

This guide answers the following questions:

- *What is a Subdivision?*
- *How long will the subdivision process take?*
- *Is my subdivision completed after City approval?*
- *Do I need a professional to complete my subdivision?*
- *How much will the application cost?*
- *What other consents might I need?*
- *When can I sell my newly subdivided land?*
- *What can I do if my application is denied?*
- *Where can I get more information?*

What is a Subdivision?

The City of Whitehorse approves the subdivision, consolidation of land, and creation of condominiums within municipal boundaries. A subdivision is required when land is divided or reconfigured to create new legal lots or interests that can obtain separate title, such as splitting a commercial lot or creating multiple residential lots. Condominium subdivision applications must create a minimum of three (3) units to be considered for approval. Before starting the subdivision process, please discuss your project with the City's Subdivision & Lands Coordinator (SLC).

How long will the subdivision process take?

Once an application has been deemed complete by the Approving Authority, the City will make a decision within 90 days, unless an extension is agreed to in writing. Timelines may vary depending on the complexity of the proposal, completeness of the application, and technical review requirements.

Is my subdivision completed after City approval?

No. The City first approves the subdivision layout through a signed Sketch Plan, which may include conditions of approval.

Once the plan of survey has been prepared and submitted through the Natural Resources Canada (NRCAN) system, the City will review the Final Plan to confirm that it matches the approved layout and that all conditions of approval have been satisfied.

The subdivision is only complete once the Final Plan and all required documents have been registered with the Land Titles Office.

Do I need a professional to complete my subdivision?

Yes. A Canada Lands Surveyor must prepare the subdivision sketch and final plan of survey. Depending on the complexity of the project, additional professionals such as engineers, planners, or legal counsel may be required to assist with servicing, design, and registration.

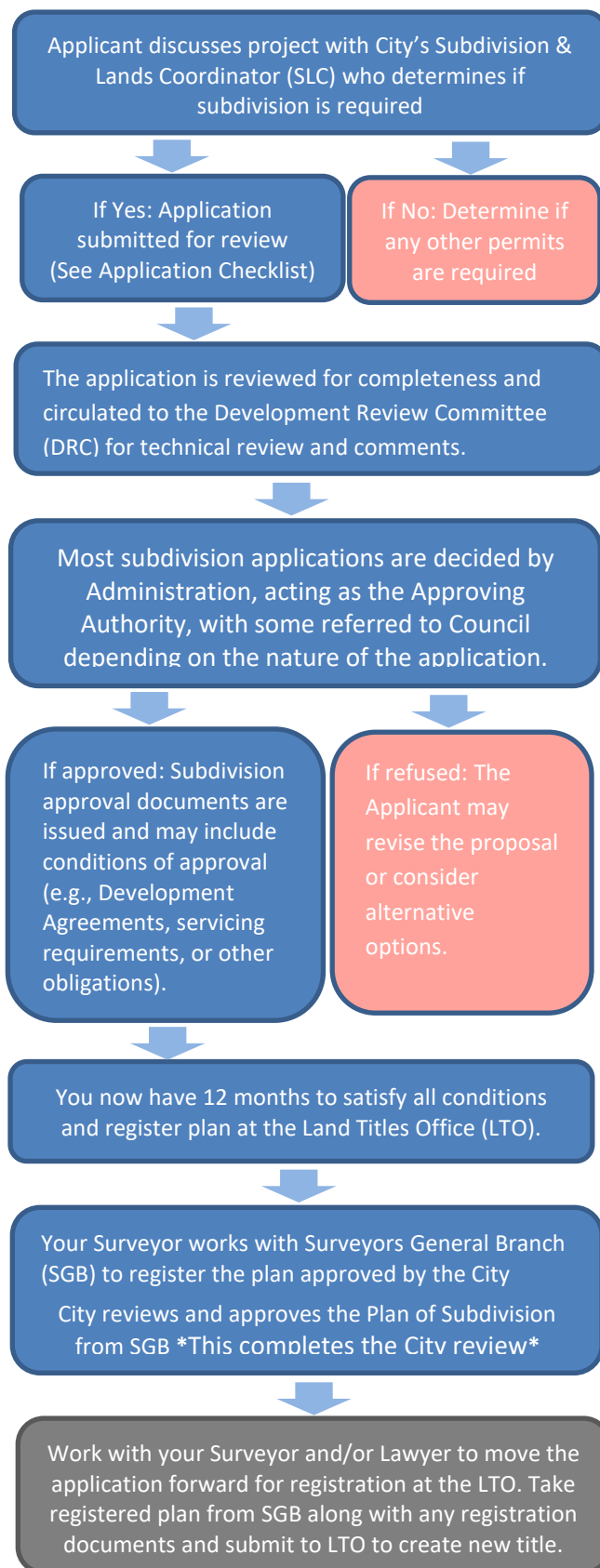


Figure 1: Flow Chart of a Successful Subdivision Application Process

How much will the application cost?

Type of Subdivision	Description	Fee Rate	Fee
Subdivision (Fee Simple)	Creating two or more lots from one existing property	Minimum fee: \$400.00 Maximum fee: \$5,000.00 For fees between the minimum and maximum, it's \$200.00 per lot created (e.g., 3 lots = \$600.00)	\$200.00/Lot Max \$5,000.00 1 Year Extension \$250.00
Boundary Re-alignments	Adjusting or realigning an existing property line where you end up with the same number of lots that you started with	\$100.00 per boundary being re-aligned	\$100.00/Boundary Min \$250.00 Max \$5,000.00
Consolidation	Combining two or more properties into one lot	\$100.00 per lot being consolidated	\$100.00/Lot Min \$250.00 Max \$1,000.00
Condominiums	Creation of a Bare Land or Conventional condominium to create separate title on a single lot with shared Common Property	\$100.00 per unit being created to a maximum of \$5,000.00	\$100.00/Unit Min \$250.00 Max \$5,000.00
Municipal Addressing	When new lots are created or consolidated, several City procedures are required, including assigning and updating addresses, managing building files, and notifying relevant agencies. This work supports emergency response (NG911), service delivery, and consistent municipal records.		\$50.00/New Address Max \$1,500.00
Development Agreements	Creation and registration of a legally binding contract between a property owner or developer and the City of Whitehorse, to be added to the property title. This typically addresses future easements and development responsibilities.		\$200.00
DCC	Development Cost Charges (DCCs) apply to new residential lots created during subdivision, including both Urban Serviced and Un-Serviced country residential lots.		Serviced \$3,641.00 Un-Serviced (RC1 & RC2) \$1,769.00
PULD	All subdivisions require a 10% Public Use Land Dedication (PULD) either in land or as a cash payment. All subdivisions are subject to a 10% Public Use Land Dedication (PULD), which may be provided as land, cash-in-lieu, or a combination of both, as determined by the City.		10% value of all lots being created

What other consents might I need?

Before any sale can take place, you may have to provide the Land Titles Office with the consent of anyone who holds a mortgage or other interest against your property (ie: Bank or Mortgagee). The Land Titles Office can provide you with more information however Lawyers are well versed in these documents and forms.

When can I sell my newly subdivided land?

You may sell the new lot(s) after the final Plan is registered at the Land Titles Office and you have raised title to the new lot(s). Your Canada Lands Surveyor or Lawyer will be able to advise you of this process. You may sell your new parcel(s) as you would any other property, either privately or through a real estate agent.

What can I do if my application is denied or I don't agree with the conditions?

If your application is refused or conditionally approved, you may appeal the decision. Appeals must be submitted in writing within 30 days and are heard by City Council or the Yukon Municipal Board, depending on the decision-making authority.

What can I do if my approval is about to time-out?

Approvals are valid for 12 months. A one-time 12-month extension may be requested (fee applies). If an application remains inactive or conditions are not satisfied within the approval period, the approval may lapse. (fee applies).

Where can I get more information?

More information can be found at Whitehorse.ca/subdivision or contact one of the City's Subdivision and Land Coordinators. land@whitehorse.ca

General Inquiry numbers are listed below:

- Land & Development Services: (867) 668-8340
- All other City of Whitehorse Departments: (867) 667-6401

All subdivision applications must conform to the City's Official Community Plan (OCP), Zoning Bylaw, **Subdivision Control Bylaw 2025-31**, and other applicable legislation and standards. Applications may also be subject to other City bylaws, regulations, and policies, including Development Cost Charges and other applicable requirements.