

Application for Development Permit: Form 2C – New Business or Land Use Change Checklist

City of Whitehorse
Zoning Bylaw
2012-20

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

please check each box to confirm your application contains the required information

a) Project Information: As per Section 4.4.2 of the Zoning Bylaw a Development Officer shall not accept an application for a development permit where an applicant has not provided sufficient details of the proposed development.

- ☐ A letter explaining the proposed development, including detail on all existing land uses on the development property.
- ☐ Floor plans showing the existing and proposed lay-out of the interior of the building.
- ☐ Proof of authorisation from the owner(s) of the development property (email or letter format).

b) Site Plan: All development permit applications require that a site plan be submitted. The information used to generate the site plan may also be used as the base for the parking plan. The site plan must be created at an appropriate metric scale containing:

- ☐ A north arrow;
- ☐ The legal property description;
- ☐ Lot dimensions;
- ☐ The location of all existing and proposed buildings or structures;
- ☐ The location of easements, power poles/lines, fire hydrants, and other related features where applicable.

c) Parking Plan: All development permit applications require that a parking plan is submitted in accordance with the requirements of Sections 7 of the Zoning Bylaw. The parking plan must be created at an appropriate metric scale containing:

- ☐ The minimum number of off-street parking spaces for the proposed development including (See Section 7.3 of the Zoning Bylaw to determine the amount of parking spaces required):
 - _____ Standard spaces (typical parking space dimensions 2.75 m wide x 6.0m long);
 - _____ Accessible parking spaces (parking spaces must be at least 4.0 m wide x 6.0 m long);
 - _____ Loading spaces; and
 - _____ Bicycle Racks.
- ☐ Provide a plan of parking lot configuration with parking space and drive aisle dimensions.

d) Declaration:

please check each box to confirm you understand and agree to the following statements

- ☐ 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 any change to the plans outlined within this application will result in the issuance of a development permit and business license based on the information provided in this application to be null and void.
- ☐ 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 acknowledge that prior to any change of plans or change of address it is the applicant's responsibility to notify the City of Whitehorse Planning and Development Services department and to re-apply for a new development permit and business license.