



## APPLICATION FOR SUBDIVISION APPROVAL

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

Department use only

Application/file no. <b>2020-60-6463</b>	Quad/location <b>105 D/10</b>
Date received	Due date
Municipality or jurisdiction	

General information				
Name of registered owner of lands	Email	Phone		
Donna Pendziwol-MacMillan	[REDACTED]	[REDACTED]		
Address	City/town	Terr./prov.	Postal code	
[REDACTED]	Whitehorse	Yukon	Y1A 7A1	
Name of registered co-owner of lands	Email	Phone		
Address	City/town	Terr./prov.	Postal code	
Name of person or agent authorized to act on owner(s) behalf	Email	Phone		
Jodie MacMillan	jodiemacmillan@gmail.com	867-336-2378		
Address	City/town	Terr./prov.	Postal code	
708 Alexander Street	Whitehorse	Yukon	Y1A 2M5	
General location of application land/project				
Golden Horn Subdivision				
Legal description of lands included in this application				
Lot number(s)	Block/group/quad	Subdivision/area	CLSR plan #	LTO plan #
140	105 D/10	Golden Horn	68769	68723
Civic address of lands included in this application (if applicable)			City/town/community	
95 Arctic Drive			Whitehorse/Golden Horn	
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?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Existing use(s) of the application lands	<input type="checkbox"/> Residential <input type="checkbox"/> Institutional	<input checked="" type="checkbox"/> Rural residential <input type="checkbox"/> Utility	<input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____	<input type="checkbox"/> Industrial
Existing use(s) of adjacent lands	<input type="checkbox"/> Residential <input type="checkbox"/> Institutional	<input checked="" type="checkbox"/> Rural residential <input type="checkbox"/> Utility	<input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____	<input type="checkbox"/> Industrial
Proposed use(s) of the application lands	<input type="checkbox"/> Residential <input type="checkbox"/> Institutional	<input checked="" type="checkbox"/> Rural residential <input type="checkbox"/> Utility	<input 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		<input type="checkbox"/> Consolidation of 2 or more lots into 1 <input type="checkbox"/> Other: _____	

**Proposed residential or rural residential lots**

Number of existing lots 1

Number of proposed lots 2

Total size of all application lands 6.43  
meters sq. or hectares

Minimum proposed lot size 3.04  
meters sq. or hectares

**Proposed commercial, industrial or other lots**

Number of existing lots \_\_\_\_\_

Number of proposed lots \_\_\_\_\_

Total size of all application lands \_\_\_\_\_  
meters sq. or hectares

Minimum proposed lot size \_\_\_\_\_  
meters sq. or hectares

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.)

We are applying to subdivide the existing parcel into two separate lots. The intent of this subdivision is to create one lot containing the current dwellings, which we plan to sell, while retaining the second, undeveloped portion of the property for the future construction of a new residence. I would like to put the lot with the current dwellings on it for sale soon after the application is approved (~fall 2026 - spring 2027). There are no current plans to develop the second lot at this time.

**Services**

Existing/proposed provision for drinking water

Well

Existing/proposed provision for sewage treatment/disposal

Septic system

Existing/proposed provision for disposal of garbage/solid waste

Garbage is stored in garage and then taken to the Mount Lorne or Marsh Lake's Solid Waste Facilities

Existing/proposed provision for electricity

ATCO powerlines and underground lines service current house and garage. Newly created lot would need to have power hookup in the future and could hopefully hook up to current powerline.

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

Current house has telephone lines and internet capabilities

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?

Yes, there are overhead and underground utilities.

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

If yes, give name/location of fire dept:

Golden Horn Volunteer Fire Department, 3 Firehall Road, Golden Horn

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

~320 m to Golden Horn Elementary School

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

n/a

**Access**

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

We propose to formalize the existing driveway as a shared access easement, following its current alignment, to provide access to both the existing residence and the proposed lot.

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.

No new road is proposed to be constructed at this time. We propose to use the existing driveway on the current lot as a shared access easement to serve both the existing residence and the proposed lot. There is an existing road on the proposed subdivided lot that may be upgraded or developed in the future; however, it is not part of the current subdivision proposal. No other users of the access will be affected.

**Improvements/structures**

Are there any existing improvements located on the application area (buildings, fences, septic fields, wells, gardens, etc.)? If yes, is the applicant the sole owner of these improvements?

Yes  No

Does the subdivision layout respect the location of any permanent structures?

The current lot contains a house, garage, storage sheds, well and septic field. As well as a garden and greenhouse that are contained within a bear fence. Yes the applicant is the sole owner of these improvements and the subdivision layout respects the location of all permanent structures.

**Site characteristics**

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

Mix of gravel and clay

Vegetation (spruce, pine, poplar, willow, clear, etc.)

Spruce, pine, aspen, poplar and willows

Topography (flat, steep, rolling, etc.)

Gently sloping with flat areas

Water courses and site drainage (rivers, streams, lakes, ponds, drainage ditches within or adjacent to application area)  
N/A

Any known significant historical or heritage features on or near this site  
No

Any known significant fish or wildlife habitat on or near this site  
No

**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: \_\_\_\_\_

Name of applicable zoning bylaw or regulation: Rural Residential 2/RR2

Current planning designation of application lands

No zoning  Urban residential  Rural residential  Cottage  Commercial

Industrial  Other: \_\_\_\_\_

Name of applicable community or local area plan: Rural Residential 2/RR2

**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**

I/we certify that I am/we are the registered owner(s) of the land described in this application.

I/we certify that all of the submitted information is true and correct to the best of my knowledge and belief.

I/we understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature: \_\_\_\_\_

Date: April 2, 2026

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Collection of this information is authorized by section 4 of the *Subdivision Regulations* and subsection 15(a) of the *Access to Information and Protection of Privacy Act* SY for the purpose of reviewing relevant subdivision applications. Disclosure of this information is authorized by subsection 7(b) of the *Subdivision Regulations* and this information will be shared with other Yukon government departments and may be disclosed as permitted or required by the *Access to Information and Protection of Privacy Act*. For more information, please contact the Director of the Land Planning Branch at the Department of Energy, Mines and Resources in person at room 320, 300 Main St., by mail at Y1A 0E2, Whitehorse, YT, by phone at 867-667-3515 or by email at land.planning@yukon.ca.

Subdivision Application for a 2 Lot Subdivision of Lot 140 Golden Horn Subdivision,  
Plan 68723 LTO YT, Golden Horn Development Area, Yukon

