



## 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, 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@yukon.ca](mailto:landplanning@yukon.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

<p><b>Land Planning Branch</b>, Energy, Mines and Resources Suite 320 - 300 Main Street, Whitehorse Phone: 867-667-3515 • Email: landplanning@yukon.ca</p>	<ul style="list-style-type: none"> <li>• Information on existing planning and zoning.</li> <li>• Subdivision approval (outside Whitehorse or Dawson).</li> </ul>
<p><b>Building Safety Standards</b>, Community Services 2251B Second Avenue, Whitehorse Phone: 867-667-5741 • Email: buildingsafety@yukon.ca</p>	<ul style="list-style-type: none"> <li>• Building and plumbing permits, (outside Whitehorse or Dawson).</li> <li>• Electrical, gas, boiler permits (all Yukon).</li> <li>• Development permits (outside municipalities).</li> </ul>
<p><b>Environmental Health Services</b>, Health and Social Services #2 Hospital Road, Whitehorse Phone: 867-667-8391 • Email: environmental.health@yukon.ca</p>	<ul style="list-style-type: none"> <li>• Septic / in-ground sewage installations.</li> <li>• Permit for restaurant / food service.</li> </ul>
<p><b>Transportation Maintenance</b>, Transportation Maintenance, Highways and Public Works 9029 Quartz Road, Building 275, Whitehorse Phone: 867-667-5159 • Email: highways@yukon.ca</p>	<ul style="list-style-type: none"> <li>• Access permits (access onto Yukon highways).</li> <li>• Work within right-of-way permits.</li> </ul>
<p><b>Transportation Engineering</b>, Highways and Public Works 461 Range Road, Whitehorse Phone: 867-633-7905 • Email: hpw-info@yukon.ca</p>	<ul style="list-style-type: none"> <li>• Road and access design criteria.</li> </ul>

**Municipal contacts**

City of Whitehorse, Planning and Sustainability Services Municipal Services Building 4210 – Fourth Avenue, Whitehorse Phone: 867-668-8346 • Email: <a href="mailto:planning@whitehorse.ca">planning@whitehorse.ca</a>	<ul style="list-style-type: none"> <li>• Information on Official Community Plan and zoning in Whitehorse.</li> <li>• Development and subdivision approval within Whitehorse.</li> </ul>
City of Dawson 1336 Front Street (2nd floor above the Fire Hall), Dawson Phone: 867-993-7400 • Email: <a href="mailto:info@cityofdawson.ca">info@cityofdawson.ca</a>	<ul style="list-style-type: none"> <li>• Information on planning and zoning in Dawson.</li> <li>• Sub approval in Dawson.</li> </ul>

**Other**

ATCO Electric Yukon 100 – 1100 Front Street, Whitehorse Phone: 867-633-7000	<ul style="list-style-type: none"> <li>• Hydro installations.</li> <li>• Location of underground and overhead lines.</li> </ul>
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.	



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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

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

Department use only

## General information

Name of registered owner of lands GEORGINA M. NAGANO	Email gina.nagano@gmail.com	Phone (867) 334-7609	
Address 169 Moraine Drive	City/town Whitehorse	Terr./prov. YT	Postal code Y1A 0E5
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	
Address	City/town	Terr./prov.	Postal code

General location of application land/project  
 702 N KLONDIKE HIGHWAY/KLONDIKE VALLEY

## Legal description of lands included in this application

Lot number(s) 1214	Block/group/quad 116B-03	Subdivision/area N/A	CLSR plan # 104727	LTO plan # 2015-0072
Civic address of lands included in this application (if applicable) 31907, NORTH KLONDIKE HIGHWAY			City/town/community DAWSON	

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

Proposed residential or rural residential lots		Proposed commercial, industrial or other lots	
Number of existing lots	1	Number of existing lots	
Number of proposed lots	2	Number of proposed lots	
Total size of all application lands	1.58 HECTARES <small>meters sq. or hectares</small>	Total size of all application lands	 <small>meters sq. or hectares</small>
Minimum proposed lot size	0.6 HECTARES <small>meters sq. or hectares</small>	Minimum proposed lot size	 <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.)

-SEPERATE PROPERTY TO SETUP FOR FUTURE SALES

-DEVELOP NEW PIECE WITHIN 3 YEARS

### Services

Existing/proposed provision for drinking water  
1250 GALLON TANK IN HOUSE/NONE

Existing/proposed provision for sewage treatment/disposal  
SEPTIC FIELD/NONE

Existing/proposed provision for disposal of garbage/solid waste  
HOUSEHOLD BINS TRANSPORT TO DUMP

Existing/proposed provision for electricity  
POWER POLES, METRE/NONE

Existing/proposed provision for telephone, other utilities, etc.  
NONE HOOKED UP

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?

Is application area presently served by an established fire department?  Yes  No  
If yes, give name/location of fire dept:  
KLONDIKE VALLEY FIRE DEPARTMENT, KLONDIKE HIGHWAY YUKON TERRITORY

Location of and distance to nearest school and school bus route (where applicable)  
5TH AVENUE, DAWSON, YUKON TERRITORY; ROBERT SERVICE SCHOOL, 16 KLM, BUS STOP AT THE FRONT OF THE PROPERTY

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?)  
YES/NONE PROPOSED

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

**Site characteristics**

Soils (sand, gravel, clay, silt, peat, etc.)  
TAILING PILES, GRAVEL

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

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

Water courses and site drainage (rivers, streams, lakes, ponds, drainage ditches within or adjacent to application area)  
TAILINGS MAXIMIZED DRAINAGE, KLONDIKE RIVER 250M APPROX.

Any known significant historical or heritage features on or near this site  
NONE

Any known significant fish or wildlife habitat on or near this site  
KLONDIKE RIVER 250M AWAY APPROX.

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

Current planning designation of application lands

No zoning  Urban residential  Rural residential  Cottage  Commercial

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

Name of applicable community or local area plan: KLONDIKE VALLEY

## 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: 2022/10/15

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

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





Proposed Subdivision of Lot 1214, Quad 116 B/3, Plan 2015-0072 LTO, 104727 CLSR to Create Two Lots  
 Near Bear Creek, Klondike Valley, Yukon  
 Steven NAGANO and George NAGANO

