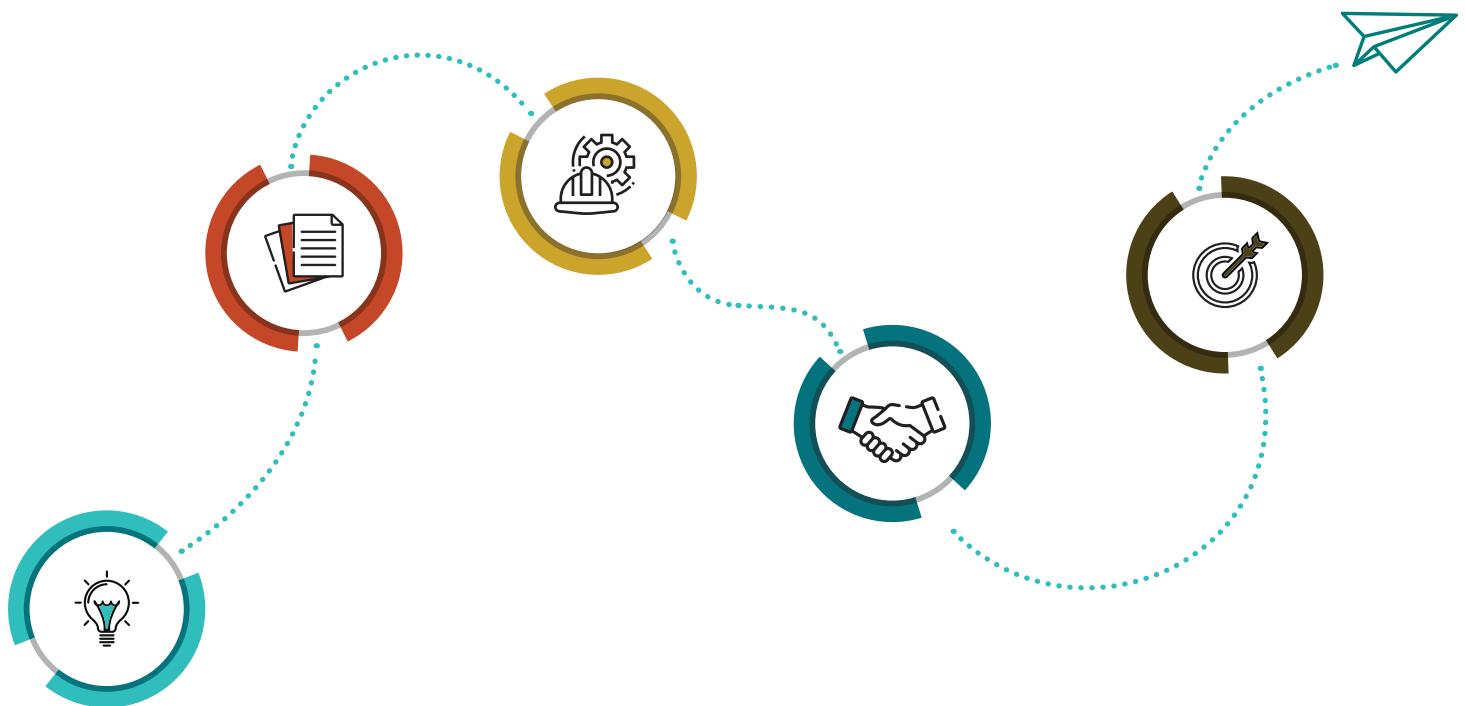




CITY OF WHITEHORSE

Development Process Guide



Version 1.0 - Published February 2026



Land Acknowledgment

The City of Whitehorse acknowledges that it is situated on the traditional territories of the Ta'an Kwäch'än Council and the Kwanlin Dün First Nation.

We acknowledge that the Ta'an Kwäch'än Council and the Kwanlin Dün First Nation have inhabited this land since time immemorial and that both First Nations have had, and continue to have, a spiritual, cultural, and economic connection to the land and resources of this area that is now called Whitehorse.

We acknowledge that these governments and their citizens contribute significantly to the city's social, cultural, spiritual, and economic prosperity. The City of Whitehorse has committed to strengthening its relationships with Kwanlin Dün First Nation and the Ta'an Kwäch'än Council through the 2018 Declaration of Commitment.

Other Acknowledgments

The City of Whitehorse received funding from the Canada Mortgage and Housing Corporation (CMHC), however, the views expressed are the views of the City of Whitehorse and CMHC accepts no responsibility for them.

Document Revision History

Revision Number	Date	Description



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List of Acronyms

BS: Building Services

CCC: Construction Completion Certificate

CLS: Canada Lands Surveyor

CMHC: Canada Mortgage and Housing Corporation

DCC: Development Cost Charges

DA: Development Agreement

DE: Development Engineering

DO: Development Officer

DPA: Development Permit Agreement

DP: Development Permit

DPG: Development Process Guide

DRC: Development Review Committee

ES: Engineering Services

FAC: Final Acceptance Certificate

KDFN: Kwanlin Dün First Nation

LDS: Land and Development Services

LTO: Land Titles Office

MP: Land Use Master Plan

NBCC: National Building Code of Canada

OCP: City of Whitehorse Official Community Plan

PSS: Planning and Sustainability Services

PULD: Public Use Land Dedication

SLC: Subdivision Lands Coordinator

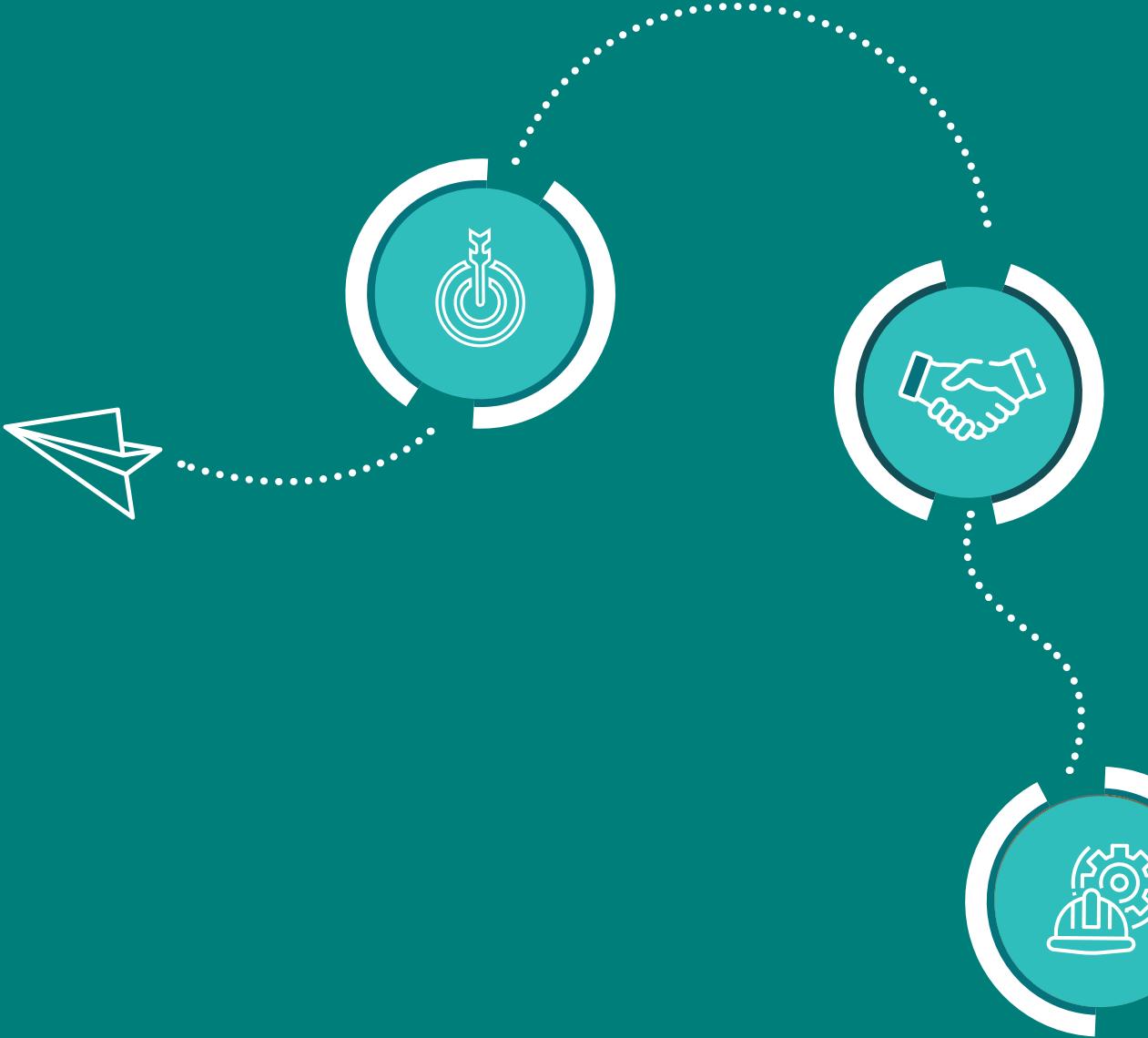
SSM: City of Whitehorse Servicing Standards Manual

TAC: Technical Advisory Committee

TKC: Ta'an Kwäch'än Council

YESAA: Yukon Environmental and Socio-economic Assessment Act

YESAB: Yukon Environmental and Socio-economic Assessment Board



Introduction

I.1 Purpose of the Development Process Guide

This Development Process Guide is intended to describe the City of Whitehorse's development process in an easy-to-understand manner and to provide a central source of information for reference.

This Guide lists and explains the various steps involved in developing land from bare / natural to creating lots, building construction and occupancy, redevelopment and expansion, and provides the information needed by the City for each type of application. This Guide does not replace existing legislation, regulations, bylaws, and standards, but rather provides consistent and transparent guidance for developers and City employees regarding the overall development process.

This Guide is for information purposes only and is not an authoritative interpretation of the *Yukon Municipal Act* and other related legislation. In the event of any inconsistency between this document and various applicable acts, regulations, bylaws, and/or municipal standards, the other will prevail.

This document is not, and should not be construed as, legal advice. A lawyer should be consulted on questions about the application or interpretation of the laws of the Yukon Territory as they relate to the subject matter of this document. Other agencies may have requirements not addressed or included in this Guide.



1.2 How to Use this Guide

This Guide is organized into parts that correspond to key stages of development, each containing its individual sections. Depending on the type of development being pursued, it may be necessary to review all or only some sections of the Guide.

Part 1: Introduction

This part explains the purpose of the Guide, structure of the document, and defines the types of development the City deals with. It also provides an overview of the development process, outlines roles and responsibilities, and introduces the City departments involved, explains the City's online platform for submitting and managing development-related applications, as well as highlights the benefits of working with professional consultants.

Part 2: Land Development

This part outlines the key steps required to prepare land for development. It includes information on the *Official Community Plan* (OCP) and how to amend it, requirements of Land Use Master Plans (MP), the *Zoning Bylaw* and amendment process, and the subdivision process. This section also outlines the engineering design review process, Development Agreements, construction and handover of municipal infrastructure.

Part 3: Lot Development

This part outlines the steps involved in developing an individual lot. It covers the various types of Development Permit (DP) and Building Permit (BP) applications, explains Development Permit Agreements (DPA), and building inspections. It also touches on other permits that may be required and includes information on business licensing.

Part 4: Additional Information, Links, and Resources

This part provides information on the land use planning framework including relevant planning legislation, self-government agreements, associated municipal bylaws, policies, and guides.

Part 5: Definitions

This part provides definitions of key terms used throughout this Guide to assist with understanding the technical language and processes related to land and lot development.



1.3 Types of Development



Land Development

Referring to the process of planning, designing, building infrastructure, and subdividing land into lots.

This may involve amendments to the OCP and/or *Zoning Bylaw*, the creation of an MP, and/or a subdivision of the land. Municipal infrastructure required as part of a land development project must comply with the City's Servicing Standards Manual (SSM) and the associated Development Agreement.

» [Refer to Part 2](#)



Lot Development

Referring to the development on a construction-ready lot.

This may involve obtaining Development Permits, Building and Plumbing Permits, and other applicable approvals, as well as undergoing reviews, construction, and inspections in accordance with municipal requirements.

» [Refer to Part 3](#)

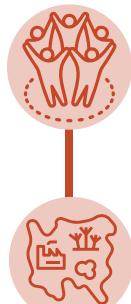
Pre-application reviews are a requirement through the online e-permitting system for a Development Permit to ensure that the development proposal is on the right track before committing to detailed design.

1.4 Development Process Overview

LAND DEVELOPMENT

Land Use Master Plan

- Required for all properties over 1.5 hectares in size, requiring a *Zoning Bylaw* amendment, and/or subdivision.
- An MP responds to site-specific opportunities and constraints and considers community, neighbourhood, and landowner(s) aspirations in shaping the physical, social, and economic development of an area.

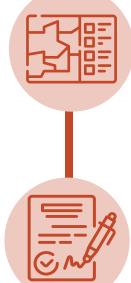


Official Community Plan Amendment

- Development applications need to comply with the policies of the OCP.
- When significant changes are proposed to land use, policies, or priorities that are not addressed in the current OCP, an amendment may be undertaken.

Zoning Bylaw Amendment

- All development must comply with the *Zoning Bylaw*.
- An amendment may be required when it has been determined that the development proposal does not comply with the *Zoning Bylaw*.



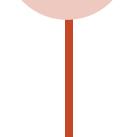
Subdivision Development

- Subdivision is the process used to create new parcels, establish roads, and define or assemble land for development.
- All subdivision proposals must align with the *Official Community Plan* and *Zoning Bylaw*.
- Subdivision designs are reviewed by the City to ensure that infrastructure plans meet requirements set out in the SSM before approval.
- A development agreement between the developer and the City outlines the developer's responsibilities for the design and construction of required infrastructure, as well as the conditions for inspection, certification, and formal handover of infrastructure to the City upon completion.

Engineering Standards

The **City of Whitehorse Servicing Standards Manual** identifies requirements for development of City owned infrastructure.

The **Engineering Guidelines** identify requirements for development on private property, complete with references to relevant sections of the SSM.



Development Permits

- DPs authorize development on land within the city. It may encompass new uses, changes in use, or alterations in the intensity of use on a property.
- A DP affirms that the proposed development conforms to the applicable regulations of the *Zoning Bylaw*, engineering guidelines, and applicable sections of the SSM.
- Triggers for Development Permits are identified in the *Zoning Bylaw*.



Building Permits

- Building Permits are required before starting work that falls under the *National Building Code of Canada (NBCC)* and ensure the project complies with applicable legislation and municipal bylaws.
- Triggers for Building Permits are identified in the *Building and Plumbing Bylaw*.



Construction and Inspections

- Construction begins once all the required permits have been obtained.
- Owners are responsible for booking the necessary inspections and the number of inspections will vary depending on the type of project.



1.4.1 Development Process Checklist

Land Development Task	Relevant Section in this Guide
<input type="checkbox"/>	OCP Amendment Section 2.1
<input type="checkbox"/>	Land Use Master Plan and Preliminary Engineering Section 2.2
<input type="checkbox"/>	Zoning Bylaw Amendment Section 2.3
<input type="checkbox"/>	Subdivision, Development Agreement, Engineering Design Section 2.4
<input type="checkbox"/>	Engineering detailed subdivision design
	<p>After land development construction is finished, fulfill the following tasks:</p> <ul style="list-style-type: none"> <li data-bbox="274 946 1160 977"><input type="checkbox"/> Complete closeout submissions and apply for a Construction Completion Certificate. <li data-bbox="274 988 1432 1041"><input type="checkbox"/> Complete the warranty and maintenance period and apply for a Final Acceptance Certificate (FAC) (If applicable: Once the FAC is issued, the Development Agreement(s) (DA) registered on title will be discharged.) <li data-bbox="274 1062 719 1094"><input type="checkbox"/> Complete the final closeout submissions.
Lot Development Task	Relevant Section in this Guide
<input type="checkbox"/>	Development Permit Section 3.1
<input type="checkbox"/>	Building Permit Section 3.2
	<p>After construction is finished, fulfill the following tasks:</p> <ul style="list-style-type: none"> <li data-bbox="274 1389 605 1421"><input type="checkbox"/> Release of security deposit(s)

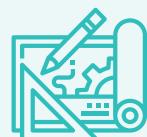
Other permits may be required, such as:

- Plumbing Permit [Section 3.5.1](#)
- Electrical Permit [Section 3.5.2](#)
- Historic Resources Permit [Section 3.5.3](#)
- Street Occupancy Permit [Section 3.5.4](#)
- Water/Sanitary/Storm Installation Permit [Section 3.5.5](#)
- Business Licence [Section 3.6](#)

Construction may begin for land development after the City has approved the engineering design and a Development Agreement has been completed.

Construction may begin for lot development once all applicable permits have been processed.

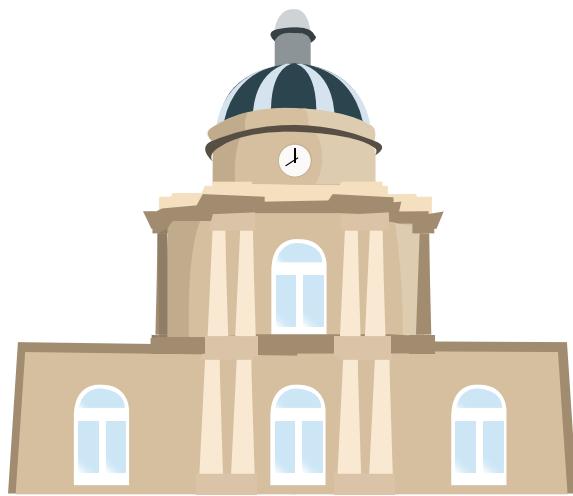
For info on construction inspections, refer to [Section 3.4](#).



1.5 Roles and Responsibilities

There are two main participants in the development process: the City and the developer/landowner.

City's Role



For most developments, the City is the approving authority. For land and lot development, the role of the City comprises two parts:

- **Administration:** Administration's role is to regulate and approve development, review applications to ensure compliance with all applicable bylaws, development standards, policies and guidelines, as well as approve applications, and draft and finalize associated agreements.
- **Council:** Council provides policy direction to Administration, approves budgets, and authorizes legislation. Council participates in high-level planning (i.e. *Official Community Plan*), approval of bylaws (i.e. *Zoning Bylaw*), and capital planning to support future infrastructure.

Developer's Role



The developer or landowner is responsible for a range of items required to develop land from start to finish. The City, the Government of Yukon, Ta'an Kwäch'än Council, Kwanlin Dün First Nation, non-profits, and private developers may all act as the developers of vacant lands. All developers, including the City, are held to the same rules and processes as any other developer when undertaking a development project.

The landowner is the legal entity that owns the land, and they may or may not act as the developer.

1.6 City's Organizational Structure

The City is organized into five divisions: Community Services, Corporate Services, People, Culture and Technology, Development Services, and Operations.

Each Division comprises multiple departments. Many of these departments play a role in reviewing and approving the various types of development applications. The first point of contact will be dependent on the type of development that is being proposed as well as the complexity of the project.

The following departments play key roles in development:

Planning and Sustainability Services (PSS)

PSS is responsible for long-range planning, and promoting corporate and community sustainability. The department administers the City's *Official Community Plan*, processes Zoning Bylaw amendments, maintains the heritage registry, and develops strategies and action plans.

Telephone: 867-335-8296 **Email:** planning@whitehorse.ca



Land and Development Services (LDS)

LDS ensures projects align with the City's regulations and planning objectives. They are responsible for responding to zoning inquiries, reviewing and approving subdivision applications, and issuing Development Permits. This department also reviews and approves engineering designs of land development projects and accepts engineering designs for lot development projects.

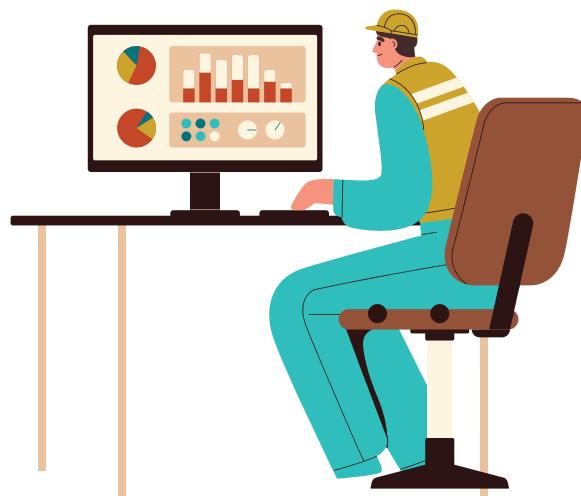
LDS also carries out inspections for Construction Completion Certificates and Final Acceptance Certificates.

Telephone: 867-668-8340 **Email:** land@whitehorse.ca
development@whitehorse.ca
developmentengineering@whitehorse.ca

Building Services (BS)

BS is responsible for issuing building and plumbing permits, as well as business licences. The department reviews survey plans, conducts building and plumbing inspections, and ensures that construction and business activities comply with applicable codes and regulations.

Telephone: 867-668-8340 **Email:** inquirybuilding@whitehorse.ca
adminbuilding@whitehorse.ca



Engineering Services (ES)

ES is responsible for the planning, design, and construction management of many of the City's capital projects, including transportation infrastructure, traffic control, and water and waste infrastructure.

Telephone: 867-668-8305 **Email:** engineering@whitehorse.ca



Other Departments

Other departments, such as Water and Waste Services, Parks, and Fire and Protective Services may also contribute to the review and approval of development applications.



Main points of contact for various development applications:

Reach out to:

Planning and Sustainability Services

For questions regarding OCP, Zoning Bylaw amendments or Land Use Master Plans:

Telephone:
867-335-8296

Email:
planning@whitehorse.ca



Reach out to:

Building Services

For questions about Building Permit requirements:

Telephone:
867-668-8340

Email:
inquirybuilding@whitehorse.ca

For questions about how to apply for a Building Permit:

Telephone:
867-668-8340

Email:
adminbuilding@whitehorse.ca

Reach out to:

Land and Development Services

For questions regarding subdivision, consolidation, condominiums, leasing/land sales, easements/ encroachments, and addressing:

Telephone:
867-668-8340

Email:
land@whitehorse.ca

For questions regarding Development Permits, zoning inquiries, conditional use applications, mobile food vendors, temporary uses, float plane docks, and enforcement:

Telephone:
867-668-8340

Email:
development@whitehorse.ca

For questions regarding engineering aspects of Development Permits:

Telephone:
867-668-8340

Email:
developmentengineering@whitehorse.ca

Other departments may be involved, and their contact information will be provided in the related sections.

Contact information is also available online at whitehorse.ca/contact-us

1.7 Online E-Permitting System

The City receives and manages development-related permit applications through its [e-permitting system](#).

Getting Started

Create an Account

An account can be created on the e-permitting system by following the prompts. A valid email address and a secure password will be required.

 The link in the authentication email should be clicked to confirm the account, and the spam folder should be checked if the email is not received within 5 minutes. Accounts that are not activated within 5 business days will be locked, and the unlocking process can take additional time.

Required fields are highlighted orange and must be completed to be able to proceed.

Step 2: Contact Information

- All relevant contact information should be entered as prompted, and multiple contacts may be added if needed.

Step 3: Details

- Project-specific questions should be answered (e.g., use types, gross floor area, servicing information).

Step 4: Documents

- Required documentation needs to be uploaded. This may include:
 - » Certificate of Title
 - » Site Plan
 - » Building Plans
 - » Drainage/Servicing Plans
 - » Other plans required to form a complete engineering package as outlined in the City's Engineering Guidelines.

Step 5: Payment

- Payment can be made online using a credit card or other available payment options. For some applications, payment may be deferred until review.

After Submitting

Once submitted, the Project Page will be displayed, where progress can be monitored and communication with City staff can occur. The Project Page includes several sections that help applicants track their application and stay informed throughout the review process:

Comments: This section is used to send messages to City staff and receive responses. It serves as the main communication tool for questions, clarifications, and progress updates related to your application. Notifications are generated when a new comment is added —there's no need to email separately.

Related Applications: Any additional permits or applications associated with the same property—such as Plumbing or Building Permits—are displayed here. This allows users to view the full scope of related approvals in one location.

Location: The mapped location of the proposed development is shown in this section. The selected parcel and address information are confirmed and can be referenced throughout the review process.

People: A list of individuals involved in the application is provided, along with their roles (e.g., owner, applicant, contractor, or agent). This ensures clarity on who is responsible for each aspect of the project.

Address: The address of the project is shown.

Details: A summary of the information submitted during the application process is provided. This includes use types, gross floor area, and any responses to project-specific questions.

Related Documents: All documents uploaded as part of the application are accessible here. Additional files may also be uploaded after submission, and staff-issued documents will appear here as well.

Fees: This section provides a breakdown of all associated fees, including total fees, any waived amounts, amounts paid to date, and the remaining balance due.

Payments: Payment history is shown here, including the amount paid, the method of payment, and the date payment was received. This section ensures that all transactions are clearly recorded. Please note that online payments may take 1-2 business days to appear on the Project Page.

Conditions: Any conditions of approval that have been applied to the permit are listed here. These may include requirements to be met before issuance, during construction, or prior to final occupancy.

Process: A timeline of the application's review stages is displayed, including the current step, completed steps, estimated target dates, and internal comments. This provides a clear view of the permit's progress through the system.





1.8 Benefits of Hiring Professional Services for Development Projects

Development is complex, technical, and expensive and hiring a professional can make the process smoother and less expensive in the long run. Complex development applications will most likely require various professionals.

Common types of professionals that participate in the land development process include:

Planner

A planner will ensure your application complies with municipal bylaws. They may also conduct public engagement, provide recommendations for your project, and prepare plans for development.

Engineer

An engineer's services can ensure sound engineering practices are followed in the design of a development and can ensure development complies with the Servicing Standards Manual and Engineering Guidelines.

Lawyer

A lawyer may provide legal expertise on a broad range of issues related to municipal development, including development agreements, servicing agreements, and help with registration of documents at the Land Titles Office (LTO).

Canada Lands Surveyor

A Canada Lands Surveyor is required to prepare subdivision sketches that are part of a subdivision application. After the City has approved the subdivision sketch, the Canada Land Surveyor will prepare the Final Plan of Survey.

Architects

Architects ensure that buildings and structures comply with the current NBCC, all other applicable codes, and all municipal regulations. Architects produce comprehensive drawings including architectural plans, elevations, sections, and details that address structural, safety, accessibility, and aesthetic requirements. They often coordinate with engineers and consultants throughout the project to ensure full compliance and integration.

Landscape Architects

A landscape architect ensures that landscaping plans comply with the City's *Zoning Bylaw* and any specific landscaping requirements. Their deliverables typically include site plans, planting plans, grading and drainage layouts, and details related to hardscape and landscape elements.

Building Designers

A building designer ensures that residential and small commercial project plans are compliant with the current NBCC or any other applicable code, specifically for smaller-scale developments. Their drawings usually include floor plans, elevations, and basic construction details necessary for Building Permits. Unlike architects, building designers typically do not handle complex projects or coordinate multidisciplinary teams.

2



Land Development

2.1 Official Community Plan Amendments

The Whitehorse *Official Community Plan* is the highest-level policy and planning document for the municipality – it sets the direction for land development and guides decision-making by the City.

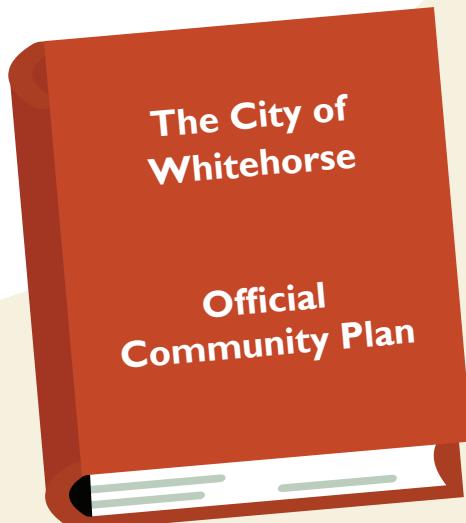
The OCP includes policy directions on:

- Future Development and Land Use;
- Equity and Inclusion;
- Heritage, Arts, and Culture;
- Climate Action;
- Environmental Stewardship;
- Development and Growth;
- Housing;
- Economy;
- Transportation and Mobility;
- Provision of Municipal Services.

When significant changes are proposed to land use, policies, or priorities that are not addressed in the current OCP, an amendment may be undertaken.

An OCP map amendment may only be initiated by Council, Administration, the landowner, or a person authorized to act on behalf of the landowner. Text amendments only may be initiated by anyone.

All proposed OCP amendments are subject to the review and Council approval process, including a Public Hearing, as set out in the *Municipal Act*. If both an OCP amendment and *Zoning Bylaw* amendment are required, the application process can typically occur concurrently.



[Click here to review a copy of the Whitehorse Official Community Plan.](#)

For more information, contact:

Planning and Sustainability
Services Department
P: 867-335-8296
E: planning@whitehorse.ca

2.1.1 OCP Amendment Application Requirements

An application to amend the OCP must include:

1. A written statement that describes:
 - a. The future development and use of land for the site;
 - b. How the proposed amendment aligns with the vision, principles, goals, and policies of the OCP;
 - c. How municipal services will be provided;
 - d. Any environmental matters on or near the site;
 - e. The potential benefits and/or impacts of the proposed amendment to community and surrounding land uses; and
 - f. Additional information obtained from the public, stakeholders, and government.
2. A site plan of the subject property showing:
 - a. The size of the property;
 - b. Boundaries;
 - c. Legal descriptions;
 - d. Easements; and
 - e. Current zoning.
3. Application fee as set out in the *Fees and Charges Bylaw*.

Prior to submitting a project proposal, the **applicant/developer must meet with Planning and Sustainability Services**.



An amendment to the OCP may require a **Land Use Master Plan, Zoning Bylaw amendment, and/or Subdivision** to be applied for concurrently or after OCP amendment approval is obtained.



Proposed land uses on Non-Settlement Land that may have a significant impact on the land use of adjacent Settlement Land listed in Appendix A of a Self-Government Agreement require consultation with the affected First Nation to resolve an actual or potential incompatibility in land use and vice versa.

Refer to [Section 2.3.3](#) for the process steps for OCP Amendments.

2.2 Land Use Master Plan

The Whitehorse OCP requires a Land Use Master Plan (MP) to be prepared for all properties over 1.5 hectares in size that require a *Zoning Bylaw* amendment, and/or Subdivision, to direct how a specific area should be developed.

An MP responds to site-specific opportunities and constraints and considers community, neighbourhood, and landowner(s) aspirations in shaping the physical, social, and economic development of an area.

New MPs can be prepared by private or public developers, are approved by Council and/or Administration, and provide more specific information than the OCP to guide future planning decisions. An MP must conform with the OCP and consider community feedback. If the MP does not conform with the OCP, an OCP amendment may be required.

Visit the City's [website](#) for additional information on Land Use Master Plans.

[Click here to review the City's Land Use Master Plan Policy.](#)

For more information, contact:

Planning and Sustainability Services Department

P: 867-335-8296

E: planning@whitehorse.ca

2.2.1 Existing Land Use Master Plans

A number of MPs have been adopted for various parts of the city, including the following:

- [Whistle Bend Master Plan \(2009\)*](#)
- [Downtown South Master Plan \(2011\)*](#)
- [Hillcrest Neighbourhood Plan \(2014\)*](#)
- [Range Point Neighbourhood Plan \(2014\)*](#)
- [Schwatka Lake Area Plan \(2015\)*](#)
- [Downtown Plan \(2018\)*](#)
- [Marwell Plan \(2018\)*](#)
- [Range Point Joint Master Plan \(2023\)*](#)
- [Copper Ridge Development Area Master Plan \(2024\)](#)
- [Valleyview South Master Plan \(2024\)](#)
- [Ice Lake Road South Master Plan \(2024\)](#)
- [Wasson Place Extension Master Plan \(2024\)](#)

*MPs adopted prior to the City's implementation of the Land Use Master Plan Policy in 2024.

MPs that are ten years or older may require updates (if not already incorporated into the current OCP).



2.2.2 Master Plan Tiers

Tier One Master Plan:

1. Planning Area is located within the urban containment boundary*, is less than five hectares, and granular resource extraction is not proposed; or
2. Planning Area is located outside of the urban containment boundary, is less than twenty hectares, and granular resource extraction is not proposed.

Tier One MPs must be approved by the Director of Development Services and the Director of Operations. At their discretion, they may refer the decision to the City Manager or Council.

Public engagement must include at least an initial engagement at the launch of the project.

Tier Two Master Plan:

1. Planning Area is located within the urban containment boundary, is less than five hectares, and granular resource extraction is proposed;
2. Planning Area is located within the urban containment boundary and is between five and 10 hectares;
3. Planning Area is located outside the urban containment boundary, is less than 20 hectares, and granular resource extraction is proposed; or
4. Planning Area is located outside of the urban containment boundary and is between 20 hectares and 80 hectares.

Tier Two MPs must be approved by Council. Public engagement must include initial engagement, concept engagement, and plan engagement.

*Refer to definitions in [Part 5, p. 93](#)

Tier Three Master Plan:

1. Planning Area is located within the urban containment boundary and is more than 10 hectares; or
2. Planning Area is located outside of the urban containment boundary and is more than 80 hectares.

Tier Three MPs must be approved by Council. Public engagement must include initial engagement, concept engagement, and plan engagement.

2.2.3 Waiver or Update

The requirement for an MP may be waived if it can be demonstrated there are minimal impacts to municipal infrastructure and surrounding properties, minimal drainage concerns, or other related considerations per policies in the OCP.

Similarly, a request to update an existing MP may be considered if the proposed updates do not result in a new or substantially different Master Plan.

Requests to waive or update the MP requirements are reviewed by PSS and shared with the Development Review Committee. The DRC will provide a recommendation. The Director of Development Services and the Director of Operations must both approve the application to waive or update a Land Use Master Plan, or alternatively, the Directors may forward the application to the City Manager or Council for a decision.

A request to waive the requirement for a Land Use Master Plan or to update a Land Use Master Plan must be submitted to PSS using the following form: [Master Plan: Waiver/Update Application](#).



2.2.4 Application Requirements for a New MP

All applications to create a new Land Use

Master Plan require:

1. A completed application form.
2. Proof of ownership of the proposed Planning Area and/or owner authorization.
3. A letter of justification describing:
 - a. Justification for the proposed Planning Area boundaries;
 - b. The applicable master plan tier;
 - c. The developable area;
 - d. Anticipated uses;
 - e. Estimated development intensity; and
 - f. Estimated timelines for the planning process.
4. Public Engagement Plan, describing how the Public Engagement and Input Requirements will be met.
5. Permission for City staff to access the property for a site visit.

Tier Two and Tier Three MPs must also include:

6. A brief description of the history of the proposed Planning Area.
7. A brief description of how the proposed project aligns with City policies, plans, bylaws, studies, and other approved First Nation, territorial, and federal plans and legislation.
8. Feasibility brief, completed within ten years prior of submitting the project proposal, including:
 - a. Heritage Assessment;
 - b. Environmental Site Assessment;
 - c. Geographical Study and Topographical Survey; and
 - d. Municipal Servicing Assessment.

A Master Plan will likely require a Zoning Bylaw amendment and/or subdivision. Related applications may be submitted concurrently. See [Sections 2.3 and 2.4](#) for application details.

An external assessment under YESAA may also be required. **To determine if an assessment is required under YESAA, visit yesab.ca.** Refer to [Section 4.3](#) and for additional information on this assessment process.

To begin the Land Use Master Planning process, contact:

Planning and Sustainability Services
P: 867-335-8296
E: planning@whitehorse.ca

2.2.5 Final Submission Requirements for a New MP

All completed MPs must include the following information:

1. Overall vision for Planning Area.
2. Description of proposed land uses and community amenities with associated map(s).
3. Proposed land use area calculations of anticipated dwelling or commercial units, densities, and population and/or job projections.
4. Description of how the MP aligns with City bylaws, policies, and other studies and approved First Nation plans.
5. Municipal servicing assessment and plans related to on- and off-site infrastructure upgrades and costs.
6. Summary of public engagement findings.
7. Description of how the MP will be implemented and development build-out timelines.
8. Summary of Project Proposal items.

PSS may ask for additional information as applicable.

Consultation with the affected First Nation is required when a proposed land use on Non-Settlement Land could affect adjacent Settlement Land (listed in Appendix A of a Self-Government Agreement), and vice versa.

It is recommended to hire a Professional Planner at the Land Use Master Plan stage to ensure the plan conforms with all bylaws and municipal regulation.



Tier Three MPs must also include the following information:

9. Transportation plan showing major internal roadways and connectivity to the city's surrounding transportation and mobility network.
10. Transportation impact assessment to establish on- and off-site infrastructure upgrades.
11. Environment and special places assessment.
12. Engineered grading plan and phasing plans.
13. Baseline stormwater modelling assessment.
14. Water and wastewater infrastructure assessments.
15. Information on granular resource extraction, if proposed. [Section 2.2.6](#)

2.2.6 Granular Resource Extraction

The OCP acknowledges that gravel is an essential asset to the community, and provides that granular resource extraction may be considered as an interim land use on lands designated for development that have an approved MP. Developers wanting to establish granular resource extraction as an interim use must incorporate the extraction component into the overall process for development and in the MP application process.

Project proposals that include granular resource extraction have additional requirements. An MP for this land use also requires:

1. An assessment of aggregate quality, volume, and time frame for the material to be extracted.
2. Location of any proposed on-site processing, stockpiling, and off-site haul route location.
3. An assessment demonstrating that a granular resource extraction will optimize the development potential of the planning area.
4. An overview of potential impacts and proposed mitigation measures.
5. A grading plan demonstrating finished grades, cut/fill balance, and an appropriate and suitable area for development.

Granular resource extraction is not allowed within Future Planning, Greenspace, and Agriculture designations unless the OCP is amended.

Temporary use DPs are required to allow the granular resource extraction to operate. Temporary use DPs typically expire after one year but may be renewed annually for this type of land use.

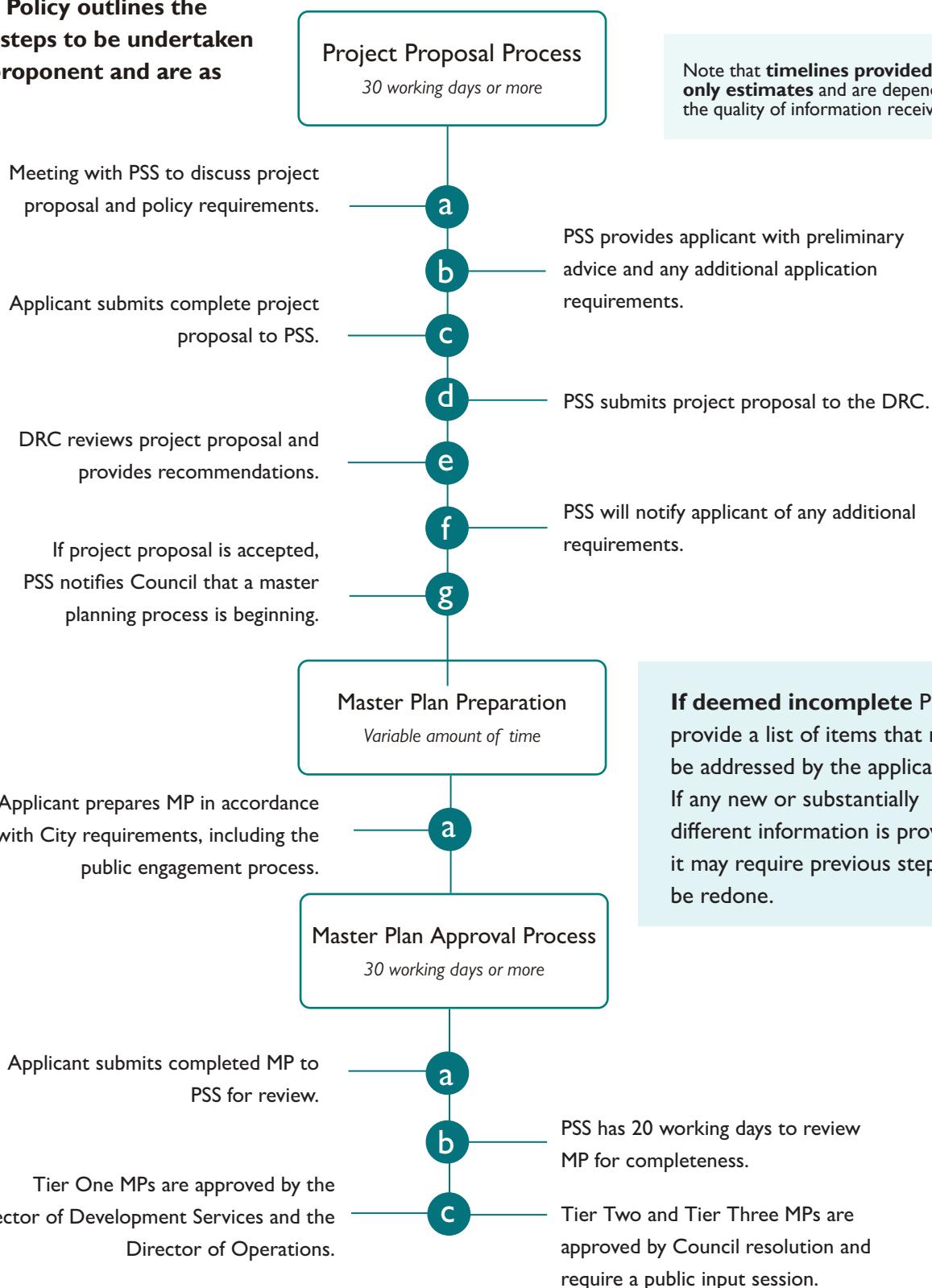
Refer to [Section 3.1.5](#) for more information on temporary use DPs.

All required assessments must be prepared **by a qualified professional** demonstrating the viability of such an operation.



2.2.7 Steps for the MP Process

The MP Policy outlines the specific steps to be undertaken by the proponent and are as follows:



2.3 Zoning Bylaw Amendments

The *Zoning Bylaw* is the main tool used by the City to implement the policies of the *Official Community Plan*. All development must comply with the *Zoning Bylaw*. An amendment may be required when it has been determined that the development proposal does not comply with the *Zoning Bylaw*.

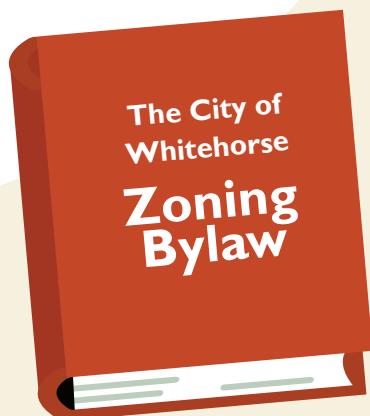
The *Zoning Bylaw* provides general development regulations that apply to all areas of the city (such as parking and landscaping requirements), use-specific regulations that apply to a land use regardless of its zone, and divides the city into zones where the use and development of land must be done in accordance with specific regulations of that zone.

The *Zoning Bylaw* includes:

- A description and purpose of each zone;
- Permitted principal uses;
- Permitted secondary uses;
- Conditional uses; and
- Development regulations such as minimum lot area, site coverage, maximum building height, and setbacks from lot lines.

All development within Whitehorse must meet the requirements of the *Zoning Bylaw*, although property owners may apply to amend the zoning for their property.

Development Officers in the LDS Department administer the *Zoning Bylaw* and will determine if a development application complies with the requirements of the *Zoning Bylaw* or if an amendment is required. Amendments are completed through the PSS Department.



[**Click here to review a copy of the City of Whitehorse Zoning Bylaw.**](#)

[**Click here to view current and proposed Zoning Bylaw amendments.**](#)

For more information on the *Zoning Bylaw*, contact:

Land and Development Services
P: 867-668-8340
E: development@whitehorse.ca

2.3.1 Compliance with the *Zoning Bylaw*

Determine Applicable Zoning

The City provides an online mapping site to assist landowners/developers in obtaining basic information about their property.



The mapping tool offers a variety of features including identification of land use zones, general property information, environmental features (i.e. soil types, contours), infrastructure information (i.e. roads, utilities), and high-resolution aerial imagery.

Visit the [GIS Interactive Map](#) site to explore the data.

1. Click "I Agree."
2. Select "External Planning Theme".
3. Search for an address or scroll the map to click on a lot to see the information.

Certificate of Zoning Compliance

A Certificate of Zoning Compliance may be issued by a Development Officer to confirm that a DP has been fully complied with and that the development conforms to the requirements of the *Zoning Bylaw*. It may be necessary to obtain a Certificate when applying for a Building Permit, business licence, or property title transfer.

To apply for a Certificate of Zoning Compliance, send a request to:

Land and Development Services

P: 867-668-8340

E: development@whitehorse.ca

The application must include:

- The legal description of the lot and civic address;
- Signed authorization by the landowner or authorized agent; and
- A description of the current use, proposed use, and occupancy of all parts of the buildings, if applicable.

A **Building File Information sheet** can also be purchased from Building Services, which includes information on zoning compliance.

Amendment Applications

A property owner or their representative may apply to amend the *Zoning Bylaw*. These applications typically seek to allow a land use not normally permitted in the zone or to accommodate a development that does not conform to existing zoning regulations. Applicants should discuss their proposal with PSS prior to submitting an application.

Consultation with the affected First Nation is required when a proposed land use on Non-Settlement Land could affect adjacent Settlement Land (listed in Appendix A of a Self-Government Agreement), and vice versa.

Non-Conforming Uses

Updates to the *Zoning Bylaw* may impact a parcel, land use, or structure if the zoning changes. Since parcels, land uses, and structures already lawfully in existence cannot be eliminated, the affected sites may become non-conforming uses. Although the use or structure no longer meets the *Zoning Bylaw* requirements, the use or structure is still allowed to remain and be used within certain limitations.

The non-conformity runs with the land, not the owner, so if ownership changes, the non-conforming status remains. Non-conforming uses can be expanded only within existing buildings or structures and cannot be structurally altered. Once the use changes, then it must comply with the current *Zoning Bylaw*.

2.3.2 Zoning Bylaw Amendment Application Requirements

Zoning Bylaw map amendments may only be initiated by Council, Administration, the landowner, or a person authorized to act on behalf of the landowner. Text amendments only may be initiated by anyone. An application to amend the *Zoning Bylaw* must include:

1. A completed application form.
2. Proof of ownership (Certificate of Title).
3. A written statement to describe and justify the proposal.
4. A map showing the proposed change in the context of adjacent land.
5. Application fee as specified in the [Fees and Charges Bylaw](#).
6. Permission for City staff to access the property for a site visit.

6. Any additional information as requested by the Development Officer (such as engineering, geotech, traffic impact assessment, heritage resource impact assessment).

A meeting with Planning and Sustainability Services is required before a zoning amendment application is submitted.



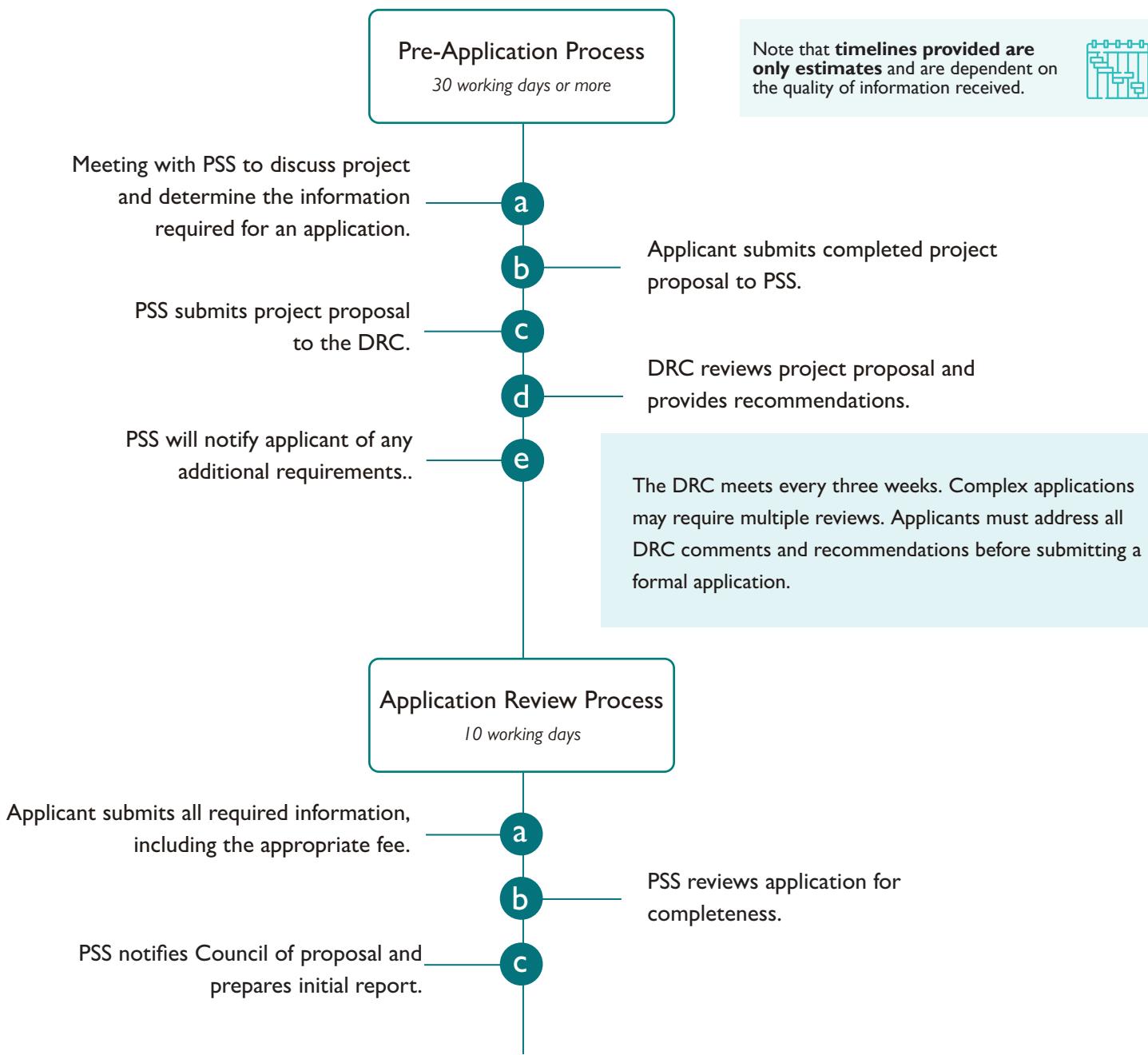
[Click here for the Zoning Amendment Application Form.](#)

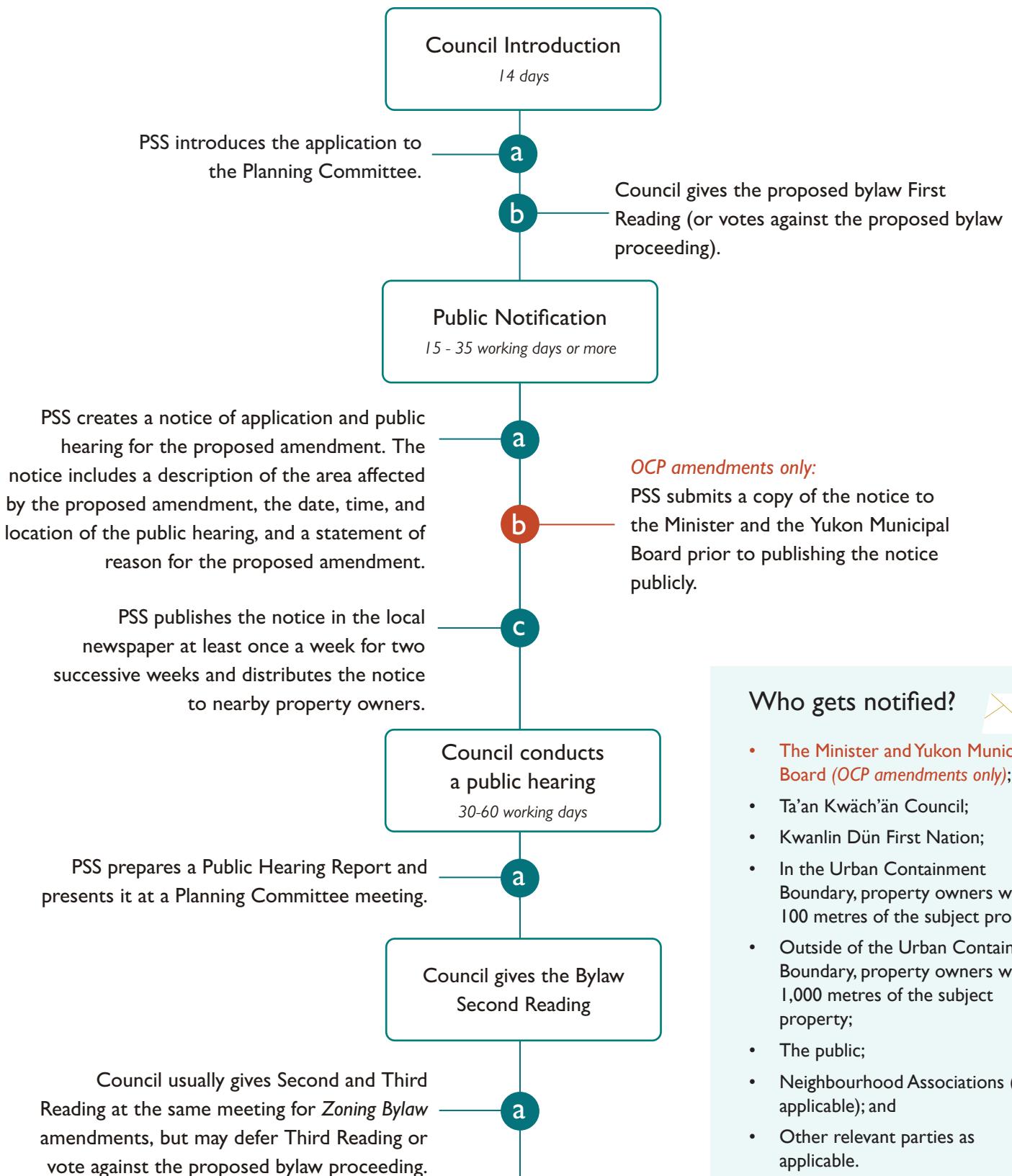
If it is determined by the City that the proposed zoning amendment does not comply with the OCP, an amendment to the OCP is required to proceed. Refer to [Section 2.1](#).

2.3.3 Steps for Zoning Bylaw and OCP Amendments

The amendment processes for the OCP and the *Zoning Bylaw* follow the requirements of the Yukon *Municipal Act* and the City of Whitehorse *Zoning Bylaw*. While the processes are nearly identical, an OCP amendment requires Ministerial approval before final adoption, which typically adds up to 45 days to the overall timeline of three to five months from the time a complete application is submitted to final approval.

The following diagram outlines the steps involved in both processes, including the additional OCP steps highlighted in red.

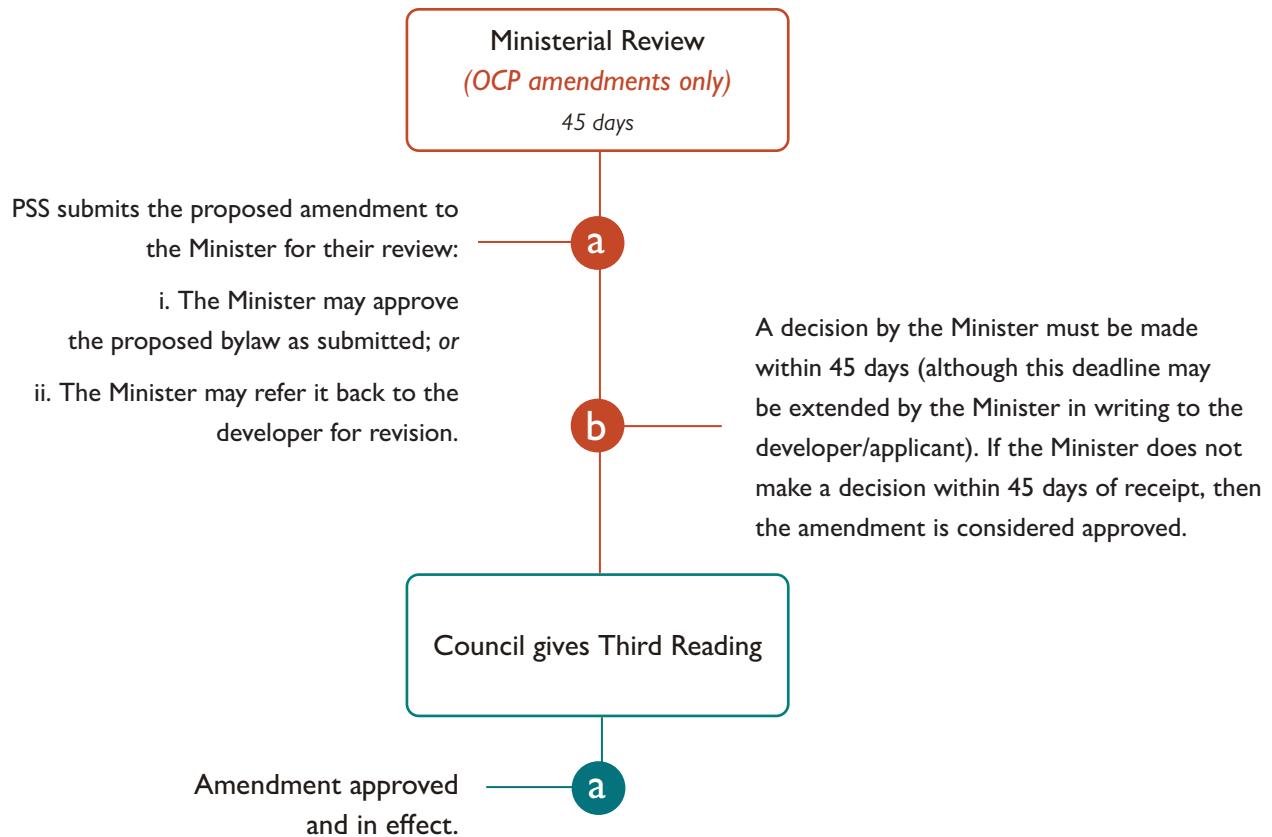




Who gets notified?

- The Minister and Yukon Municipal Board (*OCP amendments only*);
- Ta'an Kwäch'än Council;
- Kwanlin Dün First Nation;
- In the Urban Containment Boundary, property owners within 100 metres of the subject property;
- Outside of the Urban Containment Boundary, property owners within 1,000 metres of the subject property;
- The public;
- Neighbourhood Associations (if applicable); and
- Other relevant parties as applicable.

[Continued on next page]



2.4 Subdivision Development

The *Subdivision Control Bylaw* sets out the municipal process for reviewing subdivision applications within the city.

A subdivision includes the adjusting or realigning of an existing property line; a division of a parcel by a plan of subdivision, plan of survey, or a plan pursuant to the *Condominium Act*; the creation of a new parcel from existing parcels of land; or the creation of a new parcel or lot from previously subdivided land. Various types of subdivisions are governed by the bylaw and include:

Boundary Realignment: Refers to an alteration of an existing property line with no increase in the number of lots.

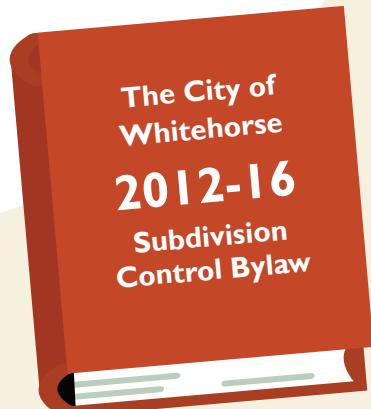
Condominium: A condominium is property divided into individually owned units and shared common property. It may include building units, bare land units, or a mix of both.

Consolidation: A type of subdivision that combines two or more contiguous lots to form one lot.

Fee Simple Subdivision: A subdivision that creates two or more lots from one existing property.

Major Subdivision: The creation of six or more lots in addition to the original parent lots. Major subdivisions are approved by Council.

Minor Subdivision: The creation of five lots or fewer, subdivision involving the realignment of existing lot lines which do not create a new parcel, consolidation, and all condominium subdivisions. Minor subdivisions are approved by a Subdivision and Lands Coordinator (SLC).



Click here to review a copy of the [Subdivision Control Bylaw](#).

For more information, contact:

Subdivision and Lands Coordinator
Land and Development Services Department
P: 867-668-8340
E: land@whitehorse.ca

2.4.1 Application Requirements for a Subdivision

A subdivision application must include:

1. Applicable application form(s);
2. A Proposed subdivision sketch prepared by a Canada Lands Surveyor, including any supporting sketches demonstrating proposed contours, topography, drainage, and required easements;
3. Certificate of Title, including a copy of all encumbrances on title;
4. Letter of authorization if the owner of the property is not the applicant;
5. Letter of (Government) Survey Authority if subject property involves Commissioner's Land or First Nation Leased Land;
6. Existing contour and topographical information must be shown on the subdivision sketch or provided on a separate supporting drawing with underlying aerial imagery;
7. Subdivision application fee as specified in the [Fees and Charges Bylaw](#); and
8. Any additional information as requested by the SLC or approving authority.

Submit all subdivision applications to:

Land and Development Services

P: 867-668-8340

E: land@whitehorse.ca



Subdivisions on land that have not previously been subjected to the Public Use Land Dedication are also subject to the 10% PULD, or payment in lieu of land.

Refer to [Section 2.4.2.2](#) for more information.

2.4.2 Conditions of Subdivision Approval

The City can add conditions to the subdivision approval to ensure that the development meets the requirements of the *Municipal Act*, *OCP*, *Zoning Bylaw*, *Water and Sewer Bylaw*, or any other relevant bylaw or policy.

All subdivision conditions must be satisfied prior to final approval and registration at the Land Titles Office. The City issues final approval after the Surveyor General Branch has approved the subdivision plan to confirm consistency with the approved sketch plan and clearance of all conditions.

The applicant or their authorized agent is responsible for submitting the approved subdivision plan, required forms, and the Final Acceptance Certificate (FAC), issued by a licensed surveyor and approved by the Surveyor General Branch, to the LTO for registration. **Registration does not occur automatically and must be completed by the applicant.**

The following subsections describe in more detail common conditions that may be applied to the subdivision conditional approval.



2.4.2.1 Preliminary Engineering

Subdivision grading, servicing, and geotechnical details are generally required with the application. Applicants may need to provide engineered plans and studies, such as grading, servicing, and stormwater management plans, or a geotechnical assessment prepared by qualified professionals.

Where new or upgraded infrastructure is required, designs must comply with City standards and be reviewed and approved by City staff.

2.4.2.2 Development Agreements

Development agreements may be added as conditions of approval for subdivision applications. Specifics of the design review process, inspection, and handover are identified in the Development Agreement.

Development items addressed through the Development Agreement may also include, but are not limited to:

- Use of the land in relation to any existing or proposed buildings or structures, such as the preservation of buildings and structures, and environmental setbacks;
- Future easements for utilities, riparian setbacks, or access;
- Timing of the development;
- Siting, design, drainage, height and dimensions, including exterior materials and signage for any proposed building or structure;
- The provision of parking spaces, traffic control, traffic control devices, directional signs, and community signs;
- The provision for the maintenance of open space, site grading, and landscaping;
- The replacement or construction, in whole

or in part, of roads, sidewalks, street lighting, storm drainage, water supply, or sewage disposal facilities;

- The provision of on-site recreational or other amenities to serve the development;
- The levying of a development fee (which is different than a development cost charge) in lieu of providing any of the above mentioned items;
- The design review process;
- Conditions of inspection and handover of infrastructure to be owned by the City; and
- Other conditions Council or the Director of Development Services considers reasonable.

Not all of these items may need to be addressed as it will be dependent on the location and complexity of the subdivision application.

The [Development Agreements Regulation Bylaw](#) enables the City to enter into development agreements with property owners, and to set conditions to regulate the development of land, buildings, and structures in the city.

The signatures on the development agreement will need to be notarized, or for a corporation, a Certificate of Status from the [Yukon Corporate Online Registry](#) will need to be acquired.

For applications, where there is infrastructure development that will be transferred to the City for ownership and operations, where there is PULD, deferment of DCCs, or requirement of transfer of land/registration of easements, or other land development requirements, such as remediation



or geotech mitigation, the Subdivision and Lands Coordinator may recommend to the Director of Development Services that a development agreement is required. The Director of Development Services may approve, or refuse the development agreement. Alternatively, the Director may refer the development agreement to Council which, by resolution, may approve, or refuse the development agreement. A decision of the Director may be appealed to Council, however, a decision by Council is final.

Unless it is a government-to-government agreement, Council will require any development agreement entered into to be registered at the Land Titles Office.

Off-Site Improvements

Off-site improvements are often required for new developments to ensure that the surrounding infrastructure can support increased demand. These improvements are typically outlined in the Development Agreement. These improvements can include:

- Road improvements such as widening roads, adding lanes, or installing new traffic signals;
- Utility upgrades to extend or upgrade water, sewer, and electrical lines;
- Sidewalks and pathway improvements to ensure pedestrian safety and community connectivity; and
- Stormwater management enhancements to handle increased runoff from new development.

The cost of off-site improvements is typically assigned to the subdivision applicant or developer. How these costs are allocated can vary, depending on impact fees, development agreements, and cost-sharing arrangements where multiple properties benefit.

The scope of off-site improvements that the applicant/developer is responsible for will be based on design considerations for the specific development. The identification of off-site improvements required to support the proposed development will take place during a pre-application review with Engineering Services. Refer to [Section 3.3](#) for more information.

Public Use Land Dedication

Each applicant proposing a subdivision of any kind is required to dedicate 10% of the total land to be subdivided for public use. In addition to the 10% of the total land to be subdivided, buffers, streets, and lanes may also be added to the land dedication. The City will determine the most appropriate form of PULD, which is provided in one of three ways:

1. Providing a minimum of 10% of the total land for public use;
2. Cash in lieu of land dedication that is equal to the fair market value of 10% of the land; or
3. Public use reserves could be deferred or waived if there is no practical use as identified by the City.

The location and dimension of the PULD must be shown in the proposed subdivision plan. The location and suitability of land has to be approved by the City.

Type A and B Settlement Land is not subject to PULD, but lands proposed by the First Nation for public use are identified through each subdivision application.

Subdivisions will not require a PULD if a previous subdivision on the same land has already fulfilled this requirement.

2.4.2.3 Development Cost Charges

The City has established fees related to development referred to as Development Cost Charges (DCCs). DCCs are used to fund the expansion of municipal infrastructure, facilities, and other growth-related infrastructure. Council may impose DCCs on every person who applies to the approving authority (which is the City) for approval of the subdivision of land for any purpose, or who applies for a Building Permit authorizing the construction or alteration of buildings or structures for any purpose. (*Yukon Municipal Act Part 7, Division 7, Section 327*)

The amount of the development cost charge are identified in the [Fees and Charges Bylaw](#) and are applied when a plan of subdivision for residential development is approved. The DCCs must be paid to the Building Services Department prior to final plan approval of the subdivision or issuance of a Building Permit, whichever comes first. DCCs may only be collected one time per parcel.



For a conventional condominium comprising building units, the City must inspect the building design and layout. If the condominium is a conversion of a rental building, the process is defined in Section 8 (c) of the [Condominium Act](#).

2.4.2.4 Easement Agreements

An easement on a parcel of land allows one party some rights to another party's property for a specific reason. For example, the City may have an easement agreement to access a portion of a lot to install, repair, or maintain infrastructure such as municipal water and wastewater.

Every easement agreement within the city must comply with the *Municipal Act*, the *Land Titles Act*, the *OCP*, the *Zoning Bylaw*, the *Water and Sewer Bylaw*, and any other relevant municipal bylaw.

The applicant must submit the following information to the Subdivision and Lands Coordinator:

- A current certificate of title;
- A preliminary sketch plan of the proposed easement area prepared by a CLS; and

- If the applicant is a corporation, a Certificate of Status from the [Yukon Corporate Online Registry](#).

The easement agreement is approved by the Director of Development Services and then signed by the Mayor. The signed easement agreement is submitted to the LTO for registration.

Easement areas may have restrictions that could prohibit or limit certain uses or activities within the easement area. Review the [Easement Authority Bylaw](#) for more information.

2.4.3 Steps for a Subdivision Application

Upon receipt of a complete subdivision application, the subdivision application approval process typically takes:

- Three to five weeks for minor subdivision review and approval, conditional approval or refusal by a Subdivision and Lands Coordinator; or
- Six to eight weeks for major subdivision review and approval, conditional approval or refusal by Council.

After subdivision approval, lots will be addressed by the SLC in accordance with the [Municipal Addressing and Naming Policy](#). This Policy ensures that the City has a standardized municipal addresses and naming system for streets, subdivisions, parks, recreation areas, City owned buildings, and facilities to easily locate locations geographically, avoid repetition and/or similar addresses or names, and prevent haphazard methods of address and name assignment.

The Subdivision approval is valid for 12 months. It is the responsibility of the applicant to ensure any and all conditions of subdivision approval are completed within this time period and that the final plan of subdivision is submitted and registered at the Land Titles Office.

Contact information for the Land Titles Office in Whitehorse:

Ist Floor, 2134 Second Avenue
P: 867-667-5612 or 1-800-661-0408
E: ltoenquiries@yukon.ca

The applicant may apply to renew the conditional approval deadline for up to 12 additional months, for a fee. If the conditional approval expires, the applicant will have to reapply for the subdivision.

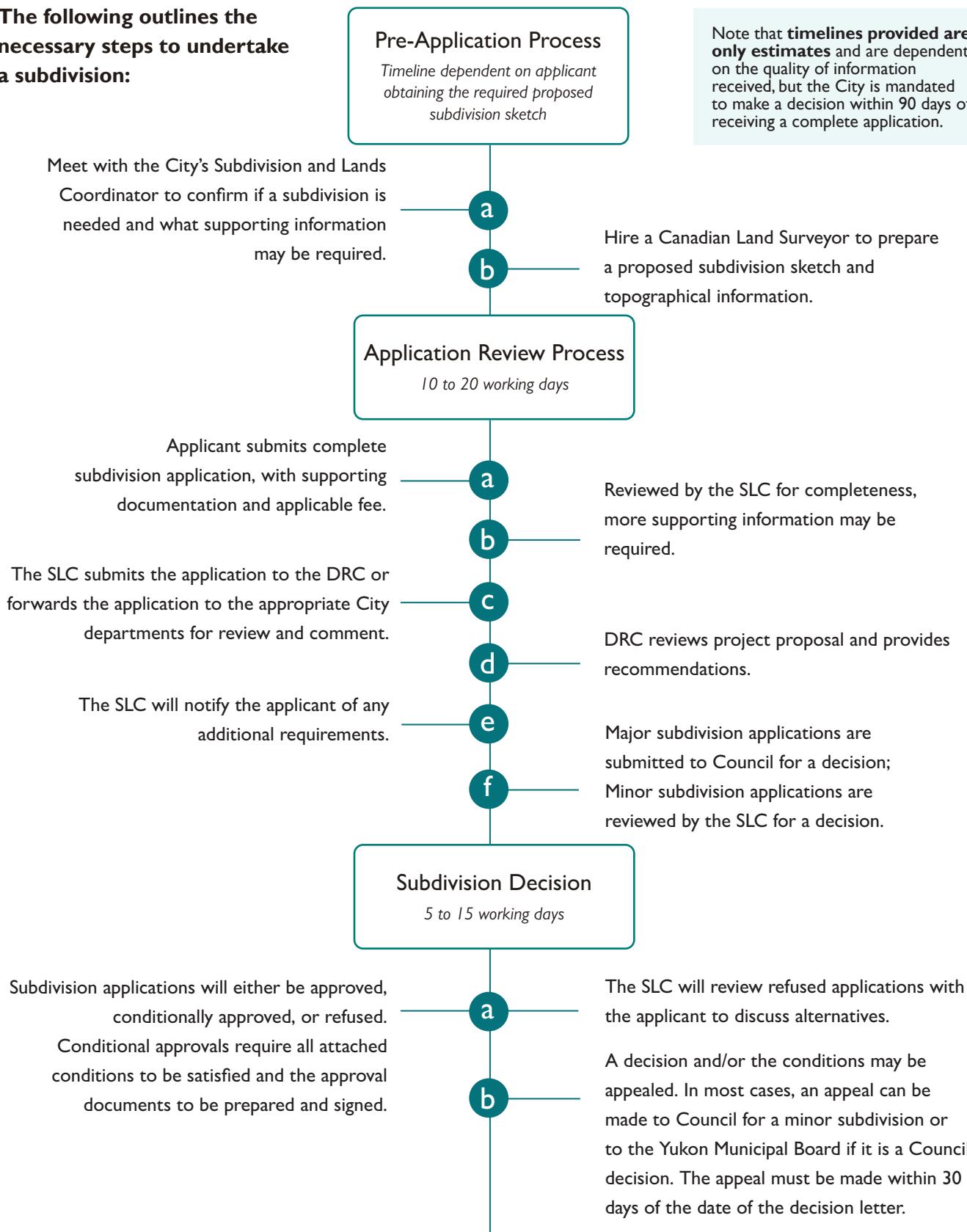
All plans must be completed by a CLS.

The subdivision process is complicated. In addition to a CLS, an engineer, lawyer or planner may also guide you through the process.





The following outlines the necessary steps to undertake a subdivision:



Note that **timelines provided are only estimates** and are dependent on the quality of information received, but the City is mandated to make a decision within 90 days of receiving a complete application.



[Continued on next page]



All conditions must be met within 12 months. A one-time 12 month extension may be granted.

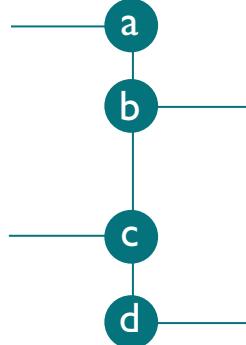
Meeting Conditions of Approval
Up to 12 months



Note that **timelines provided are only estimates** and are dependent on the quality of information received.

Survey is completed and survey monuments are established in the field. Final plan of survey is submitted by CLS to Surveyors General Branch. When approved by Surveyors General Branch the plan is uploaded for City review to ensure it matches the approved sketch plan and conditions are met.

The applicant must register the Final Plan and related documents with the LTO to complete the subdivision process and create the new titles for the lots.



The City reviews and approves the Final Plan and confirms that all conditions have been satisfied and any easements or development agreements are registered.

The applicant must register the Final Plan before the subdivision approval lapses. If requested by the applicant, the City may extend the subdivision approval for an additional 12-month period.

2.4.4 Subdivision Appeals Process

A Subdivision and Lands Coordinator will notify an applicant of a decision, along with the reasons for refusal or conditional approval. The notice will advise the applicant of their right to appeal the refusal or any conditions of approval.

To file an appeal application, the applicant must appeal in writing to:

- Council if the subdivision was approved by a Subdivision and Lands Coordinator; or
- The Yukon Municipal Board if the subdivision was approved by Council.

An appeal must be made within 30 days after the date on which the applicant is served with notice of refusal or conditional approval.

For more information on how to appeal a decision by Council, **contact the Yukon Municipal Board at 867-334-7472**.

Generally, reasons for an appeal would be because an apparent error was made during the subdivision application review process, there was an apparent error interpreting the land use policies that apply to the proposed subdivision, or that the information provided was not believed to be fully considered.



3



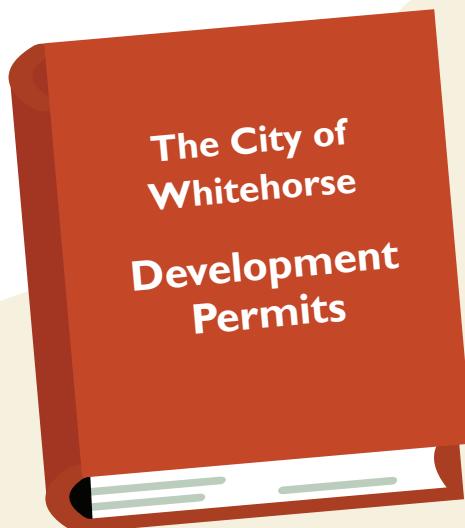
Lot Development

3.1 Development Permits

A Development Permit (DP) is an official document that authorizes development on any land within the city. It may encompass new uses, changes in use, or alterations in the intensity of use on a property. A DP affirms that the proposed development conforms to the applicable regulations of the *Zoning Bylaw*. It ensures that land use, building placement, size, height, servicing, lot grading, and site design align with the regulations in place to support safe, compatible, and orderly growth within the city.

A DP is typically required before obtaining a Building Permit, but can be applied for at the same time and run concurrently through the review process. If the use or development specified in a Development Permit has not started within 12 months of the date the permit is issued, the permit will expire. Incomplete DP applications will expire six months after the date they are received.

A change in use to a building or structure must also meet the requirements of the NBCC. Refer to [Section 3.2](#) of this Guide for more information regarding Building Permits.



For more information, contact:

Land and Development Services Department
P: 867-668-8340
E: development@whitehorse.ca

3.1.1 When is a Development Permit Needed?

A Development Permit is typically required when certain types of construction or changes in land use are proposed. Development Permits must be obtained before work is started, to ensure that all applicable zoning, engineering, and policy requirements are met.

In general, a Development Permit is required when:

- A new building is proposed;
- An existing building is being demolished, moved, enlarged or structurally altered;
- A change in the use or intensity of use of land or a building is planned (e.g., a residence being converted into a business use);
- A residential, commercial, institutional or industrial development is being undertaken;
- Permanent or temporary signage is being installed; or
- A temporary structure or use is proposed.



Other uses may require a DP. Property owners should consult with Land and Development Services to confirm permitting requirements prior to establishing any new uses or changing the intensity of an existing use on their property.

3.1.2 Development Permit Exemptions

A DP is typically not needed for minor repairs, maintenance, or interior renovations that do not change the use, intensity, or footprint of a building, or basic landscaping that does not involve significant changes to the land. The *Zoning Bylaw* lists the types of development that do not require a DP, but it is always best to consult with the LDS Department to ensure a DP is not required.

Note that developments exempt from a DP may still require a Building Permit. Refer to [Section 3.2: Building Permits](#) for more information.

3.1.3 Special Cases

3.1.3.1 Signage

A DP is required for the erection, display, alteration, replacement, or relocation of some signs. Signs must be related to the principal use or uses of the site and meet all regulations within the *Zoning Bylaw*.

The *Zoning Bylaw* specifies which types of signs are allowed without a permit, require a permit, or are not permitted, and provides additional regulatory requirements for specific types of signs.

Some signs, such as advertisements within a building or neighbourhood signs, do not require a DP.



3.1.3.2 Home-Based Business

Home-based businesses are considered to be either major or minor businesses.

- A major home-based business is a secondary use of a dwelling unit or an accessory building that generates additional traffic that exceeds what is characteristic of the neighbourhood.
- A minor home-based business is the secondary use of a dwelling unit which does not generally generate traffic.

For both types of home-based businesses, a DP is required. A Building Permit may also be required if the proposal includes new construction, additions, or alterations. All home-based businesses require a business licence. Refer to [Section 3.6: Business Licences](#) of this Guide for more information.

3.1.3.3 Garden and Living Suites

Secondary suites are a secondary use to the principal residential dwelling and must be subordinate to the principal residential dwelling. The [Secondary Suite Benefits](#) and the [Secondary Suites Brochure](#) highlight the benefits of creating these types of residential dwellings.

There are two types of secondary suites:

- Garden suites must be separate from the principal residence and located on the same site. Garden suites are permitted in most residential zones provided that the principal residence is a single detached, duplex, triplex, or townhouse unit. The *Zoning Bylaw* requirements for garden suites are summarized in the [Garden Suite Development guide](#).
- Living suites are a separate, self-contained dwelling unit within an existing single detached, duplex, triplex, or townhouse. Living suites may be considered in all residential zones provided that the minimum site requirements can be met. Refer to the [Living Suite Development guide](#) for more information.

Recent *Zoning Bylaw* amendments to make it easier to establish secondary suites and other small-scale multi-unit dwellings are summarized in more detail in the [Guide for Developing Small-Scale Multi-Unit Housing](#). To decommission a suite, a DP and BP is required.

Adding a garden or living suite to a property will increase utility charges for water, sewer, and waste collection services. Additional waste bins are available upon request.

A DP and BP are always required to decommission a suite, which is necessary to reduce utility charges.

3.1.4 Conditional Uses

Each zone in the *Zoning Bylaw* identifies conditional uses. These are uses that Council may approve or deny depending on the specific site and proposal. In these cases, the opportunity for public input is required, as part of the Council decision process.

Notice of Proposed Conditional Use

LDS, upon receiving a complete application for a conditional use, must notify property owners within 100 metres (urban) or one kilometre (rural) of the proposed development and publish the notice in a local newspaper, at least 14 days prior to the public input session.

Individuals may submit written objections or present their objection in person on the date of the Council meeting of the public input session.

Conditional Use Decisions

Council may approve, deny, or approve with conditions applications for a conditional use within 14 to 90 days after the Notice of Proposed Development has been mailed. Council has the authority to add conditions to ensure the development complies with the OCP, *Zoning Bylaw*, other related bylaws, and to address any public concerns.

Conditional Use Considerations

Council evaluates applications based on multiple criteria, such as the following:

- The design and character of the proposed use and its compatibility with neighbouring properties and uses;
- The impact of the proposed use on parking and traffic;

- The capacity of infrastructure (including transportation, water, and wastewater) to accommodate the proposed use;
- The impact on neighbouring properties, such as hours of operation, airborne emissions, odours, noise, light, and overall benefit to the surrounding community;
- How the landowner/applicant mitigates the impact of the proposed development on neighbouring properties and uses, such as landscaping, screening, or other methods;
- The demonstrated need for the use in a specific area;
- Consistency with other municipal plans and policies; and
- The type of input received from the public submissions.

More information about conditional uses is provided in the [Zoning Bylaw](#).

3.1.5 Temporary Use Development Permits

Temporary Use Development Permits may be issued for a fixed period of time with the intent to discontinue the use when the fixed time period expires. The temporary use must comply with the OCP and meet specific criteria, such as having a lifespan of one year or less for non-granular resource extraction permits. After the temporary use has expired, the site must be restored for future uses.

Common types of Temporary Use Development Permits include sidewalk cafés, pop-up patios, and temporary operations like granular resource extraction. Temporary Use DPs typically expire after one year but may be renewed annually to permit granular resource extraction. (See [Section 2.2.6](#))

Applications for a sidewalk café or pop-up patio require the following:

- Certificate of Title or Owner Authorization;
- Letter describing the proposed use;
- Application fee; and
- Detailed site plan.



3.1.6 Development Permit Applications

Development Permit application requirements vary depending on the type of development proposed. The City's online application system will prompt for the required information and documents during the submission process.

3.1.6.1 Simple Development Application Requirements

A simple development is a residential development consisting of a single detached, duplex or townhouse development where each unit is located on a separate fee-simple lot. Simple Lot Developments also include family day homes, garden suites, living suites, or home-based businesses. Upon receipt of a complete DP

application for a simple lot development, the review process typically takes:

- One week for home-based businesses and minor change of use permits; or
- Two to four weeks for other simple lot developments.



Submit all applications through the [e-permitting system](#) and contact Land and Development Services for questions if needed.
P: 867-668-8340
E: development@whitehorse.ca

A DP application for a simple development must include:

1. A letter explaining the proposed development.
2. A site plan, illustrating:
 - » A north arrow;
 - » The lot dimensions;
 - » All building footprints;
 - » The setback distances for all buildings relative to the property lines;
 - » The driveway and parking area dimensions including surface treatment (e.g. gravel, asphalt, concrete, etc.);
 - » The location and description of landscaping ground cover and plantings; and
 - » The location of all other site improvements (e.g. walkways, steps, decks, fences, etc.).
3. Lot grading plan (per [Engineering Guidelines for Simple Development](#)).
4. Building floor plans and elevation drawings of all proposed buildings and structures including any additions or renovations.
5. DP application fee, per *Fees and Charges Bylaw*.
6. A guaranteed hard-surfacing security and a guaranteed landscaping security for development in all comprehensive zones.
7. Any additional information as requested by the Development Officer.

Plan Examples for a site and lot grading plan are available on the City's website: [Permits and Guides](#)

3.1.6.2 Complex Development Application Requirements

A complex development consists of multiple-unit residential, commercial, industrial, or institutional developments. Complex developments can also include projects that involve a new gross floor area or substantial changes to an existing site design on existing complex developments.

Upon receipt of a complete DP application for a complex development, the review process typically takes six to 12 weeks, and sometimes more depending on the complexity of the application.

It is recommended that the developer arrange for a pre-application meeting with Land and Development Services to review the City's requirements and for the developer to obtain answers to any questions they may have.

A DP application for a complex development must include:

1. A completed application form;
2. A letter explaining the proposed development;
3. Site Plan;
4. Municipal Addressing Plan;
5. Complete Engineering Package (per [Engineering Guidelines for Complex Development](#)) including:
 - a. Drainage Plan;
 - b. Servicing Plan;
 - c. Detail Plan(s);
 - d. Seal of the Engineer of Record applied to all drawings, details, and calculations.
4. Additional information might be required as part of the Engineering Package (refer to [Section 3.3](#))

Projects requiring a DPA may be subject to a review cost charge. Refer to [Section 3.1.8: Development Permit Agreements](#) for more information.

Site Plan/Landscaping Plan for Complex Development

A site plan is required for all DP applications. It provides a visual depiction of the proposed development. Once a development is approved it must be developed in accordance with the approved site plan.

A site plan for a complex development must include:

- **Lot description:**
 - A north arrow;
 - The lot dimensions;
- **Existing and proposed development(s):**
 - The location of the proposed development with dimensions shown from property lines and existing structures;
 - The location of public sidewalks, power poles/lines, light standards, fire hydrants, and other related features;
 - The location of all existing and proposed services on the property;
 - The location of all waste receptacles; and
 - The location of all proposed structures to manage drainage, including connections to existing storm mains, ditches, rock sumps, and/or storm sewer interceptors.

• **Landscaping:**

- The location of all existing and proposed landscaping, including turf areas, trees, shrubs, and planting beds;
- The ground cover material of the surface beneath trees and shrubs in a landscape planting area (e.g. sod, bark mulch, etc.);
- A species list indicating the quantity, size, and common and botanical names of the plant material to be used;
- The location of irrigation and/or a description of the means of maintaining the landscaping; and
- The total landscape planting area either in square feet or square metres.

• **Parking configuration:**

- The parking spaces with dimensions;
- The access driveways with dimensions;
- The hard-surfacing and markings;
- The lighting and security measures; and
- The total amount of hard-surfacing either in square feet or square metres.

Refer to [Section 3.3.2](#) of this Guide for more information on the required Engineering Package to be submitted with the DP application.

Waste Management Plan

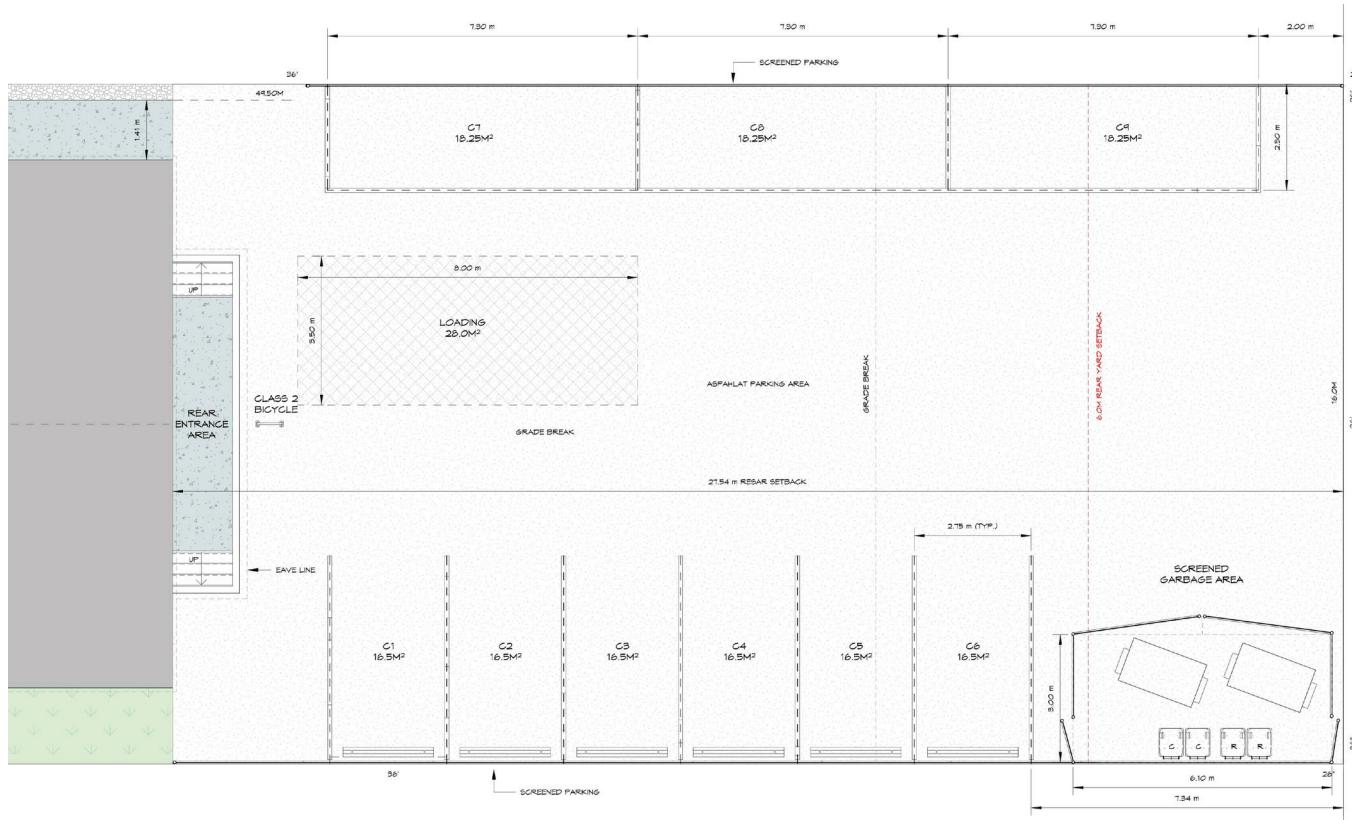
Solid waste management is an integral part of the development and planning process for residential developments, mixed use developments, and industrial, commercial and institutional developments. The developer is responsible for ensuring all waste produced on site, such as garbage, organic waste, and recyclable materials, can be appropriately accessed, stored and removed from the site in accordance with the waste management requirements of the City of Whitehorse.

Property owners with private waste collection must provide sufficient space to store waste receptacles. In some cases, an enclosure to conceal the waste storage area is required. Consideration must also be

Review the Waste Management Bylaw and the Emergency Services Bylaw to ensure compliance.

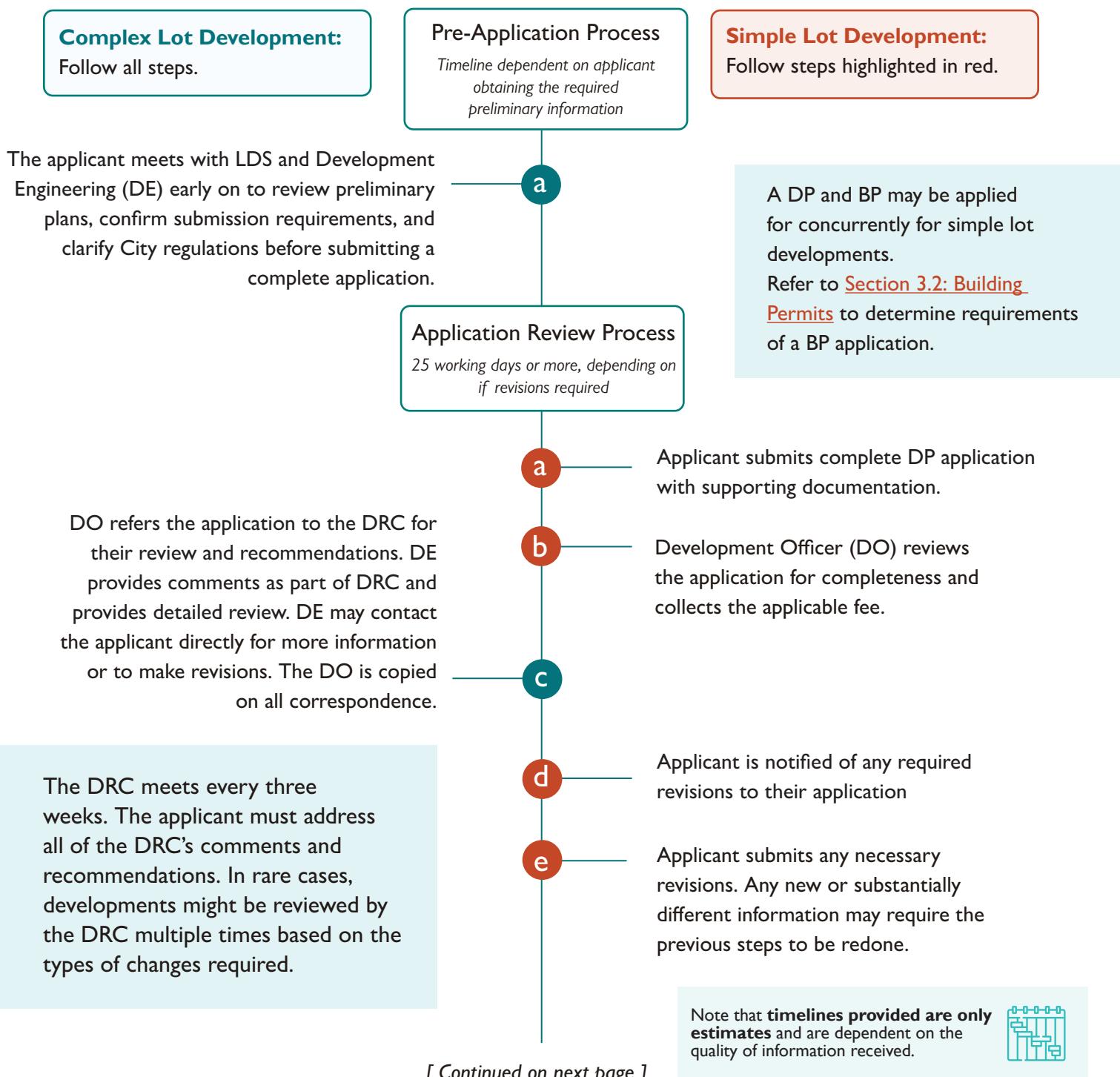
given to how waste collection vehicles will access the waste collection area with no conflicts from overhead lines, building overhangs, balconies, tree branches, parked vehicles, etc.

An example of a preferred bin layout where waste bins are in a single line (i.e. not stacked) and positioned at a 60-degree angle towards the collection route for easier access is shown below.



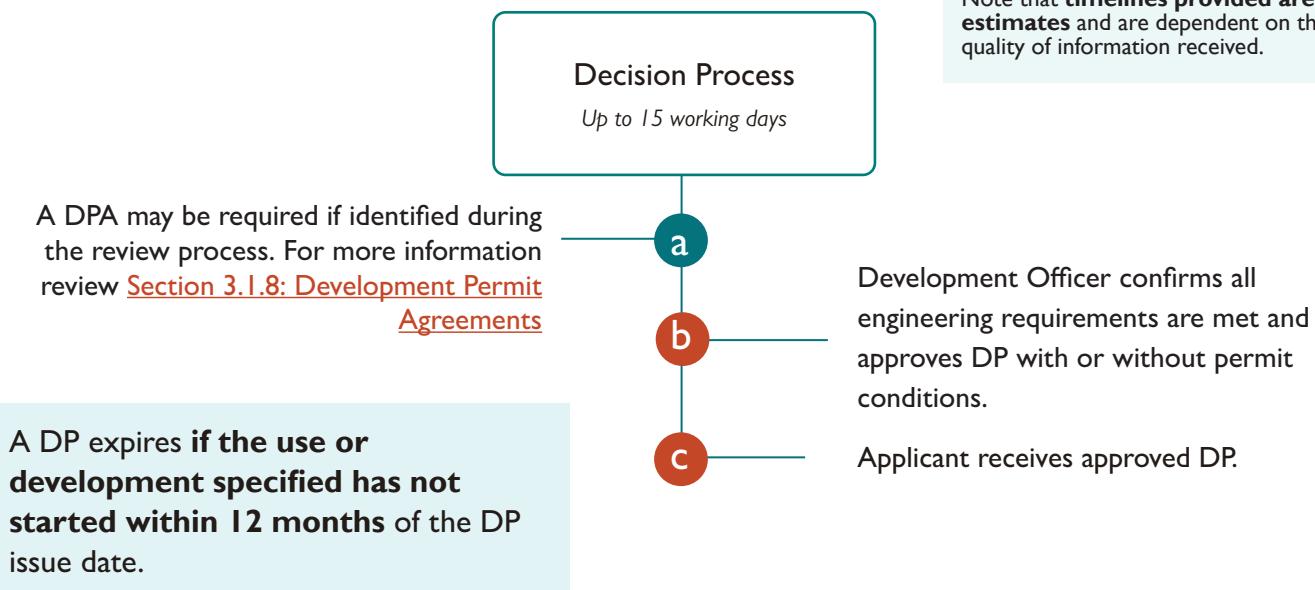
3.1.6.2 Development Permit Application Process

The Development Permit application process varies depending on the complexity of the proposed development. For complex lot developments, all of the following steps apply, while for simple lot developments, only the steps highlighted in red and listed on the right side of the diagram are applicable.





Note that **timelines provided are only estimates** and are dependent on the quality of information received.



3.1.7 Security Deposits

The City may require a security deposit to ensure any work is completed according to approved plans and schedules. The amounts are based on the specific plans included in the application and may be in the form of cash, letter of credit, or certified cheque. The property owner is responsible for completing the required improvements and may request an inspection once the work is finished. If the inspection is satisfactory, the City will release the security deposit.

There are several types of securities the City requires for both simple and complex developments as a condition of Development Permit approval, including:

- **Hard-Surfacing Security:** Hard-Surfacing is required to be completed by occupancy approval, otherwise a security is collected to ensure that a durable, dust-free surface is constructed according to the requirements of the *Zoning Bylaw*.
- **Landscaping Security:** Landscaping is required to be completed by occupancy approval, otherwise a security is collected to ensure

completion of required landscaping. There are specific requirements for each zone in the *Zoning Bylaw*.

- **Record Drawing Security:** A Record Drawing Security ensures that the Record Drawings are provided in a form acceptable to the City. The value of the security is $\$1,000 + \$1/m^2$ of lot area. Record Drawings are to be submitted to the LDS prior to the release of the Record Drawing Security. Record Drawing Security is only collected for complex developments and may be deferred to occupancy.



Upon completion of required improvements and a written request, the cash security deposited with the City will be paid to the property owner, regardless of who provided the security.

If improvements are not completed within their timeframe, then the security is forfeited. The City

may use the forfeited security to add to the general revenue fund or use the security to complete the work. If the amount forfeited is not enough for the City to complete the work, then the property owner must pay the deficiency.

3.1.8 Development Permit Agreements

A Development Officer may require a DPA as a condition of approval for a Development Permit. A DPA may cover various aspects like land use, development, timing, design, parking, maintenance, infrastructure, and other reasonable conditions to mitigate impacts and ensure compliance with the OCP, *Zoning Bylaw*, and the Servicing Standards Manual.

The Director of Development Services decides on the need for a DPA with the authority to approve, approve with conditions, or refuse it. Landowners/developers may appeal the Director's decision to Council.

Development that requires a DPA will be subject to the Development Design and Construction Review Cost Charge. A DPA may be registered as a caveat against the title of the subject lands at the Land Titles Office.

A development that **requires off-site infrastructure improvements within a City right-of-way** usually requires a **DPA** to ensure the work meets municipal standards.

Refer to Section 3.5 of the [City of Whitehorse Engineering Guidelines for Complex Developments](#) for additional information.

Development Design and Construction Review Cost Charge

The Development Design and Construction Review Charge is applied to projects that require a DPA. The fee is a percentage of the overall construction value. The calculated rate is included in the City's [Fees and Charges Bylaw](#).

3.1.9 Other Permits

Upon issuance of a DP, a developer can apply for other permits as required. Refer to [Section 3.2](#) for more information on Building Permits and to [Section 3.5](#) for information on other types of permits.

3.2 Building Permits

A Building Permit is the document authorizing the carrying out of any work issued by Building Services pursuant to the *Building and Plumbing Bylaw* and the NBCC. The *Building and Plumbing Bylaw* regulates the municipal procedure for processing Building Permit applications and conducting building inspections to maintain the safety and standards of buildings in the city.

Building permit applications are submitted to the Building Officials in the Building Services Department and they will determine whether the application complies with City bylaws, the Yukon *Building Standards Act*, and the National Building, Plumbing and Fire Codes of Canada.

Building Permits are required for most types of construction, whether it is a new home, a commercial building, or the renovation or expansion of an existing building. A DP is typically required prior to the issuance of a Building Permit. However, for simple developments, a DP and a Building Permit may be applied for concurrently.

The City provides additional information on YouTube with the [Builders Permit and Code Education Webinar Series](#).



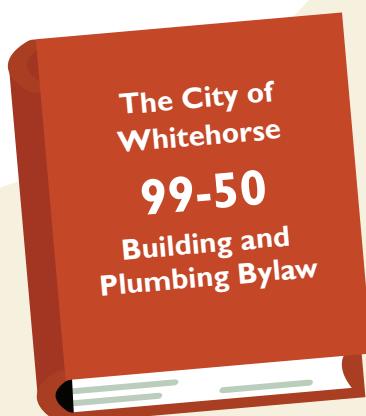
[Click here to review the Building and Plumbing Bylaw.](#)

[Click here to review the Yukon Building Standards Act.](#)

[Click here to review the National Building Code of Canada.](#)

For more information, contact:

Building Services Department
P: 867-668-8340
E: adminbuilding@whitehorse.ca



Building Permits are required for the following:

- Construction of any building or structure larger than 12 m²;
- Repairing, renovating or adding to an existing building;
- Demolition of existing structures;
- Anything that will change the floor plan or use of the building;
- Additions or renovations to existing structures;
- Constructing decks or balconies;
- Installing an oil burning appliance and tank, chimney, wood/pellet stove, and furnace;
- Installing a Heat Recovery Ventilator;
- Moving of buildings;
- Mobile home placement; or
- Change of use when applying to change the occupancy class.

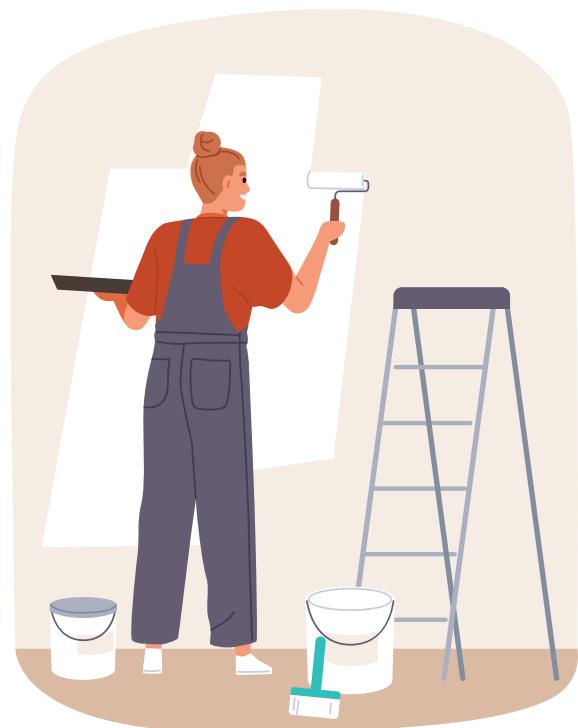
Advisories and Notices are provided on the [Permits and Information](#) section of the City website which include updates or changes to City bylaws and the National Building Code of Canada.



Building permits expire if work does not start within 12 months of issuance or if work is suspended for more than 12 months.

Building Permits are NOT required for the following:

- Building a fence;
- Painting;
- Roofing repairs (nothing structural);
- Exterior finish maintenance, or repair;
- Replacing deck boards (size of deck cannot change); and
- Accessory structures less than 12 m² in area (placement of accessory structures must comply with *Zoning Bylaw* setback, height and site coverage regulations).



3.2.1 Green Standards

The City requires an EnerGuide rating label on all new homes. The *Building and Plumbing Bylaw* outlines the energy efficiency requirements and a summary of those requirements can be found on the City's Green Standards [website](#).



3.2.2 Application of National Building Code of Canada

The NBCC sets minimum construction standards to ensure health, safety, accessibility, fire protection, and structural integrity in all buildings. The NBCC applies to the design, construction, and occupancy of all new buildings, and the alteration, reconstruction, demolition, removal, relocation, and occupancy of all existing buildings.

The type of Building Permit application required depends on the scope of the proposed development, and the parts of the NBCC reviewed will vary based on the project's specific details. The City typically reviews Building Permit applications in relation to:

- Occupancy classification (the intended use of the building);
- Building height and area limits;
- Structural design (foundations, framing, snow loads);
- Fire protection (sprinklers, fire separations, exits);
- Accessibility (barrier-free design for public areas);
- Health and safety (ventilation, plumbing, fire alarms); and
- Energy efficiency (insulation, airtightness, HVAC performance).

NBCC parts

- Part 9 is used for most small residential and simple commercial buildings (600 m² or less).
- Part 3 is used for large, complex, or high-occupancy buildings (e.g., apartments, commercial buildings).
- Other Parts (4, 5, 6, 7) are reviewed as applicable based on the project details (e.g., HVAC design, plumbing, structural requirements).
- Complex Part 9: While Part 9 generally applies to houses and small buildings, some projects under Part 9 are considered Complex Part 9 due to design complexity or building use, even though they may meet the size and height limits of Part 9. Examples include buildings that are multi-unit residential, mixed-use, have complicated exiting or fire separation layouts, and/or requiring engineered systems. Permit submission requirements are higher for Complex Part 9 buildings and review timelines may be longer due to additional checks for fire protection, structural design, and mechanical systems.



Understanding Major and Minor Occupancies

In building code terminology, a **major occupancy** refers to the main purpose or function of a building or part of it. It defines how the space is primarily used, such as for residential, commercial, industrial, or assembly purposes. Any associated minor uses that are important to or support the main use (such as a small retail shop in an office building) are considered part of that major occupancy.

Different major occupancies have specific requirements for fire protection, exiting, and structural design. Refer to the NBCC for the major occupancy classifications.

In contrast, a **minor occupancy** is a secondary or supporting use within a building. It is typically smaller in scale and not the primary function of the space, such as a janitor's closet in a school or a storage room in a retail shop.

Major occupancies determine most of the design requirements, while minor occupancies are reviewed for any additional safety concerns. Understanding these classifications is important because they influence design requirements, fire safety standards, and code compliance. A change of use from one occupancy to another will require approval from a development officer and a supporting Building Permit. The Building Permit ensures requirements are met in relation to each specific occupancy.

3.2.3 Building Permit Applications

The type of Building Permit application required will depend on the type of building or structure proposed. The table below lists the required forms and information to be included in the application based on the type of proposed development.

A plumbing permit is usually required at the same time as a Building Permit to construct, extend, renew, or repair a plumbing system, or to connect to a sewer.

Type of Development	Description	Form(s) Required
All Development		
Owner Authorization	A form signed by the owner of the affected property to authorize improvements to their dwelling.	<ul style="list-style-type: none"> • Owner Authorization for Improvements Form
Professional Assurance Required for all <ul style="list-style-type: none"> • Part 3 Buildings; • In part for Complex Part 9 Buildings; or • Construction types that do not meet the prescriptive requirements of Part 9. 	A required form for a registered professional to sign that gives assurance that the design of the components of the plans and supporting documents for the Building Permit are compliant with the Yukon Building Standards Act and Regulations, the NBCC, Bylaw 99-50 and other applicable regulations with regards to safety	<ul style="list-style-type: none"> • Confirmation of Professional Assurance – part 1 for Permit Issuance



Type of Development	Description	Form(s) Required
Residential Development in Residential or Commercial Zones		
Foundation for a residential structure	<p>Application for the foundation of a single detached, duplex, or townhouse residential building or structure.</p> <p>Requires full structural design drawings and sufficient information to confirm imposed structural loads and general compliance with the NBCC.</p>	<ul style="list-style-type: none"> Residential Building Permit Application <p>Apply online through the e-permitting system.</p> <p>Review the New Home, Duplex, and Addition Application Checklist to ensure your application is complete.</p>
Single detached, duplex, row housing (up to two units), living suite, or garden suite	<p>Application for a residential building or structure three storeys or less and smaller than 600m².</p> <p>If constructing more than one building or structure, a separate Building Permit application is required for the additional building or structure.</p> <p>Construction drawings are required.</p>	<ul style="list-style-type: none"> Residential Building Permit Application Plumbing Permit Application <p>Apply online through the e-permitting system.</p> <p>Review the New Home, Duplex, and Addition Application Checklist to ensure your application is complete.</p>
Multi-residential (three units or more)	<p>Engineered drawings are required for Part 3 buildings, Complex Part 9 buildings, or construction types that do not meet the prescriptive requirements of Part 9.</p>	<ul style="list-style-type: none"> Residential Building Permit Application Plumbing Permit Application <p>Apply online through the e-permitting system.</p>
Residential Accessory Uses		
Living suite or garden suite	<p>Application for a residential building or structure less than 600m².</p> <p>If constructing more than one building or structure, a separate Building Permit application is required for the additional building or structure.</p> <p>Construction drawings are required.</p>	<ul style="list-style-type: none"> Residential Building Permit Application Plumbing Permit Application Sewer and Water permit Application <p>Apply online through the e-permitting system.</p> <p>Review the New Home, Duplex, and Addition Application Checklist to ensure your application is complete.</p>



Type of Development	Description	Form(s) Required
Residential Accessory Use		
Residential additions, detached garages or sheds	<p>Application for a residential addition, detached garage or shed.</p> <p>Construction drawings are required.</p>	<ul style="list-style-type: none"> Residential Building Permit Application Plumbing Permit Application <p>Apply online through the e-permitting system.</p> <p>Review the New Home, Duplex, and Addition Application Checklist to ensure your application is complete.</p>
Deck	<p>Application to construct a deck.</p> <p>Construction drawings are required</p>	<ul style="list-style-type: none"> Residential Building Permit Application (foundation) Decks Checklist <p>Apply online through the e-permitting system.</p>
Commercial, Industrial, Institutional Development		
Commercial, industrial, or institutional building	<p>Application for a commercial, industrial, or institutional building.</p> <p>Projects that propose the installation of Class 1 cooking appliances or Class 2 cooking appliances need to complete and submit the Commitment Form to not create grease-laden vapours.</p> <p>Engineered drawings are required for Part 3 buildings, Complex Part 9 buildings, or construction types that do not meet the prescriptive requirements of Part 9.</p>	<ul style="list-style-type: none"> Commercial/Industrial/ Institutional Permit Application Plumbing Permit Application Commitment to Not Create Grease-Laden Vapours, if applicable <p>Apply online through the e-permitting system.</p>
Any of the above buildings with residential occupancies	<p>Application for a commercial, industrial, or institutional building with residential units. A Residential Building Permit application is required for each residential dwelling unit.</p> <p>Engineered drawings are required for Part 3 buildings, Complex Part 9 buildings, or construction types that do not meet the prescriptive requirements of Part 9.</p>	<ul style="list-style-type: none"> Commercial/Industrial/ Institutional Permit Application Residential Building Permit Application Plumbing Permit Application <p>Apply online through the e-permitting system.</p>

Type of Development	Description	Form(s) Required
Other Developments		
Installation, alteration, or relocation of fuel-burning heating system	<p>Application for installation, alteration, or relocation of fuel-burning heating systems, such as oil-fired or solid-fuel burning systems.</p> <p>Inspection forms need to be completed and submitted to schedule the final inspection.</p>	<ul style="list-style-type: none"> • Fuel-Burning Heating System Application • Oil-Fired Device Final Inspection Form • <u>Solid-Fuel Burning Installation Checklist</u> <p>Apply online through the <u>e-permitting system</u>.</p>
Demolition or relocation of a whole or any part of a building	<p>A Development Permit and building inspection is required prior to demolition or relocation of the building.</p> <p>A Building Permit (for residential or commercial/industrial/institutional buildings) will also be required for the lot where the building is to be relocated.</p>	<ul style="list-style-type: none"> • Approved Development Permit • Building inspection (contact BS to schedule) • Residential Building Permit Application • Commercial/Industrial/ Institutional Permit Application <p>Apply online through the <u>e-permitting system</u>.</p>
Occupancy Certificate	<p>A certificate issued by a Building Inspector to certify that the building or part of a building is now safe for occupancy, once the final inspections and all field reviews are completed. A certified professional must submit an application to initiate the process.</p>	<ul style="list-style-type: none"> • <u>Confirmation of Professional Assurance – part 2 for Occupancy/Completion</u> • <u>Occupancy – Items for Completion</u>

3.2.5 Residential Developments up to Two Units

Applies to the development of a single detached dwelling, duplex, or townhouse where each unit is on its own fee-simple lot, as well as to the development of a living suite, garden suite, or accessory building or structure.

Building Permit Application Requirements:

1. A completed application form:
 - a. Owner authorization for improvements form;
 - b. Confirmation of professional assurance – part I for permit issuance (if an engineer or architect is providing stamped drawings);
 - c. Residential Building Permit application; and
 - d. Plumbing Permit application.
2. Proof of ownership or the authority to apply/build.
3. Proof of payment of DCCs.
4. Complete set of construction drawings:
 - a. Site plan;
 - b. Foundation plan;
 - c. Plan view of each floor;
 - d. Cross section of the structure; and
 - e. Signed condition list.

A foundation only permit may also be applied for, allowing work to begin while an applicant's Building Permit is being processed.

5. Permit for private sewage disposal system, if applicable. (Issued by the Yukon Government (YG))
6. Propane and electrical installation permits, if applicable. (Issued by YG)
7. Permit for a fuel-burning heating system, if applicable (wood/pellet or oil).
8. Party wall agreement, if applicable (fee-simple duplex, or townhouse)
9. Building Permit application fee, as per the [City's Fees and Charges Bylaw](#).

Applications for factory-built units (mobile homes) require a site plan, a foundation plan, the manufacturer, year of manufacture, model and serial number of the unit. Mobile homes must conform to the Canadian National Standard for manufactured homes (CSA Z240 specifications).

Refer to the [Permit Applications - Information Required](#) for more info on the specific plans required.

3.2.6 Multi-Residential (Three Units or More), Commercial, Industrial, and/or Institutional Development

These uses typically involve larger buildings and may or may not include a residential component. For example, a mixed-use building with residential and commercial uses would require two Building Permit applications – one for the commercial use and one for the residential use.

Building Permit Application Requirements:

1. A completed application form:
 - a. An approved DP;
 - b. An approved street occupancy permit (if applicable);
 - c. Type of occupancy;
 - d. Confirmation of professional assurance – part I for permit issuance;
 - e. Residential Building Permit application if the proposed building contains any residential occupancies; and
 - f. Plumbing permit application.
2. Acknowledgment of Obligations form.
3. Proof of payment of DCCs.
4. Complete set of architectural drawings:
 - a. Site Plan;
 - b. Floor plans for each storey, including dimensions and the purpose of each room, the area of each unit, and the location of doors, walls, windows, stairs, etc.;
 - c. Cross-sections and details;
5. Elevation drawings for each side of the building, including siding material and colour, location of doors and windows, location and dimensions of all projections (i.e. eaves, decks, steps, etc.), building height, and location of property lines where any part of a building is within one metre of a property line; and
6. Addressing plan for multi-unit developments.
7. Complete set of sealed engineered drawings:
 - a. Drainage Plan;
 - b. Servicing Plan;
 - c. Detail Plan; and
 - d. Additional information as requested by the City, such as a landscaping plan, subdivision grading plan, geotechnical report, waste management plan, signage and markings plan, and/or traffic impact assessment.
8. Propane and electrical installation permits, if applicable. (Issued by YG)
9. Project contact list.
10. Building Permit application fee, as per the [City's Fees and Charges Bylaw](#).

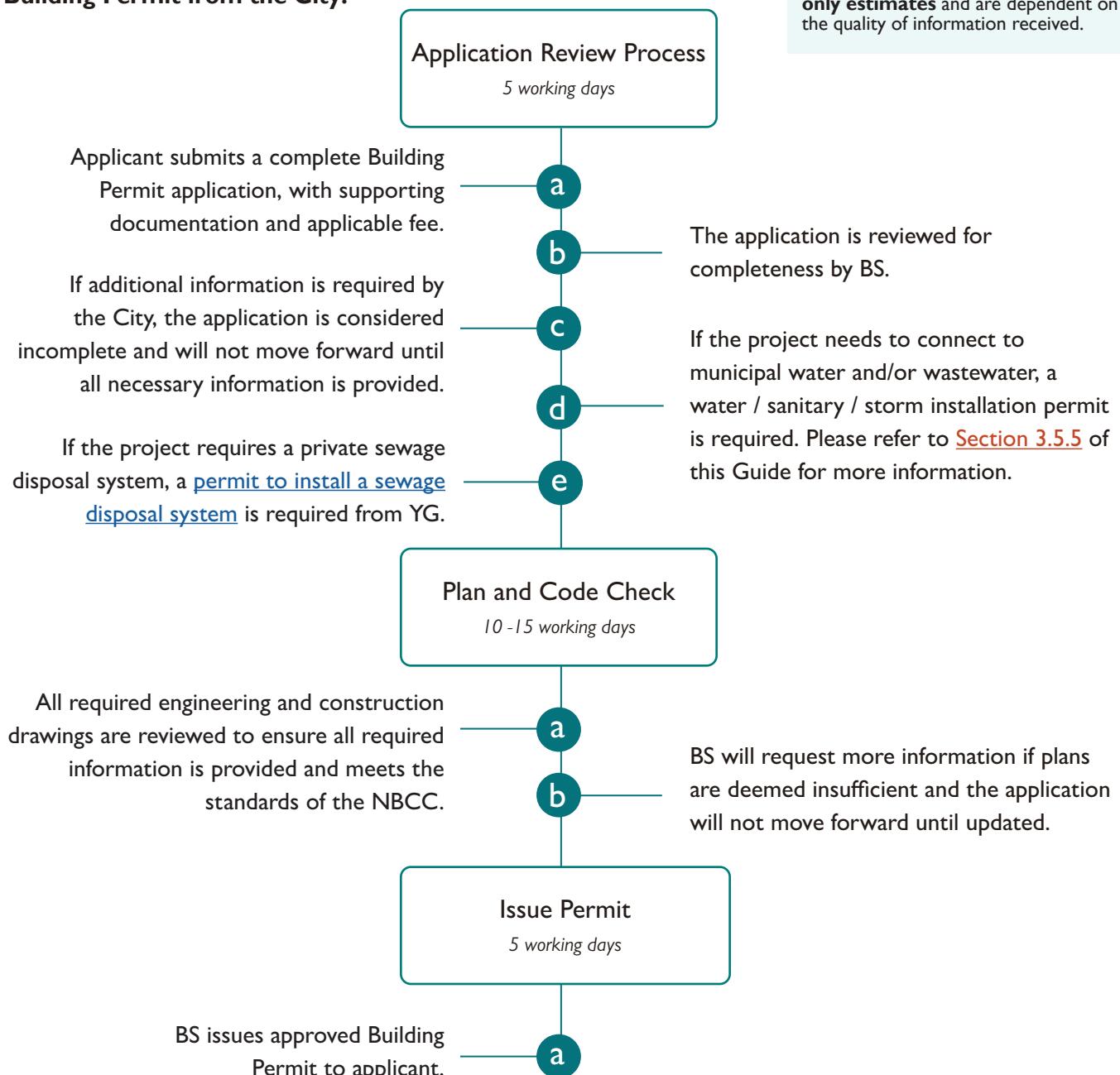
3.2.7 Building Permit Application Process

Upon receipt of a complete Building Permit application, the approval process typically takes five weeks. More complicated types of applications, such as mixed-use buildings, may take longer than five weeks for

processing due to their complexity, while the processing time for single-family homes may be issued as quickly as two to three weeks depending on the number of applications being processed at the time.

The following outlines the necessary steps to obtain a Building Permit from the City:

Note that **timelines provided are only estimates** and are dependent on the quality of information received.



3.3 Engineering Standards

To mitigate potential negative impacts and ensure adequate servicing for a development, DP applications require certain information to be reviewed and approved by Development Engineering.

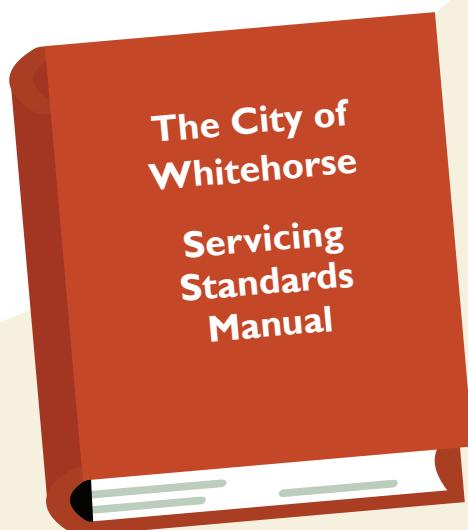
The City of Whitehorse [Engineering Guidelines for Simple Development](#) and the [City of Whitehorse Engineering Guidelines for Complex Development](#) provide specific, detailed requirements for a complete Engineering Package and design criteria to be submitted for review by the City's Development Engineering Team. The contents of the Engineering Package will vary depending on the overall complexity of the development.

The City of Whitehorse Servicing Standards Manual outlines the rules for how development must be designed, built, and maintained when it affects City land or infrastructure. These rules also apply to anything that connects to the City's systems. The SSM sets the minimum requirements for design,

construction, and maintenance and highlights the need for professional engineering judgment in more complex situations.

It is the responsibility of the developer, the developer's consultant, and the developer's contractor to ensure that they are referencing the SSM and applicable guidelines.

The SSM can be found on the Engineering Standards web page. The SSM is updated as necessary - be sure to reference the most recent version. Other applicable guides can be found in [Section 4.4.3](#) and on the Development Permits web page.



[Click here to review the City of Whitehorse Servicing Standards Manual.](#)

For more information, contact:

Development Engineering

E: PrivateDevelopment@whitehorse.ca

3.3.1 Engineering Standards for a Simple Development

For a simple development, the City requires the developer to submit a lot grading plan for review and approval. Lot grading involves shaping the land to direct surface water away from structures and towards designated discharge points to reduce the risk of damage to buildings. Proper lot grading prevents issues like foundation damage and flooding. Developers are responsible for ensuring effective lot grading to avoid negative impacts.



Lot Grading Plan

A lot grading plan establishes the grading design for the property and specifies how drainage from the proposed development will impact proposed contiguous development, and surrounding existing development.

Upon submission of the lot grading plan as part of a complete application for a DP, DE will undertake a review and will provide one of the following responses to the Development Officer:

- Plan acceptance;
- Plan acceptance subject to minor comments; or
- Request resubmission of plan with comments and rationale for requested revisions.

Lot grading plans vary in complexity depending on the type of simple development proposed. A topographic survey may be required to identify existing conditions surrounding the proposed development. The seal of a professional engineer licensed to practice in the Yukon is also required for simple development infill and all complex development.

Refer to the [Lot Grading Guidelines for Simple Developments](#) for more information and specific grading plan requirements.

Lot Grading Certificate

A Development Officer may request a lot grading certificate to ensure that the lot grading has been carried out in accordance with the lot grading plan.

A lot grading certificate is a plan representing the as-built surface elevations and surface grades of a lot and is used to confirm that a development has proceeded in accordance with the accepted lot grading plan. The lot grading certificate is prepared, duly signed, and certified by a CLS or a professional engineer registered to practice in the Yukon.



3.3.2 Engineering Standards for a Complex Development

A DP application for a complex lot development requires the developer to submit a complete Engineering Package to the City for their review and approval. The Engineering Package is reviewed by Development Engineering and comprises all engineering design information, including reports and calculations required to demonstrate that the design is sound and complete.

It is recommended that the developer arrange for a pre-application meeting with a Development Officer. The meeting is to review the City's requirements and for the developer to obtain answers to any questions they may have and to identify requirements for a complete Engineering Package submission for their contemplated development. Development Engineering will attend this meeting as well.

All Engineering Packages must include:

- Drainage Plan;
- Servicing Plan; and
- Detail Plan.

The following sections describe the requirements for the drainage, servicing, and detail plans in more detail.

Drainage Plan

A drainage plan establishes the design for grading and stormwater management for the proposed development along with the relationship between the design and proposed contiguous development, surrounding existing development, and the City's stormwater network.

Required drainage plan details depend on whether the development has a subdivision grading plan.

For drainage design criteria for Complex

Development refer to Section 6 of the [Engineering Guidelines for Complex Development](#) and Section 2.5 of the City's [Servicing Standards Manual](#).

Servicing Plan

A servicing plan establishes the design of storm sewer, sanitary sewer and water supply networks for the proposed development along with the relationship between the design and proposed shallow utilities, proposed contiguous development, and surrounding existing development.

For servicing design criteria for Complex Development refer to Section 7 of the [Engineering Guidelines for Complex Development](#) and Section 2.3-2.6 of the City's [Servicing Standards Manual](#).

Design Standards for Lot Development

The Engineering Guidelines for Complex Development outline all requirements for Complex Lot Development complete with references to applicable sections of the Servicing Standards Manual.

The Engineering Guidelines for Simple Development outline all requirements for Simple Lot Development. Note that sections of the Servicing Standards Manual that apply to Simple Lot Development are related elements that interface with existing City infrastructure such as underground servicing and details of driveway access.

3.3.3 Additional Information

The Development Officer and/or ES may request additional information to be included in the Engineering Package depending on the nature, location, and complexity of the proposed development. This may include, but is not limited to:

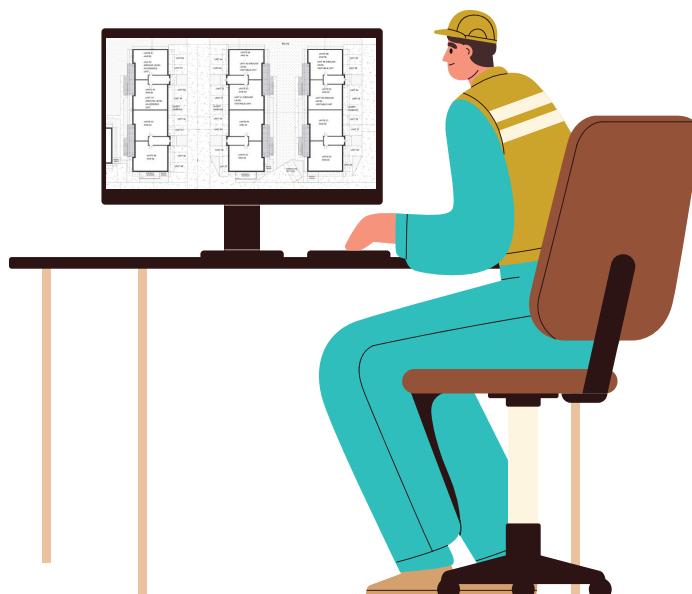
- Detail Plans;
- Fire Flow Calculations;
- Geotechnical Report;
- Plan/Profile Drawing for existing and proposed servicing network;
- Storm Capacity Calculations;
- Hydrant Flow Test;
- Water Model Report;
- Transportation Impact Assessment;
- Engineer's Estimate;
- Water Demand Calculations;
- Sanitary Capacity Calculations and Video Camera Inspection;
- Detail for Retaining Walls 1.0m. or Higher;
- Vehicle Swept Path Analysis;
- Erosion and Sediment Control Plan; and/or
- Pre-Design Report.

The signature and seal of the Engineer of Record must be applied to all drawings, plans, details, and calculations.



All plans are reviewed individually, considering the specific conditions of the development.

More information and example drawings can be found in the [Engineering Guidelines for Complex Development](#).



3.4 Construction and Inspections

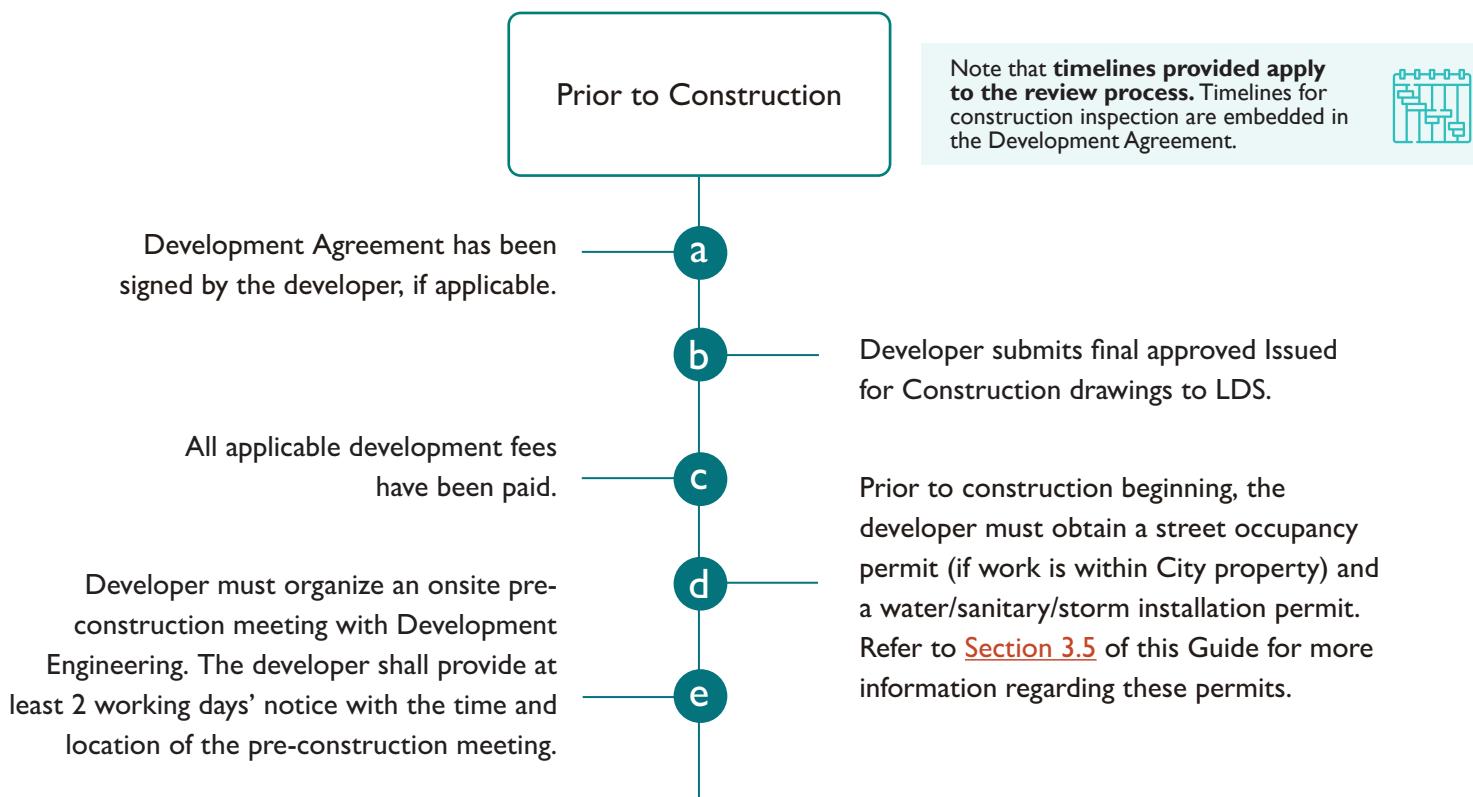
3.4.1 Land Development

A new subdivision, prior to the construction of any buildings or structures, has several stages of construction and inspections. The following applies to developments that will be constructing infrastructure to be owned and maintained by the City.

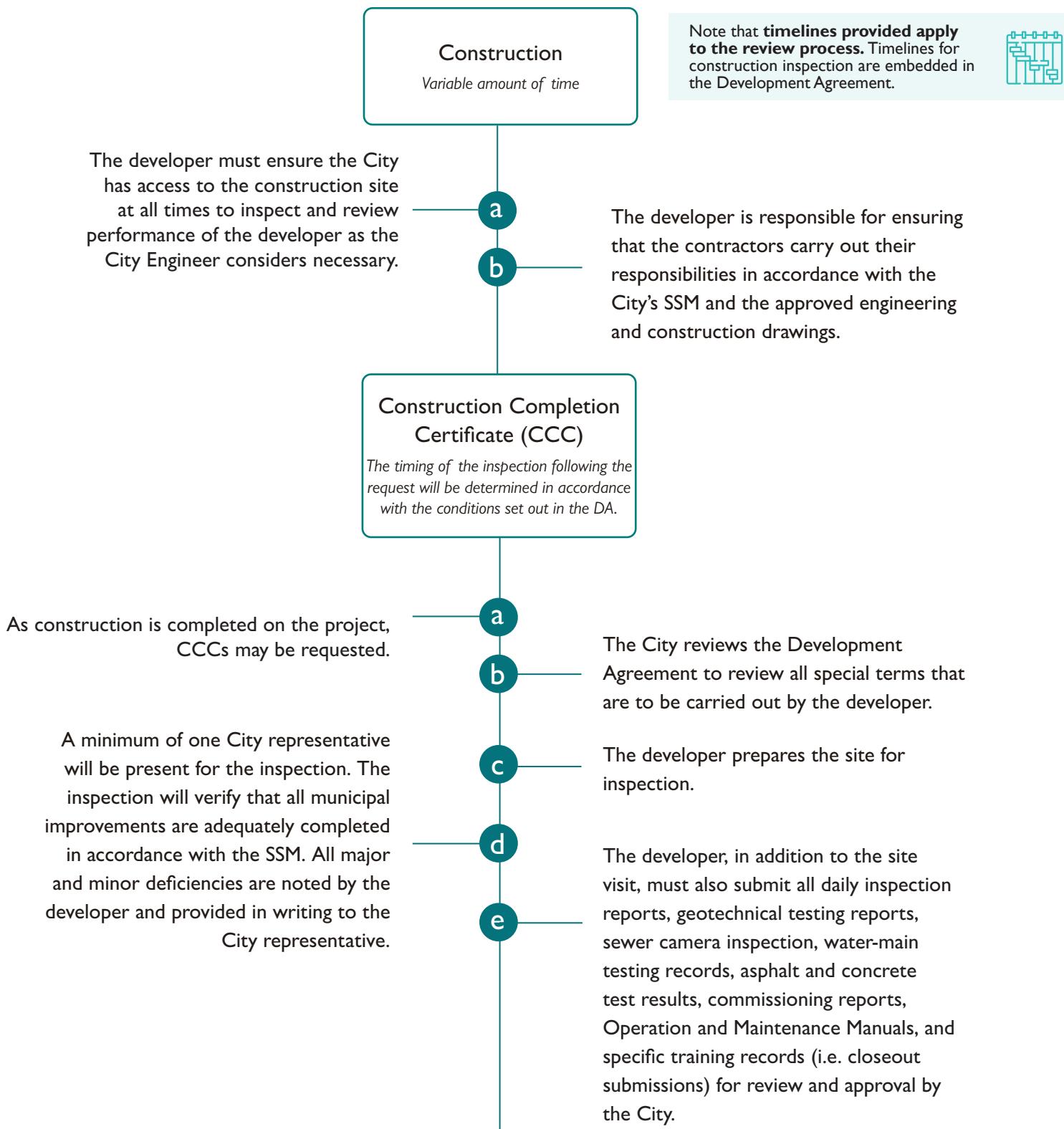
The timeline for the construction phase of the project is dependent on a variety of factors, including the complexity of the project. Critical inputs from City staff are dependent on when the necessary information is provided by the developer. The

approximate timelines for City input are noted at the milestones for which they are involved.

The following outlines the necessary steps for construction and inspections for land development:



[Continued on next page]



[Continued on next page]





When municipal infrastructure is fully operational and all work is complete, with exception to minor deficiencies, the Engineer will issue the CCC.

If the project is rejected, the City Engineer will notify the developer in a letter stating the reasons for rejection and notifying the developer that the improvement has not been accepted and requires remediation.

Submission of as-built date and record drawings within 60 days of issuance of CCC.

f

Note that **timelines provided apply to the review process**. Timelines for construction inspection are embedded in the Development Agreement.



g

Maintenance period coincides with:

- a) Date of receipt of closeout submittals (with exception to As-Built Data and Record Drawings);
- OR**
- b) date of inspection upon receipt of a letter of intent from the developer to correct all outstanding minor deficiencies by July 31 of following calendar year.

Permitting for Lot Development

[Section 3.1](#) Development Permits
[Section 3.2](#) Building Permits

a

After the subdivision has been registered at the LTO, a subdivision grading plan has been submitted, and the CCC has been issued, the lots may be further developed in compliance with the *Zoning Bylaw*. Refer to [Section 3.2](#) of this Guide for more information on Building Permits.

Alternatively: If the subdivision is small, has no major off-site improvements, and there is a single owner-developer, the developer may request early release of Development and Building Permits before surface works are fully completed. See Section 1.4 of the SSM for more info.

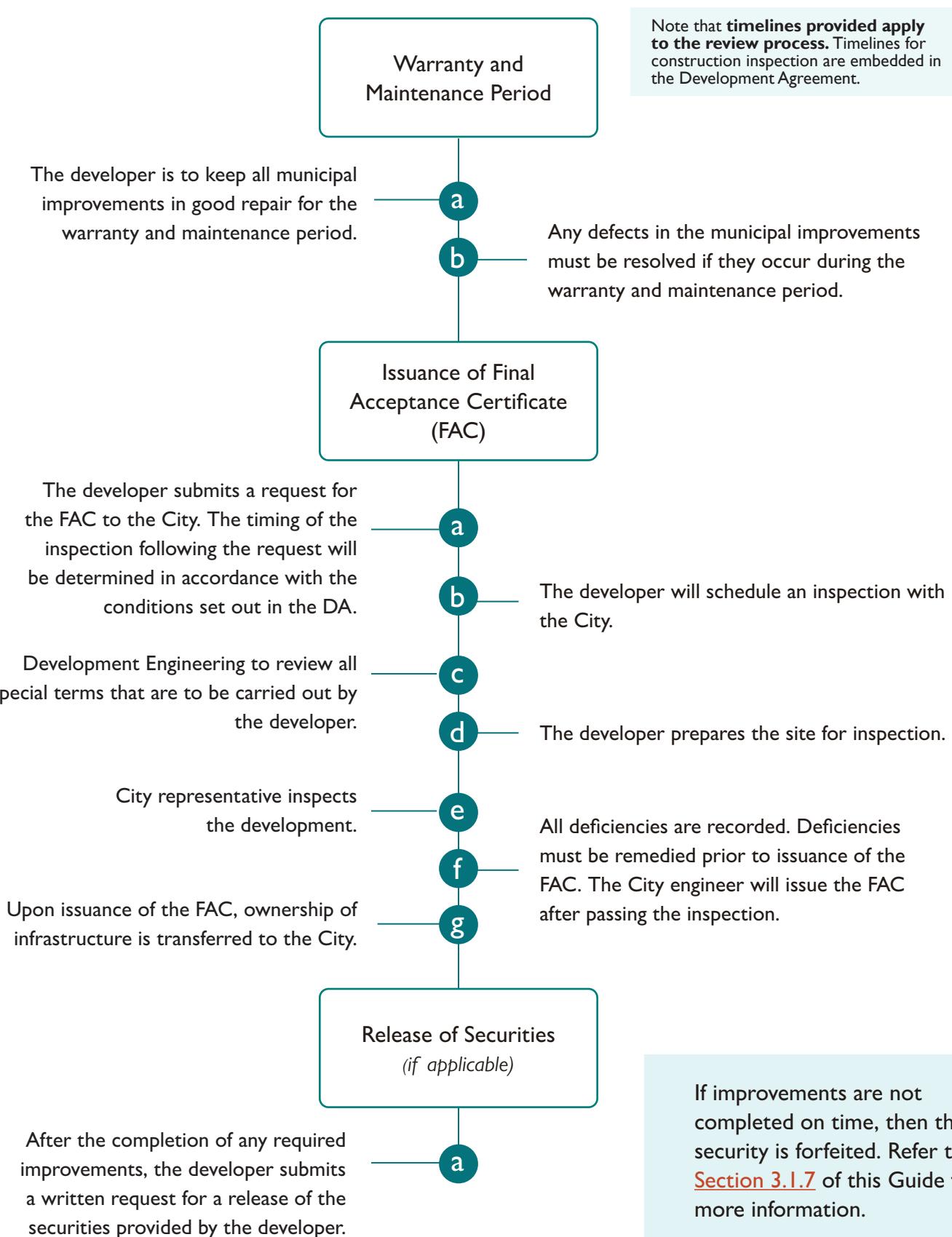
Minor deficiency is a deficiency in materials and/or workmanship, which does not affect the normal operation of the project, such as sidewalk cracking or mortaring of manhole rings or energizing primary electrical system. Failure to erect street signs, incomplete asphalt or concrete work, lack of testing or camera results or similar deficiencies which effect the operation of the project are not considered minor deficiencies.

For a full list of minor deficiencies, refer to Section 1.4.2 of the SMM.

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Note that **timelines provided apply to the review process**. Timelines for construction inspection are embedded in the Development Agreement.



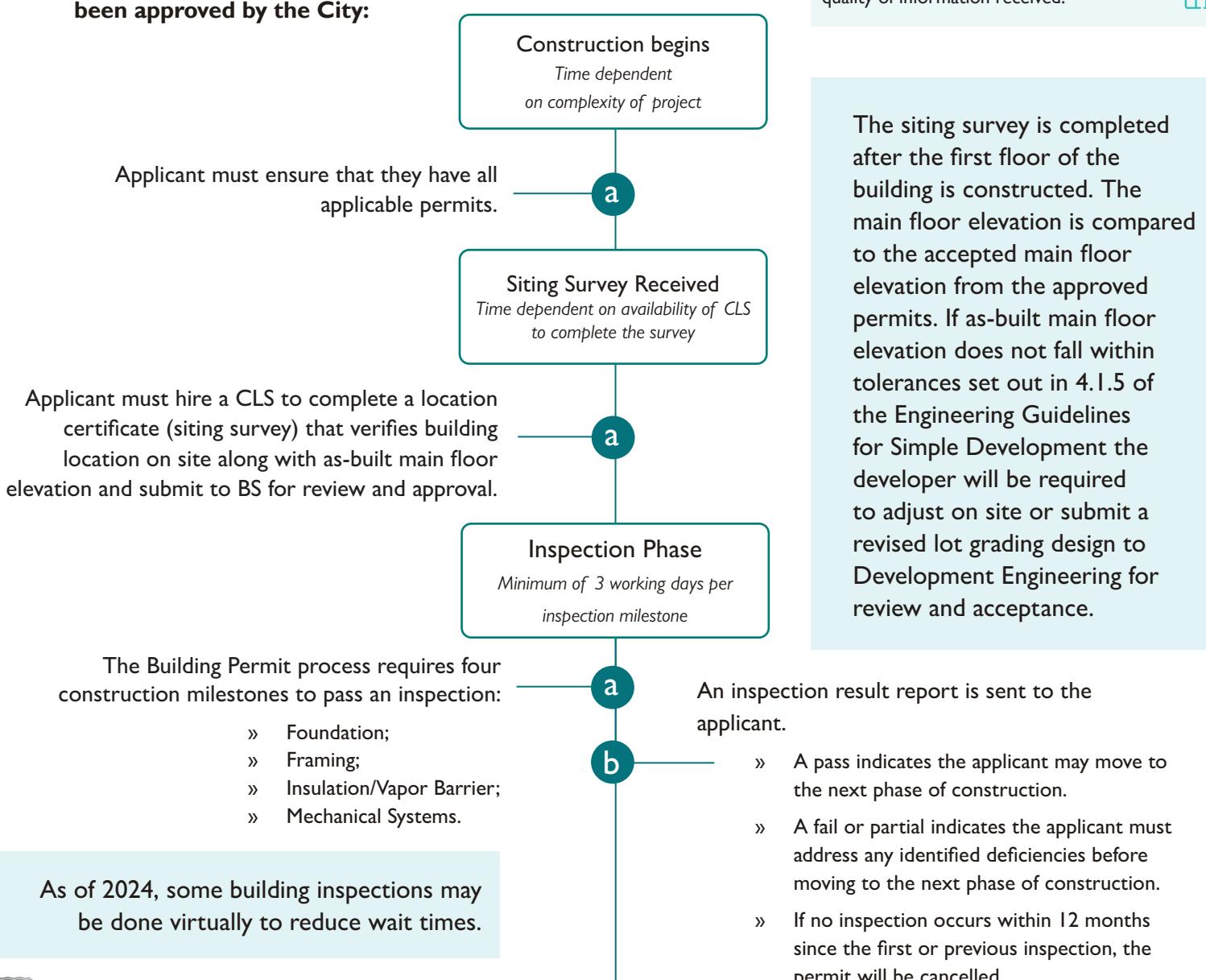
3.4.2 Lot Development

Once the City has issued a Building Permit, several steps must be completed before a building can be occupied. These steps ensure that construction complies with the approved plans, City standards, and safety requirements.

The timeline for construction varies based on the scope and complexity of the project. City input depends on when the required information is submitted by the developer, and approximate timelines for City reviews are noted at each relevant milestone.

The following outlines the necessary steps for construction and inspections after a BP has been approved by the City:

Note that **timelines provided are only estimates** and are dependent on the quality of information received.



[Continued on next page]



Note that **timelines provided are only estimates** and are dependent on the quality of information received.



Applicant submits confirmation of professional assurance – part 2 for occupancy/completion.

Applicant schedules an occupancy inspection with BS.

a**b****c**

All buildings with residential occupancies are required to install smoke alarms, per the [Smoke Alarm Bylaw](#).

To help pass the final approval and receive the occupancy approval, the [Occupancy – Items for Completion](#) checklist can be reviewed to ensure all necessary construction items are complete.

An inspection result report is sent to the applicant.

- » A pass indicates the applicant may receive occupancy approval and BS issues the Certificate of Occupancy.
- » A fail indicates that the applicant must address any identified deficiencies before obtaining occupancy approval.

Individual or Partial Occupancy Approvals

An Individual Occupancy Approval for a single unit may be issued before the Final Certificate of Occupancy for the building.

In large or multi-unit buildings, it is possible to obtain occupancy approval for a completed portion, such as individual residential units or commercial spaces, before the entire building is finished. This type of approval allows a specific area to be used while construction continues elsewhere.

To qualify, a complete application with detailed plans for the area in question must be submitted. Approval will only be granted if the authority is satisfied that the occupied portion meets all safety and code requirements, and that ongoing construction will not pose a risk to occupants. Additional permits will still be required for the unfinished areas, and approval of one part does not guarantee approval of the remainder.

3.5 Other Permits

3.5.1 Plumbing Permit

A Plumbing Permit is required to construct, extend, alter, renew, or repair a plumbing system or to connect to a sewer.

The submission for a Plumbing Permit must be accompanied by an [application form](#), mechanical drawings, an acknowledgment of obligation form, and if applicable, mechanical engineered drawings and letter of professional assurance. More information is found in the *Building and Plumbing Bylaw*.

Mechanical drawings are detailed plans that provide the layout of plumbing systems, details specifications, and will typically include any systems that show how waste and/or water is managed. A mechanical engineered drawing with a letter of professional assurance is required when the project involves

complex systems or significant alterations including new construction, commercial or industrial projects, or projects that involve a complex plumbing system.

More information can be found in the [Servicing Standards Manual](#).



3.5.2 Electrical Permit

Electrical Permits are issued by the Government of Yukon. An approved Electrical Permit is required to obtain connection to ATCO services and can only be pulled by a licensed electrical contractor. Applications can be applied through the [Government of Yukon website](#) with full instructions.

3.5.3 Historic Resources Permit

The City recognizes the importance of preserving heritage resources and views their management as an integral part of municipal planning. The conservation of heritage resources is supported through policies in the City's *Official Community Plan*, as well as the [Heritage Bylaw](#) and [Heritage Management Plan](#).

A Historic Resource Permit is issued by a Designated Officer to authorize proposed activities affecting a heritage resource. Under the *Heritage Bylaw*, anyone

proposing work that may alter the historic character of a designated site shall apply for a Historic Resource Permit.

Upon receiving an application for a Historic Resources Permit, the Designated Officer may:

- Refuse the permit, providing written reasons;
- Issue the permit, with or without variations;
- Issue the permit with conditions; or
- Require financial security to cover possible damage to the heritage resources.

Heritage resources can include built structures, engineering works, cultural landscapes, landscape features, place names, artifacts and associated records, and archaeological sites. Municipal historic sites are listed in the City's [Heritage Registry](#).

For more information on Historic Resources Permits, contact:

Planning and Sustainability Services

P: 867-335-8296

E: planning@whitehorse.ca

3.5.4 Street Occupancy Permit

A Street Occupancy Permit is required for any work on or temporary use of City-owned land. This might be needed to support construction activities or material storage and can involve the full or partial closure of a municipal road, bike lane, sidewalk, boulevard, or other City land. A [street occupancy permit](#) must be obtained at least five days before construction begins.

The permit is obtained through ES and a Traffic Control Plan should be included in the submission of the project if it involves a traffic lane, bike lane, sidewalk, or road closure. The application form is located in appendix [IA of the Servicing Standards Manual](#) and available for download on the City's website.

1. Determine the road classification using the [Street Occupancy Permit Reference Map](#);
2. Determine the category of the street occupancy permit using the [Initial Project Category Assessment](#).



For more information on Street Occupancy permits, visit whitehorse.ca/street-occupancy-permit/ or contact:

Engineering Services

P: 867-668-8305

E: engineering@whitehorse.ca

3.5.5 Water / Sanitary / Storm Installation Permit

If underground work is proposed within City rights-of-way or on other City-owned lands, a Water/Sanitary/Storm Installation Permit must be obtained 14 days prior to work commencing and after the Development, Building, and Street Occupancy Permits have been approved.

This permit is required for any work on City infrastructure or any connections to City infrastructure. All service connections need to adhere to the Service Standards Manual and applicable bylaws.

Service Connection Application Requirements

Before any service connection work can begin, an [application](#) must be submitted with all applicable supporting documents. Requirements vary depending on whether the work is being completed by an approved contractor or, in rare cases, by the City.

The City only undertakes this work if a contractor cannot be obtained, which is uncommon. Any work completed by the City is limited to within City property.

If the City of Whitehorse is supplying and installing the infrastructure, the following items must be submitted with the application:

- City of Whitehorse Work Order signed by the applicant/owner;
- An up-to-date cost estimate prepared and approved by the City;
- A certified cheque payable to the City of Whitehorse in the amount of the Water and Waste Services' cost estimate; and
- The requested date for work completion.

All service connections need to adhere to

- » [Section 2.6 – Sewer and Water Service Connections](#) of the [Servicing Standards Manual](#) for more information.
- » [Water Utility Bylaw](#)
- » [Sewer and Storm Utility Bylaw](#)

If an approved contractor is completing the supply and installation, the following items must be submitted with the application:

- City of Whitehorse Work Order and Service Inspection Fee, per the [Fees and Charges Bylaw](#);
- A site plan and/or Issued for Construction drawings detailing the layout, pipe profile, materials, and any other relevant dimensions;
- A completed and approved copy of a Street Occupancy Permit and Road Cut Permit, if required;
- The planned date and timing of work completion (a minimum of 14 days' notice to the City is required before work begins); and
- A completed Service Record must be submitted to Water and Waste Services within 14 days of work completion.

Applications may be submitted to:

Water and Waste Services

P: 867-668-8350 ext. 4

E: W&WSadmin@whitehorse.ca

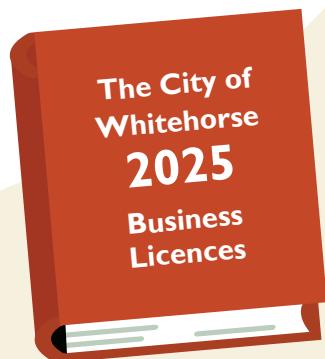


3.6 Business Licences

A business licence is a legal document that allows a business or organization to operate within the city. It is required to ensure that businesses comply with City regulations, and provide the City with data on business activities.

Persons conducting any kind of endeavour for profit or gain within the city require a business licence. All storefront businesses, non-local businesses, street vendors and home-based businesses that operate in Whitehorse require a business licence. This includes non-profit organizations that charge for a service or sell goods, and seasonal operations.

Applications that require a Development Permit or Health Inspection may take additional processing time. Submit your business licence application early and ensure all supporting documents are included to avoid delays.



[Click here to review a copy of the Business Licence Bylaw.](#)
[For more info visit Business License - City of Whitehorse.](#)

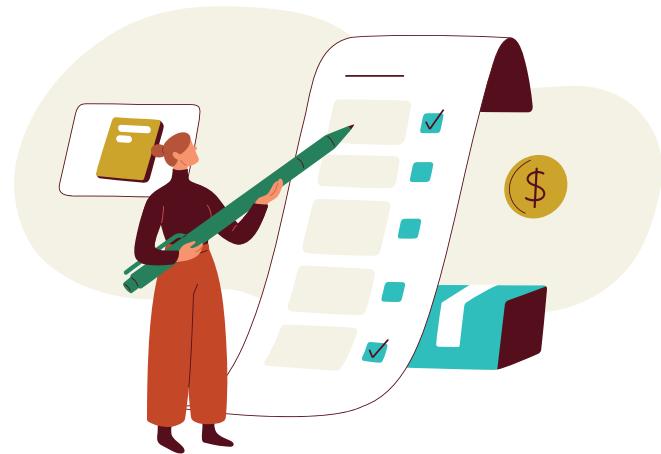
For more information, contact:
Building Services Department
P: 867-668-8340
E: adminbuilding@whitehorse.ca

Application Requirements

To apply for a business licence, the following must be submitted:

1. A completed [business licence application form](#);
2. A completed [DP application](#) or a [home-based DP application](#) (if the business is operated from a residence);
3. A certificate of trade name from the Government of Yukon Corporate Affairs (if the business is named anything other than the owner's personal name):
 - a. [A business name must be reserved](#) or a name reservation must be completed through the [Yukon Corporate Online Registry](#); and
 - b. [The Business name must be declared](#).
4. Approval from the Yukon Workers' Safety and Compensation Board (if employees are hired or if the business is incorporated):
 - a. The business must be registered and a security deposit paid for new employers.

Yukon Workers' Safety and Compensation Board registration ensures compliance with the Yukon's workplace safety legislation and coverage for employees in the event of a workplace injury.
5. Approval from Environmental Health Services (if the business relates to food or personal service):
 - a. [Application to operate a food premises](#) (for new food service establishments including mobile food businesses); or
 - b. [Application for health approval](#) (for new food manufacturing or personal services establishment).
6. Proof of liability insurance naming the City as an additional insured if the business operates on public property;
7. Application fee as specified in the [Fees and Charges Bylaw](#); and
8. Any additional information as required by the *Business Licence Bylaw*.



Business licence applications are submitted to the **Building Services Department**. Business licences are required to be renewed annually.

Complete an [Application for Health Approval](#) and submit to Environmental Health Services by email, fax, or in-person.
 E: environmental.health@yukon.ca
 F: 867-667-8322
 2 Hospital Road
 Whitehorse, YK

4



Additional Information, Links, and Resources

The following provides additional information on the Yukon's and Whitehorse's land use planning framework including relevant planning legislation, self-government agreements, and associated municipal bylaws.

4.1 The Yukon Municipal Act

The Yukon *Municipal Act* provides the legal framework for local governments to administer various types of approvals and permitting throughout the land development process.

4.2 Self-Government Agreements

Ta'an Kwäch'än Council and Kwanlin Dün First Nation have entered into Self-Government Agreements with the Government of Canada and the Government of Yukon.

Ta'an Kwäch'än Council

The [TKC Self-Government Agreement](#) established a governance framework between the Ta'an Kwäch'än Council, Canada, and the Yukon. This agreement enables the Ta'an Kwäch'än Council to exercise jurisdiction over land and resources within its traditional territory, affirming its self-governance rights.

Kwanlin Dün First Nation

The [KDFN Self-Government Agreement](#) established a land and resource management framework between Canada, the Yukon, and KDFN, enabling modern self-governance for KDFN. In 2020, KDFN adopted the [KDFN Community Lands Plan](#), which introduced additional policies and zoning considerations.

Proposed land uses on Non-Settlement Land that may have a significant impact on the land use of adjacent Settlement Land listed in Appendix A of the Self-Government Agreements require consultation with the affected First Nation, in accordance with Section 25 of the Self-Government Agreements, to resolve an actual or potential incompatibility in land use and vice versa.





4.3 The Yukon Environmental and Socio-economic Assessment Act

The *Yukon Environmental and Socio-economic Assessment Act* applies to all lands in the Yukon and legislates that environmental and socio-economic effects of development are considered prior to the start of the project. YESAA also ensures that Indigenous people and the public have the opportunity to contribute their knowledge, perspectives, and input.

A new project that takes place in the Yukon (including in Whitehorse) will require an assessment if a permit or authorization is required and the following three conditions are met:

1. The project is located in the Yukon;
2. The YESAA regulations list the project activity as subject to assessment and do not exempt the activity; and
3. One or more of the following circumstances are present:
 - A federal agency or federal independent regulatory agency is the proponent;
 - A territorial agency, municipal government, territorial independent regulatory agency or First Nation is the proponent and an authorization or the grant of an interest in land would be required for the activity to be undertaken by a private individual;

- An authorization or the grant of an interest in land by a government agency, independent regulatory agency, municipal government, or First Nation is required for the activity to be undertaken; or
- An authorization by the Governor in Council is required for the activity to be undertaken.

To determine if you require an assessment under YESAA, contact the Yukon Environmental and Socio-economic Assessment Board (YESAB):

YESAB Head Office

Suite 200 – 309 Strickland Street

Whitehorse, Yukon, Y1A 2J9

T: 867-668-6420 Toll Free: 1-866-322-4040

E: yesab@yesab.ca

4.4 Municipal Planning Framework

The City's land use planning framework is governed by multiple bylaws, Council policies, and guides to aid Council, Administration, and Developers and Landowners in creating developments that are well-designed and compatible with the surrounding area. Municipal bylaws, policies, and guides are updated periodically and the latest versions can be found on the City's website.

4.4.1 Council Policies Related to Development

Council Policy	Purpose	Relevant Section in this Guide
<u>Whitehorse Official Community Plan</u>	The highest-level policy and planning document for the municipality – it sets the direction for land development and guides decision-making by the City.	<u>Section 2.1: Official Community Plan</u>
<u>Housing Development Incentives Policy</u>	Provides eligibility criteria, financial benefits, and approval process for development incentives awarded by the City.	—
<u>Land Use Master Plan Policy</u>	Establishes procedures and criteria for the City to accept, assess, update, or waive a Master Plan as required in the OCP.	<u>Section 2.2: Land Use Master Plan</u>
<u>Lease, Encroachment and Property Use Policy</u>	Outlines how developers can lease, obtain approvals for encroachments, and use City land during development.	<u>Section 3.1.5: Temporary Use DPs</u> <u>Section 3.5.4: Street Occupancy Permit</u>
<u>Municipal Addressing and Naming Policy</u>	Establishes guidelines for the standardization and assignment of municipal addresses to every parcel within the city as well as guidelines for assignment of names to streets, subdivisions, parks and recreation areas, and City-owned buildings/facilities.	<u>Section 2.4.3: Steps for a Subdivision Application</u>
<u>Playground Standards Policy</u>	Provides standards for the upgrading of existing playgrounds and the construction of new playgrounds within the city.	—

4.4.2 Municipal Bylaws Related to Development

Municipal Bylaw	Purpose	Relevant Section in this Guide
<u>Whitehorse Zoning Bylaw</u>	Regulates land use and development within the city.	<u>Section 2.3: Zoning Bylaw</u>
<u>Building and Plumbing Bylaw</u>	Provides standards regarding the construction, demolition, removal, or alteration of any building or structure.	<u>Section 3.2: Building Permits</u>
<u>Business License Bylaw</u>	Regulates the issuance and renewal of business licences in the city.	<u>Section 3.6: Business Licences</u>
<u>Development Agreement Regulations Bylaw</u>	Enables the City to enter into development agreements with property owners, and to set conditions to regulate development.	<u>Section 2.4: Subdivisions and Development Agreements</u>
<u>Development Cost Charges Bylaw</u>	Imposes and collects residential Development Cost Charges.	<u>Section: 2.4.2.3: Development Cost Charges</u>
<u>Easement Authority Bylaw</u>	Delegates the authority for the City to enter into easement agreements with property owners.	<u>Section 2.4.2.4: Easement Agreements</u>
<u>Emergency Services Bylaw</u>	Regulates fire prevention, hazardous materials, and emergency response within the city.	—
<u>Fees and Charges Bylaw</u>	Details fees and charges levied by the City for various services and applications.	Throughout
<u>Heritage Bylaw</u>	Regulates the protection and preservation of heritage resources within the city and outlines designation criteria.	<u>Section 3.5.3: Historic Resources Permit</u>
<u>Road Closure Construction and Storage Bylaw</u>	Regulates the temporary closure of all or part of municipal roads for the purpose of construction or storage.	<u>Section 3.5.4: Street Occupancy Permit</u>
<u>Smoke Alarm Bylaw</u>	Regulates the requirement to install smoke alarms in residential occupancies.	<u>Section 3.2: Building Permits</u>

Municipal Bylaw	Purpose	Relevant Section in this Guide
<u>Subdivision Control Bylaw</u>	Controls and regulates the subdivision of land in the city.	<u>Section 2.4: Subdivisions and Development Agreements</u>
<u>Waste Management Bylaw</u>	Regulates the collection, disposal, storage, and transportation of waste in the city.	<u>Section 3.1.6.2: Complex Lot Development, Waste Management Plan</u>

4.4.3 Planning and Engineering Guides

Guide	Purpose	Relevant Section in this Guide
<u>Barrier-Free Design (See National Building Code of Canada part 3.8)</u>	To meet the needs of the physically and sensory disabled as it relates to the access to and use of buildings.	—
<u>Bed and Breakfast or Family Day Home City of Whitehorse Inspection Guidelines</u>	Provides requirements from the <i>Zoning Bylaw</i> regarding bed and breakfast or family day homes and provides a check list to help with the Building Permit process.	—
<u>Business Licence Information Brochure</u>	Provides a brief introduction to business licences, when they are required, and how to get one.	<u>Section 3.6: Business Licences</u>
<u>Customer and Metering and Services Guide (ATCO)</u>	Provides direction for customers, consultants, and electrical contractors either requiring or installing an electric service that will be energized by ATCO.	<u>Section 3.5.2: Electrical Permit</u>
<u>Essentials of Bike Parking</u>	Guides the selection and installation of successful bicycle parking.	—
<u>Engineering Guidelines for Complex Developments</u>	Provides a breakdown of the requirements for compiling a complete engineering package as part of the DP application process for complex developments.	<u>Section 3.3: Engineering Standards</u>

Guide	Purpose	Relevant Section in this Guide
<u>Garden Suite Development</u>	Provides general information about garden suite development including requirements, such as site restrictions, costs, and incentives as well as answers to frequently asked questions.	<u>Section 3.1.3.3: Garden and Living Suites</u> <u>Section 3.1.6: Simple Development</u> <u>Section 3.2.5: Residential Developments up to Two Units</u>
<u>Guidelines for Transportation Impact Assessments</u>	Provides guidance and information for the preparation of Transportation Impact Assessments.	<u>Section 3.3: Engineering Standards</u>
<u>Guidelines to Creating a Living Suite</u>	Provides general information about living suite development including requirements, such as site restrictions, costs, and incentives as well as inspection guidelines.	<u>Section 3.1.3.3: Garden and Living Suites</u> <u>Section 3.1.6: Simple Development</u> <u>Section 3.2.5: Residential Developments up to Two Units</u>
<u>Land Use Master Plan Process Guide</u>	Provides an overview of the master planning process and describes the key milestones involved.	<u>Section 2.2: Land Use Master Plans</u>
<u>Landscape Guidelines for Industrial Development</u>	Provides an illustrated set of guidelines for landscaping of new developments within industrial zones.	<u>Section 3.1.6.2: Complex Development Application Requirements</u>
<u>Landscaping and Parking Requirements: Comprehensive Zones</u>	Outlines landscaping and parking requirements for single detached, duplex, and townhouse homes located in comprehensive residential zones (not including multiple housing).	<u>Section 3.1.6: Development Permit Applications</u>
<u>Lot Grading Guidelines for Simple Developments</u>	Provides rationale for importance of proper grading, describes the City's lot grading review process, and criteria for design of lot grading for simple developments.	<u>Section 3.3.1: Engineering Standards for Simple Development</u>
<u>Mobile Home Information Guide</u>	Outlines the permitting and development regulations for mobile homes located in an existing mobile home park.	—

Guide	Purpose	Relevant Section in this Guide
<u>National Building Code of Canada</u>	The NBCC sets out technical provisions for the design and construction of new buildings. City building inspectors ensure that all projects are completed in accordance with the NBCC.	<u>Section 3.2: Building Permits</u>
<u>Recommended Tree Species</u>	Provides a list of recommended species and placement of trees.	<u>Section 3.1.6: Development Permit Applications</u>
<u>Residential Accessory Development</u>	Provides a summary of residential accessory development and general <i>Zoning Bylaw</i> regulations.	—
<u>Residential Fence Guidelines</u>	Provides a summary of residential fence regulations and provides an illustration.	—
<u>Requirements for Approval of Family Day Home</u>	Provides detailed guidelines for establishing and operating a family day home.	—
<u>Servicing Standards Manual</u>	Provides information on City standards and procedures related to the design and construction of municipal infrastructure that will be owned and maintained by and for the City.	<u>Section 3.3: Engineering Standards</u>
<u>Secondary Suite Benefits</u>	Highlights the benefits of secondary suites.	<u>Section 3.1.3.3: Garden and Living Suites</u>
<u>Secondary Suite Brochure</u>	Provides the steps on how to receive an incentive from the City as well as YG grant for constructing a secondary suite.	<u>Section 3.1.3.3: Garden and Living Suites</u>
Waste Storage Area Development Guidelines <i>*This guide is not available online.</i>	Provides help to understand and anticipate the requirements of the minimum waste storage area requirements as part of the DP application process.	<u>Section 3.1.6.2: Complex Development, Waste Management Plan</u>
<u>Whistle Bend Green Street Guidelines</u>	Provides information, guidelines and requirements for properties adjacent to the Green Streets in Whistle Bend.	—

5



Definitions



Applicant

A property landowner or authorized representative that acts on behalf of the landowner for their development application.

Approving Authority

Refers to a Development Officer, Board of Variance, or City Council depending on the type of approval required.

Building Area

The greatest horizontal area of a building above grade within the outside surface of exterior walls, or the outside surface of exterior walls and the centre line of firewalls. Essentially, it's the footprint of the building at its widest point, including any projections like bay windows, but excluding things like balconies that are not enclosed by walls.

Building Height

The vertical distance measured from finished grade to the highest point of the building, as defined in the *Zoning Bylaw*.

Building Inspector

The official appointed by the City to administer and enforce the requirements of the *Yukon Building Standards Act*, *City Building and Plumbing Bylaw*, and any other relevant City bylaws.

Building Permit

A document issued by the Building Inspector that authorizes work to be carried out in accordance the requirements of the *Building and Plumbing Bylaw* and the *National Building Code of Canada*.

Bylaw

A regulation or law established by the City to manage various aspects of community life.

Certificate of Title

Provides proof of ownership that shows the name of the owner and the land description of the property, as well as the instruments registered against the land.

City

When capitalized, refers to the Corporation of the City of Whitehorse; when in lowercase, refers to the geographical area within the boundaries of the municipality of Whitehorse.

City Council

Means the duly elected Council of the City of Whitehorse.

Commissioner's Land

Now known as Yukon lands, these lands are under the administration and control of the Commissioner of Yukon. They were territorial lands that were transferred by the *Yukon Act*.

Complex Development

Consists of multiple-unit residential, commercial, industrial, or institutional developments. Complex developments can also include projects that involve a new gross floor area or substantial changes to an existing site design on existing complex developments.

Commercial

Buildings intended for business purposes, such as offices, retail use, or hospitality.

Construction Completion Certificate

The written document by which the City confirms that the Developer has installed and completed a municipal improvement in accordance with the terms outlined in the Development Agreement.

Construction Drawings

Detailed plans required for the Building Permit process including site plans, floor plans, and elevations.

Council Policy

A formal document that outlines the principles, guidelines, and procedures adopted by City Council to govern various aspects of municipal operations and decision making.



Deficiency

A deficiency in workmanship or quality of materials that do not meet the minimum specifications found in the City of Whitehorse Servicing Standards Manual.

Development

Refers to the use, improvement, or subdivision of land.

Development Agreement

A binding agreement between the landowner and the City related to a subdivision application that outlines the requirements and/or limitations of the conditional approval.

Development Cost Charges

Fees collected by the City to acquire sufficient funds for the City to expand municipal infrastructure, facilities, and other growth related infrastructure for the creation of new residential lots.

Development Impact Assessment

Measures the magnitude of off-site impacts, short or long term, that a proposed development will have on the surrounding area. Typical impact considerations would include the physical, social, and economic consequences, impacts on municipal services and infrastructure, adjacent land uses, noise, emissions, and future site rehabilitation.

Development Officer

A City official appointed by Council to interpret, administer, and enforce planning related municipal bylaws.

Development Permit Agreement

A DPA is an agreement that may be required as a condition of DP approval containing conditions that the applicant/developer must complete to obtain final approval. The conditions applied must be considered reasonable and required because of the proposed development. A DPA may be registered as a caveat against the title of the subject lands at the LTO.

Development Review Committee

A committee composed of individuals from various City departments and other relevant organizations (ex. federal, territorial, First Nations) that undertakes the comprehensive technical review of development proposals.

Drainage Plan

A plan produced and sealed by the Engineer of Record that establishes the design for grading and stormwater management for the proposed development along with the relationship between the design and proposed contiguous development, surrounding existing development, and the City's stormwater network.

Duplex

A dwelling with two units on one lot, or a dwelling with two units where each unit is on a separate lot and straddles a common lot line.

Dwelling Unit

A residence containing independent living, sleeping, and toilet facilities, and not more than one kitchen.

Easement

Includes a utility easement or a right-of-way other than a utility right-of-way.

Engineer of Record

A professional engineer licensed and registered to practice in the Yukon that has been engaged by the developer to undertake the design for a development, carries out the design of the civil works, and is also responsible for the production of the record drawings.

Engineering Package

The Engineering Package is the submission made to the City as part of a complete DP application for a Complex Development. The Engineering Package is reviewed by the ES Department and comprises all engineering design information, including reports and calculations required to demonstrate that the design is sound and complete.



Environmental Site Assessment

An assessment detailing the existing contamination level present in soil, groundwater, and surface water.

Final Acceptance Certificate

The written document by which the City confirms the Developer has fulfilled the warranty obligations and all other items outlined in the Development Agreement.

Fire Flow

The required flow rate of a water service to adequately provide fire protection to a proposed development. The fire flow is calculated based on the formula outlined in the Fire Underwriters Survey document "Water Supply for Public Fire Protection" and is expressed in litres per second.

Garden Suite

A secondary dwelling unit separate from the principal residence and located on the same site. Garden suites are permitted in most residential zones provided that the principal residence is a single detached, duplex, triplex, or townhouse unit.

General Development Regulations

Apply to development in all zones and address the specific components of development such as secondary use development, canopies and awnings, lighting, services, site design, and yards.

Geotechnical Evaluation

An evaluation conducted by a professional geotechnical engineer licensed and registered to practice in the Yukon. The evaluation of the site is to confirm slope stability, appropriate top-of-bank setbacks, and site suitability for on-site septic sewage disposal.

Granular Resource Extraction

Involves the quarrying, crushing, processing, and removal of sand, gravel, earth, rock, or other similar aggregate materials, including site preparation work, which results in a net removal of viable aggregate materials from the site.

Guide

A document that provides detailed information, instructions, or recommendations on specific topics or processes.

Heritage Resource

A historic site, object, work, or assembly of works that, in the opinion of Council, is an important illustration of the historic development of the community, or of the people of the community and their respective cultures, or the natural history of the community, and has been included in the City's Heritage Registry and is within the confines of the *Heritage Bylaw*.

Heritage Resource Impact Assessment

An evaluation of the impact of a proposed development or site alteration on heritage resources and the recommended alternative approaches to conserve the heritage resource.

Industrial

Buildings intended for manufacturing, production, storage, distribution, etc.

Institutional

Buildings intended for public or community purposes such as schools, hospitals, governments buildings, religious buildings, and community centres.

Land Development

The process of planning, designing, or constructing physical elements of the community, such as infrastructure, buildings, and parks, and may include the subdivision of land.

Landowner

A landowner is the legal (private or public) entity that owns a property and may or may not act as the developer.



Living Suite

Refers to a separate, self-contained dwelling unit within a single detached house, duplex, triplex, or townhouse unit. Living suites may be considered in all residential zones provided that the minimum site requirements can be met.

Lot Development

The development on a construction-ready lot.

Lot Grading

The shaping and grading of the land to direct surface water towards an intended point of discharge in a manner that mitigates the risk of damage to surrounding structures.

Lot Grading Certificate

A certificate representing the existing surface elevations and surface grades of a lot and is used to confirm that a development has proceeded in accordance with the accepted Lot Grading Plan. A Lot Grading Certificate is prepared and duly signed and certified by a registered surveyor or professional engineer.

Lot Grading Plan

A plan that meets the requirements of the Lot Grading Guidelines and establishes the grading design for the property, including how it relates to the proposed adjacent development and the surrounding existing developments.

Maintenance Period

Two years, or the period between the issuance of the CCC and the FAC, whichever is longer, for all stages of construction except landscaping. For landscaping, the maintenance period is the period between the issuance of the CCC and the FAC.

Major Home-Based Business

A major home-based business is a secondary use of a dwelling unit or an accessory building that generates additional traffic.

Minor Home-Based Business

A minor home-based business is the secondary use of a dwelling unit which does not generate additional traffic.

Multi-Residential

A residential property with three or more housing units.

Non-Settlement Land

Non-Settlement Land means all land in the Yukon other than Settlement Land.

Plan

» Plan of Subdivision

This is a plan of survey prepared by a CLS and registered in the Land Titles Office for the purpose of subdividing a parcel of land.

» Plan of Survey

A plan that defines the boundaries of lots, units, or parcels using monuments. It includes subdivision plans, copies of plans, condominium plans under the *Condominium Act*, and air space plans.

» Subdivision Sketch

A subdivision sketch is a drawing prepared by a CLS that shows the general location of the area within a lot or parcel shown on a registered plan, meets the requirements of applicable regulations, and is satisfactory to the registrar.

Planning Area

Refers to the defined geographic area being considered in the MP process.

Planning Committee

Refers to a committee comprising Council members and Administration that provide recommendations to Council on various planning applications.



Pop-Up Patio

A group of tables, chairs, and other accessories located and maintained on a roadway, which includes the temporary conversion of designated parking stalls located on a roadway, for the consumption of food and beverages sold to the public from the adjoining business.

Principal Use

The principal use is the main use on a zoning site.

Public Engagement

The process of involving the public in decision-making by providing opportunities to receive information, ask questions, and share feedback on proposed plans, policies, or projects. Public engagement helps ensure that community perspectives are considered and fosters transparency and trust between the public and decision-makers.

Public Use Land Dedication

Refers to the land, or payment in lieu of land, taken by the City during the subdivision of land. These lands are typically adjacent to any body of water, or any parcel of land as deemed appropriate by the approving authority and usually used for parks, recreation opportunities, service infrastructure, and protection of environmental features.

Record Drawings

Record Drawings are drawings compiled under the supervision of the Engineer of Record that are intended to verify that construction has been carried out in accordance with the final design, including all design changes authorized by the Engineer of Record over the course of the project. The Engineer of Record is responsible for the content of Record Drawings and responsible for ensuring that they have spent an adequate amount of time on-site to provide assurance on the correctness of the information indicated on the plans. The Engineer of Record is required to provide authentication on the Record Drawings in the form of the Engineer of Record's seal.

Rough Grading

This is the stage of the grading process that includes the shaping and grading of the native soil, including backfilling the foundation (where applicable), prior to placement of topsoil, landscaping, or final surface treatments indicated on the Lot Grading Plan.

Row Housing

A single-family home set at the same point on the property line as its neighbouring units, sharing a common wall, roofline and, generally, a consistent exterior design.

Secondary Suite

A secondary residential use to the principal residential dwelling that must be subordinate to the principal residential dwelling.

Secondary Use

A use accessory to and in conjunction with a principal use and is dependent on the principal use existing (i.e. home-based businesses). Secondary uses require a DP unless listed as an exemption in the *Zoning Bylaw*. A secondary use may be permitted concurrently with a principal use or after a principal use has been established, but not before the principal use has been established.

Servicing Plan

A plan produced and sealed by the Engineer of Record that establishes the design of storm sewer, sanitary sewer and water supply networks for the proposed development along with the relationship between the design and proposed shallow utilities, proposed contiguous development, and surrounding existing development.

Settlement Land

Settlement Land means those lands identified in the Final Agreements as Settlement Land for the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council and are currently recognized as such in the Whitehorse OCP.



Sidewalk Café

A group of tables, chairs, and other accessories located and maintained on a public sidewalk or boulevard for the consumption of food and beverages sold to the public from the adjoining business.

Simple Development

A residential development consisting of a single detached, duplex or townhouse development where each unit is located on a separate fee-simple lot.

Single Detached

A single dwelling that is a separate building from any other building, except for potentially a garage or shed.

Site Plan

Illustrates the proposed development within the boundaries of the property and includes lot dimensions, all building footprints, setback distances for all buildings relative to the property lines, driveway and parking area dimensions including surface treatment, location and description of landscaping ground cover and plantings, and location of all other site improvements.

Subdivision Grading Plan

The Subdivision Grading Plan is provided to the City by the subdivision developer and indicates the drainage pattern and final design elevations for all lots within a new subdivision. All lots within the subdivision are to be graded to match design elevations indicated on the Subdivision Grading Plan.

Survey

The process of measuring and mapping the boundaries, features, and dimensions of a parcel of land to establish legal property lines and support land development, construction, and land management. The measurements are used to create a plan that may be registered at the LTO.

Temporary Use

A use established for a fixed period of time with the intent to discontinue the use when the fixed time period expires (e.g. special event or construction laydown area).

Urban Containment Boundary

A mapped boundary that represents the extent of the City's piped water and sewer system. New development will be primarily located within the Urban Containment Boundary and connected to municipal services.

Waste Management Plan

A plan of the proposed waste storage area, prepared as part of the DP application. The City evaluates the Waste Management Plan against the criteria in the City of Whitehorse Solid Waste Storage Area Design Guidelines.