



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



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@yukon.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@yukon.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@yukon.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@yukon.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@yukon.ca

- Road and access design criteria.

Municipal contacts

City of Whitehorse, Planning and Sustainability Services
 Municipal Services Building 4210 – Fourth Avenue, Whitehorse
 Phone: 867-668-8346 • Email: 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

- 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:

OFFICE USE ONLY – Receipt of completed application form	Initials
<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 = \$105.00) 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, a decision to approve, conditionally approve or deny this application will be made on or before:	
Date: _____ (within 90 days)	
Subdivision approval fee: 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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Department use only

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

General information

Name of registered owner of lands Unsurveyed/Untitled Commissioner's Land	Email	Phone
Address	City/town	Terr./prov. Postal code
Name of registered co-owner of lands	Email	Phone
Address P.O. Box 2703 (K-320)	City/town Whitehorse	Terr./prov. Postal code YT Y1A 2C6
Name of person or agent authorized to act on owner(s) behalf	Email	Phone
Address P.O. Box 2703 (C-14)	City/town Whitehorse	Terr./prov. Postal code YT Y1A 2 C6
General location of application land/project Lone Tree Subdivision at Teslin Lake - approximaly 20km northwest of the Village of Teslin		
Legal description of lands included in this application		
Lot number(s)	Block/group/quad	Subdivision/area
unsurveyed land		CLSR plan # LTO plan #
Civic address of lands included in this application (if applicable) Not yet assigned		City/town/community north of Teslin (outside Municipaolity)

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 Residential Rural residential Commercial Industrial Institutional Utility Other: Country Residential Land Reserve

Existing use(s) of adjacent lands Residential Rural residential Commercial Industrial Institutional Utility Other: TTC R-13A proposed lot development

Proposed use(s) of the application lands Residential Rural residential Commercial Industrial Institutional Utility Other: _____

General nature of subdivision request Division of existing parcel, into 2 or more lots Consolidation of 2 or more lots into 1 Adjustment of an existng lot line Other: _____

Proposed residential or rural residential lots	
Number of existing lots	0 (unsurveyed)
Number of proposed lots	23
Total size of all application lands	24.89 ha <small>meters sq. or hectares</small>
Minimum proposed lot size	0.092 ha <small>meters sq. or hectares</small>

Proposed commercial, industrial or other lots	
Number of existing lots	0 (unsurveyed)
Number of proposed lots	3 GB/PUL + 2 Roads
Total size of all application lands	10.78 ha <small>meters sq. or hectares</small>
Minimum proposed lot size	0.08 ha (PUL's) <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.)

Land is being developed for public lot release. Village of Teslin and Teslin Tlingit Council supports development. Development was assessed under YESAB #2020-0115. Lots are expected to be ready for public release in early 2024. The new subdivision includes the creation of 23 new country residential lots ranging from 0.92ha to 1.43ha, 2 PUL's (lots 27 and 28 on subdivision sketch) at 0.08ha each, 4 greenbelt lots (lots 24-26 and 29 on sketch), and 2 roads of 0.38ha and 2.82ha each. TTC intends to develop their TTC R-13A Settlement Lands, adjacent to the southeast for similar use.

Services

Existing/proposed provision for drinking water
private drinking water supply by individual future landowners (anticipate water holding tank/delivery or drinking water well development).

Existing/proposed provision for sewage treatment/disposal
private on-site sewage treatment/dipsoal by individual future landowners

Existing/proposed provision for disposal of garbage/solid waste
within the Teslin regional waste management area

Existing/proposed provision for electricity
to be serviced by ATCO / Yukon Electrical Company

Existing/proposed provision for telephone, other utilities, etc.
to be sericed by Northwestel

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, overhead utility easement for power as part of YEC's infrastructure upgrades associated with new subdivision development

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

If yes, give name/location of fire dept:

Yes, the application are is served by the Teslin Fire Department, located at 2 Fox Street in Teslin

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

Nearest school is Khâtinash Community School, located at 1 School Road, Teslin, approximately 20 km away

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

Access to open space &recreation are within 500m of the lots via existing trails in area and recreational activities at Teslin Lake

Access

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

2 new roads are being developed for access in to the Subdivision from the Alaska Highway. Individual lot access is the responsibility of each future lot owner.

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.

Yes, Road 1 in the subdivision sketch provided access to the subdivision off the Alaska Highway, Road 2 shown on the sketch provides access to the new lots as well as future access to TTC's adjacent proposed development to the southeast. This new access is not anticipated to impact other users, as this was a previously undeveloped, fully treed area.

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?

No existing improvements are located in the application area other than roads constructed as part of this subdivision development project.

Site characteristics

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

The application area has morainal (till) and lacustrine soils with the western edge transitioning to alluvial gravels. The morainal soils have gravel, cobbles and boulders in a silt matrix, while the lacustrine soils are fine-grained sediments.

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

Area is almost entirely vegetated with a mix of young and mature trees, including pine, white spruce and aspen.

Topography (flat, steep, rolling, etc.)

The development area is located on a hillside with terrain sloping down from the AK Highway to Teslin Lake, generally ranging from 5 to 10% with some steeper sections. Proposed lots on the southwest of Road 2 (lakeside) have the steeper slopes.

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

Up-slope runoffs are channeled through culverts, down through development area. Greenbelt lots incorporate more significant runoff which will be routed through ditching and culverts across Road 2, downslope. 2 PUL's will also direct drainage downslope

Any known significant historical or heritage features on or near this site

A Heritage Resource Impact Assessment was conducted - identified 31 culturally modified trees, 4 historic features, & 2 areas of potential (subsequently tested and produced no archaeological materials). No further heritage investigations recommended.

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: Development Area Regulation is in final stages of approval

Name of applicable zoning bylaw or regulation: Lone Tree Development Area (O.I.C. # not yet assigned)

Current planning designation of application lands

No zoning Urban residential Rural residential Cottage Commercial

Industrial Other: Development Area Regulation is in final stages of approval

Name of applicable community or local area plan: _____

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 _____ validate any approval of this application.

Signature: 

Date: AUG 30 2023

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.

