

CONDOMINIUM APPLICATION CHECKLIST



All subdivision applications shall be submitted to the City of Whitehorse in accordance with the Subdivision Control Bylaw 2025-31 and will be reviewed by the Approving Authority. Applications will not be deemed complete until all required information and fees have been submitted:

A completed and signed **Subdivision Application – Condominium (Form C)**, submitted in accordance with the Subdivision Control Bylaw 2025-31;

Digital PDF and AutoCAD/Shape file copies of a **Proposed Subdivision Sketch** for Condominium, prepared by a Canada Lands Surveyor, which shows at a suitable scale. Please note that Condominium subdivision applications must create a minimum of three (3) units in order to be considered for approval:

- i. a bold line indicating the boundaries of the land to be subdivided;
- ii. location, boundaries, dimensions and areas of all proposed units;
- iii. location of all exclusive use common property;
- iv. location, width and names of all highways and roads on which the subdivision area abuts;
- v. location of any buildings or improvements within the subdivision area showing dimensioned offsets to existing and proposed boundaries;
- vi. location and area of all permitted public amenity space required under the Development Permit;
- vii. future phases clearly identified on the plan;
- viii. a point indicating north;
- ix. the scale of the plan;
- x. location and dimensions of all registered easements and rights-of-way, proposed easements and walkways, relevant topographic or contour information (1 m intervals where applicable), and existing improvements in proximity to proposed boundaries;

A set of **architectural drawings** demonstrating the final approved building design. For conventional condominiums, an additional drawing must be provided clearly identifying each unit's extents and associated common elements;

If the property is currently subject to a Development Permit, a copy of the approved **Development Permit sketch** is required;

A proposed **Addressing Plan** for all units being created, including proposed municipal addresses and associated legal descriptions in digital format, aligned with and consistent with the Building Permit addressing;

A copy of the current **Certificate of Title** for the property or unit involved, including copies of all registered encumbrances (e.g., easements, rights-of-way, covenants) affecting the subject lands, obtained from the Yukon Government Land Titles Office (1st Floor – Law Courts Building, Second Avenue);

Letter of Authorization – if the applicant is not the registered owner of the subject property, a letter must be provided from the owner authorizing the applicant to act on their behalf;

The **Subdivision Application Fee** (non-refundable), payable to the City of Whitehorse:

- Subdivision by way of **Bare Land Condominium** and **Conventional Condominium** - **\$100.00 per bare land unit**, minimum fee of **\$250.00 to a maximum of \$5,000.00**;
- **Subdivision by way of amendment to an existing Condominium** - **\$100.00 per bare land unit**, minimum fee of **\$250.00 to a maximum of \$5,000.00**.

Please Note:

Additional information may be required for the subdivision approving authority to determine the suitability of the land for the proposed subdivision, pursuant to the **Subdivision Control Bylaw 2025-31**. All subdivision applications must conform to the development regulations defined by the City's Zoning Bylaw 2012-20.

Contact Information:

City of Whitehorse
Land & Development Services
Phone: 668-8340

Email the Subdivision & Lands Coordinators: land@whitehorse.ca
Mark Browning 687-3277 and Jacob Newkirk 687-0718

Office located at: 187 Range Road

FOR OFFICE USE ONLY

APPLICATION COMPLETED: DATE: _____ SIGNED: _____