



## APPLICATION FOR SUBDIVISION APPROVAL

### Introduction

If you are proposing to subdivide or change the surveyed boundary of your property, you must first get approval to do so from the appropriate authority. In Yukon, this includes either:

1. **The Government of Yukon, subdivision approving officer** (for subdivision approval anywhere in Yukon, other than Whitehorse or Dawson) or;
2. **The City of Whitehorse** (for subdivision approval within Whitehorse) or;
3. **The City of Dawson** (for subdivision approval within Dawson).

**This application form deals only with subdivision approvals that fall under the jurisdiction of the Government of Yukon.** (If your property is within either the City of Whitehorse or the City of Dawson, you must contact the applicable agency.)

If you are considering subdivision, consult with the Land Planning Branch to discuss your preliminary proposal and the eligibility criteria and requirements that apply to your situation. There are a number of factors that may determine if subdivision of your land is possible (physical site characteristics, access, utilities, land planning and zoning, etc.).

The Land Planning Branch can explain the subdivision approval process, review your preliminary proposal, and help determine if you are eligible to subdivide your land.

To proceed with making a formal subdivision application, it is important that you read the following instructions and information carefully.

### Land Planning Branch

Department of Energy, Mines and Resources  
Government of Yukon  
Box 2703 (K-320LP)  
Whitehorse, Yukon, Y1A 2C6  
Phone: 867-667-3515  
Email: [landplanning@gov.yk.ca](mailto:landplanning@gov.yk.ca)



## Application process and fees

- Complete the attached application form and make sure the information you provide is thorough and accurate. Submit all required information, documentation (such as sketches) and fees with your application.
- You must pay a non-refundable application fee of \$100.00 + \$5.00 GST = \$105.00.
- On receipt, the Land Planning Branch will review your subdivision application to ensure that it is complete and complies with applicable legislation and bylaws.
- As part of the Government of Yukon's review process, your application is distributed to various governments and community agencies for technical review. The Government of Yukon may issue a public notice. (Refer to the *Access to Information and Protection of Privacy Act* disclaimer on the application form.)
- Following the review process, a subdivision approving officer will decide whether to approve, approve with conditions, or deny the application.
- You will receive a formal notice of the decision.
- It may take up to 90 days from the time your application is accepted to when a decision is made.
- If your application is approved, you must hire a lands surveyor of your choice to complete a legal survey. You will have up to one year to complete and register the legal survey. Upon final approval of the survey, you are required to pay an additional approval fee of \$100.00 + \$5.00 GST = \$105.00 for each **additional** lot created to a maximum of \$1,000.00. For instance, if you begin with a single lot and it is divided into three new lots, you will be required to pay the additional approval fees of \$200.00 + \$10.00 GST = \$210.00 for the two additional lots created.
- In some cases there may be specific conditions attached to an approval. For instance, a development agreement may be required where there is a need for the applicant to construct road access, utilities or services to the newly created lots.
- If your application is denied or you do not agree with conditions imposed in your approved application, you may appeal the decision through the Yukon Municipal Board per the Subdivision Act.
- If you have questions about the application and review processes, contact the Land Planning Branch.
- Retain a copy of your application package for future reference and for your records.

## Related permitting and authorizations

The following is a list of other departments and agencies responsible for related permitting and authorizations. Depending on the nature and circumstances of your application, we suggest you contact these other agencies to find out if further approvals are required.

### Government of Yukon

**Land Planning Branch**, Energy, Mines and Resources  
Suite 320 - 300 Main Street, Whitehorse  
Phone: 867-667-3515 • Email: [landplanning@gov.yk.ca](mailto:landplanning@gov.yk.ca)

- Information on existing planning and zoning.
- Subdivision approval (outside Whitehorse or Dawson).

**Building Safety Standards**, Community Services  
2251B Second Avenue, Whitehorse  
Phone: 867-667-5741 • Email: [buildingsafety@gov.yk.ca](mailto:buildingsafety@gov.yk.ca)

- Building and plumbing permits, (outside Whitehorse or Dawson).
- Electrical, gas, boiler permits (all Yukon).
- Development permits (outside municipalities).

**Environmental Health Services**, Health and Social Services  
#2 Hospital Road, Whitehorse  
Phone: 867-667-8391 • Email: [environmental.health@gov.yk.ca](mailto:environmental.health@gov.yk.ca)

- Septic / in-ground sewage installations.
- Permit for restaurant / food service.

**Transportation Maintenance**, Transportation Maintenance, Highways and Public Works  
9029 Quartz Road, Building 275, Whitehorse  
Phone: 867-667-5159 • Email: [highways@gov.yk.ca](mailto:highways@gov.yk.ca)

- Access permits (access onto Yukon highways).
- Work within right-of-way permits.

**Transportation Engineering**, Highways and Public Works  
461 Range Road, Whitehorse  
Phone: 867-633-7905 • Email: [hpw-info@gov.yk.ca](mailto:hpw-info@gov.yk.ca)

- Road and access design criteria.



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 Department of Energy, Mines and Resources  
 Box 2703 (K-320LP), Whitehorse, Yukon Y1A 2C6  
 Phone: 867-667-3515 • Email: landplanning@gov.yk.ca

Department use only

Application/file no.	Quad/location
Date received	Due date
Municipality or jurisdiction	

### General information

Name of registered owner of lands					
Town of Faro					
Name of registered co-owner of lands		Email	Phone		
Address		City/town	Terr./prov.	Postal code	

General location of application land/project  
 Current Parcel contains Legion, Interpretive Centre, & Park. Council wants to separate and sell Legion Bldg.

Legal description of lands included in this application

Lot number(s)	Block/group/quad	Subdivision/area	CLSR plan #	LTO plan #
92	105K/03	Faro	61806	50355

Civic address of lands included in this application (if applicable)	City/town/community
no civic address assigned at this time	Faro

### Project information

Was the land granted on the basis of a lease or an agreement for sale a condition of which was that the lessee or purchaser was to use the land for agricultural purposes or for agricultural and other purposes?  Yes  
 No

Existing use(s) of the application lands	<input type="checkbox"/> Residential <input type="checkbox"/> Institutional	<input type="checkbox"/> Rural residential <input type="checkbox"/> Utility	<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Other: <u>Community Use</u>	<input type="checkbox"/> Industrial
Existing use(s) of adjacent lands	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Rural residential <input type="checkbox"/> Utility	<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Other: <u>Community Use</u>	<input type="checkbox"/> Industrial
Proposed use(s) of the application lands	<input type="checkbox"/> Residential <input type="checkbox"/> Institutional	<input type="checkbox"/> Rural residential <input type="checkbox"/> Utility	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Other: _____	<input type="checkbox"/> Industrial
General nature of subdivision request	<input checked="" type="checkbox"/> Division of existing parcel, into 2 or more lots <input type="checkbox"/> Adjustment of an existing lot line <span style="float: right;"> <input type="checkbox"/> Consolidation of 2 or more lots into 1  <input type="checkbox"/> Other: _____         </span>			

**Municipal contacts**

City of Whitehorse, Planning and Sustainability Services  
 Municipal Services Building 4210 – Fourth Avenue, Whitehorse  
 Phone: 867-668-8346 • Email: [planning@whitehorse.ca](mailto:planning@whitehorse.ca)

- Information on Official Community Plan and zoning in Whitehorse.
- Development and subdivision approval within Whitehorse.

City of Dawson  
 1336 Front Street (2nd floor above the Fire Hall), Dawson  
 Phone: 867-993-7400 • Email: [info@cityofdawson.ca](mailto:info@cityofdawson.ca)

- Information on planning and zoning in Dawson.
- Sub approval in Dawson.

**Other**

ATCO Electric Yukon  
 100 – 1100 Front Street, Whitehorse  
 Phone: 867-633-7000

- Hydro installations.
- Location of underground and overhead lines.

Other:

<b>OFFICE USE ONLY – Receipt of completed application form</b>	<b>Initials</b>
<input type="checkbox"/> Application information complete	
<input type="checkbox"/> 3 copies of sketch plan complete	
<input type="checkbox"/> Other information (property taxes paid, certificate of title)	
<input type="checkbox"/> Application fee paid (\$100.00 + \$5.00 GST = <b>\$105.00</b> )      Receipt # _____	
<input type="checkbox"/> Completed application accepted	
Received by: _____ Date: _____	
Unless a time extension is otherwise agreed to by both the applicant and subdivision approving officer, <b>a decision to approve, conditionally approve or deny this application will be made on or before:</b>	
Date: _____ (within 90 days)	
<b>Subdivision approval fee:</b> If this application is approved, you will be required to pay a subdivision approval fee of \$ _____ (+ \$ _____ GST), based on _____ additional lots being created.	

Proposed residential or rural residential lots	Proposed commercial, industrial or other lots
Number of existing lots _____	Number of existing lots _____ <b>1</b>
Number of proposed lots _____	Number of proposed lots _____ <b>2</b>
Total size of all application lands _____ <small>meters sq, or hectares</small>	Total size of all application lands <b>.744 hectares</b> <small>meters sq, or hectares</small>
Minimum proposed lot size _____ <small>meters sq, or hectares</small>	Minimum proposed lot size <b>.250 hectares</b> <small>meters sq, or hectares</small>

Explain why you wish to subdivide this land, for what purpose the land will be used and the expected development time frame. (Attach a separate sheet if necessary.)

The existing property is owned by the Town & zoned Community Use. The southern portion of the property is a playground/park area, the centre part hosts the Campbell Region Interpretive Centre, on the northern part of the parcel hosts the Legion Bldg.

The Legion Bldg is an older structure, with a log-building appearance, that has not been used for its' original purpose for decades. It is now only used during summers by local artists as a sales location for their products.

Town Council proposes subdividing the Legion portion to offer the bldg and lot for sale. They believe private business interests will be able to renovate the building and use its' prime location for commercial purposes.

**Services**

Existing/proposed provision for drinking water

The Legion Bldg has a separate water line

Existing/proposed provision for sewage treatment/disposal

The Legion Bldg has a separate sewer line

Existing/proposed provision for disposal of garbage/solid waste

Because the Legion is on the corner of Kitza, Dawson, & Campbell, the building has street access from three sides

Existing/proposed provision for electricity

The Legion Bldg has a separate electrical service

Existing/proposed provision for telephone, other utilities, etc.

The Legion has a separate telephone service lines

Are there any overhead or underground utilities located within or adjacent to the application area?  Yes  No

**If yes**, are the application lands subject to any existing easements?

There is an easement adjacent to the property

Is application area presently served by an established fire department?  Yes  No

**If yes**, give name/location of fire dept:

Town of Faro, Fire Department

Location of and distance to nearest school and school bus route (where applicable)

not applicable

Existing/proposed provision parks, open space or other recreational amenities

not applicable

**Access**

Existing/proposed provision for vehicle access to site. (Will any new access be required, connecting to an existing public road or highway?)

The proposed subdivided property would have street access from two sides

Will new road be surveyed and constructed as part of this subdivision proposal?  Yes  No  
If yes, fully explain the nature of the access, and if/how other users of access might be affected.

**Improvements/structures**

Are there any existing improvements located on the application area (buildings, fences, septic fields, wells, gardens, etc.)?  Yes  No  
If yes, is the applicant the sole owner of these improvements?  
Does the subdivision layout respect the location of any permanent structures?

The subdivided parcel would include the Legion Building

**Site characteristics**

Soils (sand, gravel, clay, silt, peat, etc.)  
gravel and clay

Vegetation (spruce, pine, poplar, willow, clear, etc.)  
area cleared, developed, and partially paved

Topography (flat, steep, rolling, etc.)  
Flat

Water courses and site drainage (rivers, streams, lakes, ponds, drainage ditches within or adjacent to application area)  
Storm water drainage on street sides

Any known significant historical or heritage features on or near this site  
Not applicable

Any known significant fish or wildlife habitat on or near this site  
Not applicable

**Land use planning and zoning**

The Land Planning Branch may provide assistance if current zoning information is not known. Call 867-667-3515.

Current zoning of application lands

- No zoning     Urban residential     Rural residential     Cottage     Commercial  
 Industrial     Other: Community Use

Name of applicable zoning bylaw or regulation: Bylaw 2017-01

Current planning designation of application lands

- No zoning     Urban residential     Rural residential     Cottage     Commercial  
 Industrial     Other: \_\_\_\_\_

Name of applicable community or local area plan: Bylaw 2017-01

## Submittal information

### Required additional information – the following information must be submitted with all applications

**Sketch plan** – Provide 3 copies of a sketch plan, drawn at a legible scale, showing the scheme of the proposed parcel configuration. Including the following information:

- Title block (giving description of application lands)
- Arrow indicating North
- Drawing scale
- Existing lot numbers of any adjacent lands
- Configuration/location of proposed (and adjacent existing) parcels of land
- Dimensions and bearings for all proposed and existing lot lines
- Roads, trails, pathways located on or near the application area
- Water bodies, drainage courses located on or near the application area
- Location of existing or proposed improvements on or near the application area
- Existing or proposed utilities (electrical, water, sewer, etc.)

#### Ownership/title

- Copy of certificate of title
- Copy of any caveats or encumbrances registered against the title

#### Proof of property taxes paid

- Written verification from the appropriate taxing authority that all property taxes have been paid on the core parcel(s) being enlarged

### Additional information – the following information must be submitted, depending on the nature of request.

Depending on the nature, magnitude or location of any given application, an applicant may be required to undertake and provide further studies or assessments. This may include, but is not limited to such things as: environmental impact assessments, fisheries studies, geotechnical investigations, further public consultation etc.

**If the application is within the boundaries of a municipality**, provide written confirmation from that municipality that either:

- the proposed use **is** in compliance with existing planning and zoning schemes, or
- the proposed use **is not** currently in compliance with existing planning or zoning, but will be considered through an established public zoning/planning amendment process.

**Development requirements:** subdivision applications may include conditions requiring certain work to be performed.

- In some cases, public infrastructure included in subdivisions will be transferred and become the responsibility of the government or municipality. This includes such things as roads, streets, parks, public utility lots, water and sewer services, etc. To ensure that subdivisions are developed to accepted standards, there may be a requirement for a development agreement to be entered into between the parties. This development agreement may include the provision for the applicant to post performance security.

**If the application has an agent include:**

- a document signed by the registered owner(s) of land(s) authorizing the listed agent to act on their behalf.

## Applicant/owner consent







SKETCH OF  
**PROPOSED SUBDIVISION**  
 OF LOT 92  
 (PLAN 61806 CLSR, 50355 LTO)  
 FARO  
 YUKON

SCALE 1 : 1000



LEGEND

- BEARINGS ARE UTM GRID AND ARE DERIVED FROM CADASTRAL DATA PROVIDED BY NATURAL RESOURCES CANADA.
- DISTANCES ARE HORIZONTAL AT GROUND LEVEL AND ARE EXPRESSED IN METERS.
- LANDS DEALT WITH BY THIS SKETCH SHOWN THUS .
- BUILDINGS ARE APPROXIMATE AND ARE DERIVED FROM 2019 AIR PHOTOS.



**SUBJECT TO THE LIMITATIONS HEREON:**

1. THIS SKETCH IS NOT TO BE USED TO DEFINE PROPERTY BOUNDARIES.

	<a href="http://www.challengergeomatics.com">www.challengergeomatics.com</a> 5000 Highway 101 Whitehorse, Yukon Territory	DRAWN BY : NC CHECKED BY : CB MAY 11, 2022	JOB# 38052 REVISION 0
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