

This guide answers the following questions:

- *What is a Development Permit?*
- *When do I need a Development Permit?*
- *How long will the permitting process take?*
- *How much will the application cost?*
- *What information is required from the applicant?*
- *Where can I get more information?*

What is a Development Permit?

A Development Permit is a document that authorises development on any land within the City of Whitehorse. “Development” means any new use, change of use, or change of intensity of use on any land within the City.

A Development Permit affirms that the proposed development conforms to the applicable regulations of the Zoning Bylaw. This includes ensuring that the proposed use is permitted in the zone in which the site is located, that the site design incorporates all required elements such as landscaping, access and parking, walkways, waste areas, etc., and that the building(s) conforms to all development regulations such as setbacks, building height, site coverage, etc.

Specific conditions may be added to a Development Permit to ensure compliance with the Zoning Bylaw, the Official Community Plan (OCP), and the Municipal Act. Once a Development Permit is issued, all development or construction is required to be carried out in accordance with the approved plans and any conditions noted on the permit. Failure to comply with the conditions of a Development Permit results in the Development Permit and related Building Permit/Business Licence to become null and void.

When do I need a Development Permit?

A Development Permit is required prior to any development taking place. Development Permits are typically required prior to issuance of a Building Permit or Business Licence.

How long will the permitting process take?

The length of the review process depends on the complexity of the application, as well as the quality and completeness of the submitted materials. Typical processing times are: within one week for home-based business and minor change of use permits, 2 to 4 weeks for other simple developments, and 6 to 12 weeks or more for complex applications. Please refer to *Figure 1: Flow Chart of a Successful Development Permit Application* for a general overview of the permitting process.

Applicant submits application to a Development Officer

Development Officer reviews application for completeness

Development Officer makes a decision on applications for simple developments
This includes single detached, duplex, and townhouses on separate lots, living/garden suites, home-based businesses, family day homes, and minor changes of use

Development Officer refers applications for complex developments to the Development Review Committee (DRC).
This includes applications for Multiple Housing, Commercial or Industrial developments, and major changes of use

Applicant coordinates with Development Officer to resolve issues arising from the review

Applicant makes revisions as required

Development Officer approves Development Permit with or without permit conditions

Figure 1: Flow Chart of a Successful Development Permit Application

How much will the application cost?

	Fee	Hard-surfacing security	Landscaping security	Record drawing security
Single detached, duplex, townhouses on separate lots, living/garden suite	\$175 (per dwelling unit)	\$1,000 (per lot), if hard-surfacing is required	\$1,000 (per lot), if landscaping is required	n/a
Minor Change of Use (no new zoning requirements)	\$95	n/a	n/a	n/a
Major Change of Use (new zoning requirements are triggered)	\$350	\$2,800 per parking space, if new hard-surfacing is required	\$1,250 per tree or \$750 per shrub, if new landscaping is required	\$1,000 + \$1 per square meter of lot size, if new civil works are required
New Multiple Housing, Commercial, Industrial Development	\$400 + (\$1.10 x Total Square Metres of new Gross Floor Area)	\$2,800 per required parking space	\$1,250 per tree or \$750 per shrub	\$1,000 + \$1 per square meter of lot size

What information is required from the applicant?

The information required for a complete application depends on the type and complexity of the proposed development. Typical requirements include:

- **Completed application** from the City's online application site - https://app02.cityworksonline.ca/CLIENT_WhitehorseYT-PublicAccess/login
- **A letter** explaining the proposed development
- **Site plan** illustrating the proposed development within the boundaries of the property
- **Parking plan** demonstrating the amount of parking available on the property
- **Landscaping plan** showing the amount of existing and proposed landscaping on the property
- **Drainage and servicing plans**
- **Building floor plans and elevation drawings**
- **Any other items** identified in the application checklist, or requested by the Development Officer

Where can I get more information?

Digital copies of all municipal bylaws are available online at www.whitehorse.ca. Emails can be sent to the Land & Development Services Department at: development@whitehorse.ca.

General Inquiry numbers are listed below:

- Land & Building Services: 867-668-8340
- Engineering Services: 867-668-8305
- All other City of Whitehorse Departments: 867-668-8398

These forms are to be used with other resources such as the Zoning Bylaw, the Official Community Plan, and the Building and Plumbing Bylaw. An applicant should always refer to the official copies of the Zoning Bylaw, Official Community Plan or other applicable bylaw or policy. If you are unsure of any procedure or requirement Land & Building Services Staff will be pleased to assist you.