

SUBDIVISION 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 – SUBDIVISION (FORM A)**, submitted in accordance with the Subdivision Control Bylaw 2025-31;

Digital PDF and AutoCAD/Shape file copies of a Proposed Subdivision Sketch, prepared by a Canada Lands Surveyor, which shows at a suitable scale:

- i. a bold line indicating the boundaries of the land to be subdivided;
- ii. location, boundaries, dimensions and areas of all proposed lots, roads and greenbelts;
- iii. location, width and names of all highways and roads on which the subdivision area abuts;
- iv. location of any buildings or improvements within the subdivision area showing dimensioned offsets to existing and proposed boundaries;
- v. location of proposed roads within the subdivision area and access connections to existing roads;
- vi. location of all land dedicated for public use, as required by the Municipal Act;
- vii. location of all buffer strips as may be required;
- viii. location of all surface water bodies within the subdivision area;
- ix. a point indicating north;
- x. the scale of the plan; and
- xi. 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 copy of the **Certificate of Title** for all property involved and 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 (located 1st Floor – Law Courts Building, Second Avenue);

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

Letter of (Government) Survey Authority – if subject property involves Commissioner’s land or First Nation Leased Land, a copy of the Government’s Survey Authority Letter and Sketch is required;

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

- **Subdivision - \$200.00** per lot being created, minimum fee of **\$250.00** to a maximum of **\$5,000.00**
- **Boundary Alignment - \$100.00** per boundary being re-aligned minimum fee of **\$250.00** to a maximum of **\$1,000.00**

Please Note:

Additional information may be required to determine the suitability of the land for the proposed subdivision, in accordance with the **Subdivision Control Bylaw 2025-31**. All subdivision applications must conform to the development regulations defined by the City’s Zoning Bylaw 2012-20 and may be subject to the requirements of other applicable City bylaws and policies, including the Residential Development Cost Charges Bylaw and Public Use Land Dedication requirements. Applications will not be deemed complete until all required information and fees have been submitted in accordance with the Subdivision Control Bylaw 2025-31, to the satisfaction of the Subdivision Approving Officer. Please contact the Subdivision & Lands Coordinator for more information.

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: _____