

**Checklist for a Complete Application:** Please confirm your application is complete by filling in the check boxes in the list below. Incomplete applications will not be accepted.

**Please check each box to confirm your application contains the required information**

**a) PROJECT INFORMATION:** Every application for a development permit shall contain complete information in accordance with Section 4.4 and 4.5 of the Zoning Bylaw, including but not limited to:

- A letter explaining the details of the proposed development.

**b) SITE PLANS:** All development permit applications require submission of a drawing set that includes site, parking, landscaping, drainage, servicing and details. Depending on the complexity of the proposed development, these details can be provided on the same or separate drawings. All plans must be drawn to a standard metric scale and be clearly legible.

**Required information to be provided on all site plans:**

- Title describing purpose of plan (i.e. Drainage Plan);
- The date the plan was prepared and revision table;
- North arrow and Drawing Scale (to be drafted to appropriate standard metric scale);
- Drawing Legend;
- Legal property description including lot number, CLSR or LTO Plan numbers, and municipal address;
- Property lines, lot dimensions and all easements registered on title;
- Labels for all surrounding public thoroughfares (streets, roads, lanes, avenues, boulevards).
- Location of all existing surrounding surface features including (but not limited to) roadways, laneways, driveways, trails, sidewalks, fences, street lights, power poles, pedestals, transformers, mailboxes, hydrants, fuel tanks and all other surface features that may impact or be impacted by development of the subject property;
- Location of all existing and proposed principal and accessory buildings including all points of access/egress, decks, patios, stairs, canopies and ramps;
- Location of all site improvements, including driveways, drive aisles, parking spaces, street lights, power poles, pedestals, transformers, mailboxes, hydrants, trails, sidewalks, fences, fuel tanks, waste management areas(s) and storage area(s); and
- Location of all connections from on-site roads and sidewalks/trails to off-site roads and active transportation networks.

**Required on any Site Plan (does not need to be indicated on a specific plan):**

- Requirement for installation of fencing around perimeter of site for duration of construction activities (if required)

**Site Layout Plan:**

- Setback dimensions;
- Dimensions of walkways, steps, patios/decks, and amenity space where required;
- Location and description of outdoor lighting fixtures;
- Location, size, and placement of signs in all commercial, institutional, and industrial zones;
- Location of laydown area for project, if applicable;
- Location and manner in which waste containers, fuel tanks, postal kiosks, utility structures, exterior storage and parking areas will be screened including the height and material to be used for fencing, screens, and walls.

**Site Parking Plan:**

- Parking lot configuration;
- Dimensions of parking spaces and drive aisles;
- Access driveways and details of connections to street/lane;
- Location of curbs, wheel stops, parking lot landscaping, bicycle parking, etc.;
- Type of surfacing throughout;
- Marking and signage (location and details of directional signage, visitor, accessible, and loading space signage, etc.)

**Site Landscaping Plan:**

- Location and dimensions of all existing and proposed landscaping features including turf areas, trees, shrubs, planting beds, retaining walls, fences, signage, site furnishings, and hard surfaces;
- Species list indicating the quantity, size, common and botanical names of the plant material to be used;

- Location of any trees, shrubbery, or natural features to be retained;
- Description of means of maintaining the landscaping including the location of irrigation; and
- Existing and proposed overhead and underground utilities, lighting, and corner sight triangles where applicable.

**Site Drainage Plan:**

- Location of all drainage features such as swales, ditches, retaining walls, catch basins, exfiltration pits, and culverts.
- Extent of all surface treatments (i.e. paving, landscaping, or gravel);
- Location of all surface appurtenances related to underground servicing;
- Proposed spot elevations at building perimeter(s), edge of surface treatments, grade breaks, top of manholes and top and bottom of retaining walls, top and bottom of stairs and along drainage features (i.e.: swales).
- Direction of drainage (indicated by an arrow) along with calculated slope percentage;
- Location of downspouts or rainwater leaders and/or storm connections for discharge of roof drainage;
- All proposed off-site improvements related to subject development;
- All additional information that is relevant to the development of the subject property;
- Main floor elevation(s) for all buildings on site.
- Seal of Engineer of Record that is licensed to practice in the Yukon

**For all Developments in a subdivision with a Subdivision Grading Plan:**

- Design elevations at lot corners and along property boundaries in accordance with Subdivision Grading Plan;

**For all Developments in a subdivision without a Subdivision Grading Plan:**

- Existing spot elevations at lot corners, grade breaks, corners of existing buildings located near property line on neighbouring lots and along adjacent roadways, curbs, sidewalks, lanes, paths, driveways and trails.
- Existing spot elevations along the edge of surface features remaining on-site.
- Existing spot elevations at existing building corners on subject property (if remaining on-site);
- Spot elevations or contours indicating existing topography into adjacent properties complete with drainage arrows indicating direction of drainage (to establish existing grading pattern) ); and
- Proposed elevations at lot corners and along shared property lines (if altered from existing).

**Site Servicing Plan:**

- Location of existing shallow utilities within close proximity to development;
- Location of proposed shallow utilities on site;
- Location, alignment, size and material of all existing servicing infrastructure to be removed or to be maintained that is related to the subject development (on-site or off-site);
- Location, alignment, size and material of all proposed water, sanitary and storm water servicing infrastructure related to the subject development (on-site and off-site);
- Location of all proposed manholes, catch basins and hydrants related to subject development;
- Dimensions demonstrating all required clearances to deep utilities are maintained (refer to the City's Servicing Standards Manual for required clearances);
- Invert elevations of all existing and proposed sanitary and storm water infrastructure related to the subject development along with calculated slope of pipe;
- Location of all existing and proposed servicing related appurtenances (e.g. valves, curb cocks, cleanouts, sumps) related to subject development;
- Location and size of meter chambers along with proposed location of meter transmitter or readout;
- Hydrant coverage radius centered on hydrant(s) providing coverage for development;
- Location of Fire Department Connection;
- Fire department access route (demonstrating compliance with 3.2.5.6 of the National Building Code);
- All proposed off-site improvements related to subject development;
- All additional information that is relevant to the development of the subject property; and
- Seal of Engineer of Record that is licensed to practice in the Yukon.

**c) DETAIL PLANS:**

- All applicable City of Whitehorse Standard Details;
- Details or cut sheets for pre-engineered products; and

- Custom detail(s), as required or when a City of Whitehorse Standard Detail does not exist for proposed work, complete with an Engineer's seal.

**d) BUILDING PLANS:**

- Title, date, metric units, north arrow, scale, and property description as described in the first five items listed above in section b.
- Floor plans for each storey, including dimensions and the purpose of each room, the area of each unit, location of doors, walls, windows, stairs, etc.
- Elevation drawings for each side of each building, including siding material/colour, location of doors and windows, location and dimensions of all projections (eaves, decks, steps, etc.), building height, and location of property lines where any part of a building is within 1.0 m of a property line.
- Addressing plan for multi-unit developments. (Note that unit addressing must be determined at the Development Permit stage and any subsequent change to unit addressing will incur a change fee of \$200 per unit.)

**e) ADDITIONAL INFORMATION**

The City may require additional engineering information to be submitted, including (but not limited to) the following. These requirements may be more concretely identified in a Pre-Application Meeting:

- Fire Flow Calculations based on Fire Underwriters Survey Document 'Water Supply for Public Fire Protection';
- Geotechnical Report ;
- Plan / Profile Drawing for existing and proposed servicing network;
- Storm Capacity Calculations;
- Hydrant Flow Test;
- Water Model Report;
- Transportation Impact Assessment;
- Engineer's Estimate ;
- Water Demand Calculations;
- Sanitary Capacity Calculations and Video Camera Inspection;
- Detail for Retaining Walls 1.0 m or more in height;
- Vehicle Swept Path Analysis;
- Erosion and Sediment Control Plan; and
- Pre-Design Report.

Please refer to the City of Whitehorse [Engineering Guidelines for Complex Developments](#) for more information.

**g) FEES, CHARGES, AND GUARANTEED SECURITY INFORMATION:**

Applicants will be contacted for fees required by the Fees and Charges Bylaw through the application process:

- The development permit application fee is \$400 plus \$1.10 per square metre of new gross floor area.

Securities will be calculated during the review process and must be paid prior to issuance of development permit. Securities can take the form of either cash (cash, cheque, debit, bank draft, but not credit card) or an irrevocable and automatically renewable letter of credit. Securities are calculated as follows:

- Hard-surfacing security: \$2,800 per required parking space.
- Landscaping security: \$1,250 per required tree and/or \$750 per required shrub.
- Record drawing security: \$1,000 plus \$1.00 per square metre of lot area.

**h) DECLARATION:**

- I hereby declare that all the information provided in this application for development and contained in the supporting documents are to the best of my belief true and correct in all respects.
- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby acknowledge that any variation from the description, specifications, and plans that form the basis of approval of a development permit, building permit or business license must be authorised in writing by the Development Officer, or where applicable, the Building Inspector. Failure to obtain authorisation may result in the development permit, building permit, or business license to be null and void.
- I hereby confirm that the proposed development, as outlined in the application for development permit, complies with any easements, caveats or contracts which affect development of the site.