *What can I do if my application is denied?*
- *Where can I get more information?*

What is a Subdivision?

The City of Whitehorse approves the subdivision and consolidation of land, and the creation of condominiums on all land within the City's municipal boundaries.

A subdivision is required when a piece of land is divided into two or more real-estate entities able to obtain separate Title. Examples of this might include instances where a commercial land owner wishes to split their lot in half to develop another business or when a developer wishes to create a multi-lot subdivision for the construction of several homes.

Before starting the subdivision process please discuss your project with City's Subdivision & Lands Coordinator (SLC)

How long will the subdivision process take?

Subdivision review and approval takes approximately 6 to 8 weeks for "new lot" subdivisions (Council decision for 6 or more lots) or 3 to 4 weeks for condominiums, consolidations, boundary realignment or subdivision of 5 or less lots (Administrative decision). The approval is valid for a period of 12 months. The approval will lapse if the plan of survey is not submitted to the Land Titles Office within 12 months of the date of approval. Council or the Development Officer may renew the approval for an additional 12 months (only once). - Application renewal fee applies.

Is my subdivision completed after City approval?

The City approves the subdivision sketch and configuration and then once the final plan has been uploaded to the NRCAN website the City needs to approve the Final Plan of Subdivision acknowledging that all of the conditions have been satisfied and that the Final Plan is the same as was approved.

Do I need a professional to complete my subdivision?

You will require a Canadian Land Surveyor to prepare a subdivision sketch. The subdivision process is fairly complicated so we would strongly advise that you hire a professional (Lawyer/Surveyor/Planner) to guide you through the process especially dealing with the raising of Title documents.

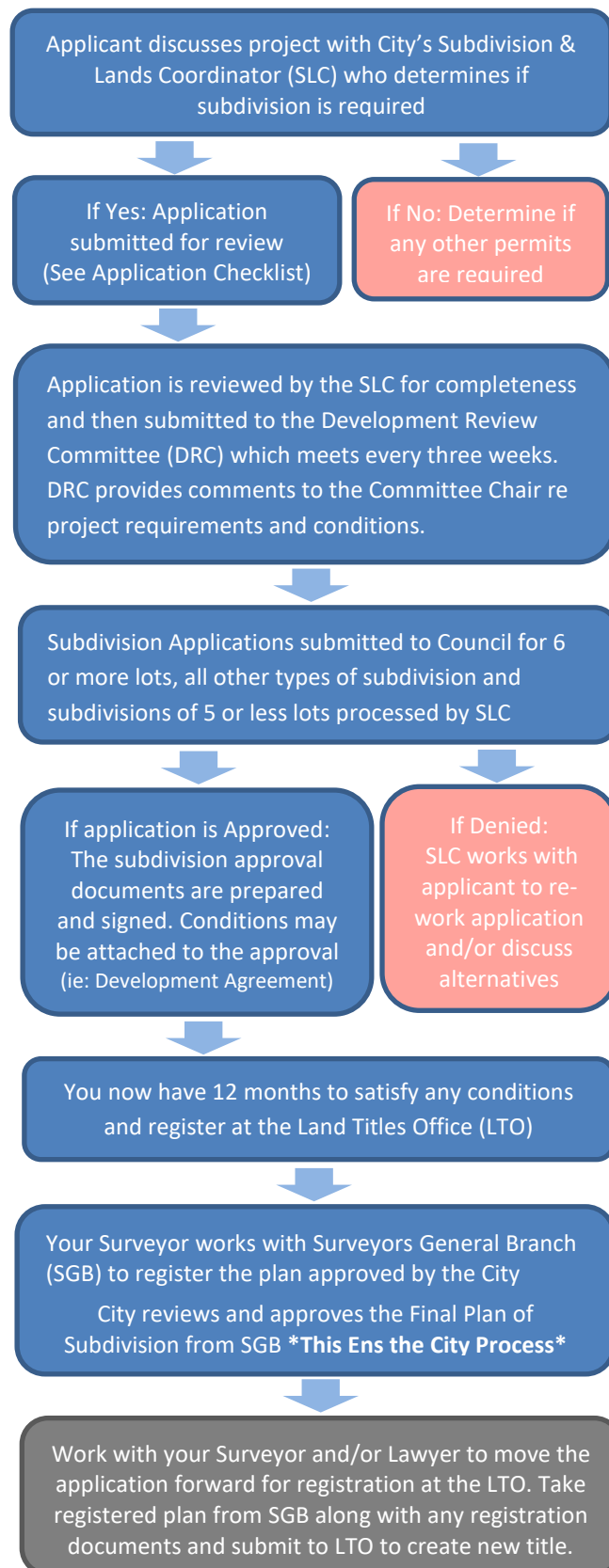


Figure 1: Flow Chart of a Successful Subdivision Application Process

How much will the application cost?

Type of Subdivision	Description	Fee Rate	Fee
Subdivision (Fee Simple)	Creating two or more lots from one existing property	Minimum fee: \$400.00 Maximum fee: \$5,000.00 For fees between the minimum and maximum, it's \$200.00 per lot created (e.g., 3 lots = \$600.00)	\$200.00/Lot Max \$5,000.00 1 Year Extension \$250.00
Boundary Re-alignments	Adjusting or realigning a property line without changing the number of lots	\$100.00 per boundary being re-aligned	\$100.00/Boundary Min \$250.00 Max \$5,000.00
Consolidation	Combining two or more properties into one lot	\$100.00 per lot being consolidated	\$100.00/Lot Min \$250.00 Max \$1,000.00
Condominiums	Creating a Bare Land or Conventional condominium to establish separate titles on a single lot with shared common property	\$100.00 per unit being created to a maximum of \$5,000.00	\$100.00/Unit Min \$250.00 Max \$5,000.00
Municipal Addressing	When new lots are created or consolidated, several City procedures are needed, including assigning and updating addresses, managing building files, and notifying relevant agencies.		\$50.00/New Address Max \$1,500.00
Development Agreements	Creation and registration of a legally binding contract between a property owner or developer and the City of Whitehorse, to be added to the property title. This typically addresses future easements and development responsibilities.		\$200.00
DCC	Development Cost Charges (DCCs) apply to new residential lots created during subdivision, including both Urban Serviced and Un-Serviced country residential lots.		Serviced \$3,641.00 Un-Serviced (RC1 & RC2) \$1,769.00
PULD	All subdivisions require a 10% Public Use Land Dedication (PULD) either in land or as a cash payment. A 10% cash-in-lieu payment is required for all lots on an approved subdivision sketch accepted by the City.		10% value of all lots being created

What other consents might I need?

Before any sale can take place, you may have to provide the Land Titles Office with the consent of anyone who holds a mortgage or other interest against your property (ie: Bank or Mortgagee). The Land Titles Office can provide you with more information however Lawyers are well versed in these documents and forms.

When can I sell my newly subdivided land?

You may sell the new lot(s) after the final Plan is registered at the Land Titles Office and you have raised title to the new lot(s). Your Canada Lands Surveyor or Lawyer will be able to advise you of this process. You may sell your new parcel(s) as you would any other property, either privately or through a real estate agent.

What can I do if my application is denied or I don't agree with the conditions?

If you do not agree with the decision of a SLC, in most cases, you may make an appeal to Council or the Subdivision Appeal Board if it is a Council decision.

What can I do if my approval is about to time-out?

The approval is valid for 12-MTH however, a request could be made to extend the subdivision approval for another year with an Administration fee of \$250.

Where can I get more information?

More information can be found at Whitehorse.ca/subdivision or contact one of the City's Subdivision and Land Coordinators. land@whitehorse.ca

General Inquiry numbers are listed below:

- Land & Building Services: (867) 668-8340
- All other City of Whitehorse Departments: (867) 668-8398

All subdivision applications must conform to the [City's 2040 Official Community Plan \(OCP\)](#) and development regulations defined by the City's [Zoning Bylaw 2012-20](#). Applications may also be subject to the requirements of other City bylaws and policies, such as the Residential Development Cost Charges Bylaw 2012-12.