



# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)

OFFICE USE ONLY	
APPLICATION FEE:	
DATE PAID:	
RECEIPT #:	
PERMIT #:	

## SUBDIVISION APPLICATION

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES AND SUBMISSION REQUIREMENTS PRIOR TO COMPLETING FORM.

### PROPOSED DEVELOPMENT

- Subdivision
  Consolidation
  Boundary Adjustment

CIVIC ADDRESS: \_\_\_\_\_ VALUE OF DEVELOPMENT: \_\_\_\_\_

LEGAL DESCRIPTION: LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ ESTATE \_\_\_\_\_ PLAN# \_\_\_\_\_

**PROPOSED DEVELOPMENT:** Please provide a brief description of the proposed development, including the number of proposed lots and their sizes.

### APPLICANT INFORMATION

APPLICANT NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

OWNER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the City of Dawson Zoning Bylaw and applicable territorial and federal legislation.

### FURTHER INFORMATION

**ACCESS:** Does the proposed development require additional access to any public road or highway? If yes, please name the road and describe the location of the proposed access.



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**WATER:** Is the land situated within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch? If yes, please name the body of water and describe the feature.

**TOPOGRAPHY:** Describe the nature of the topography of the land (flat, rolling, steep, mixed), the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., & sloughs, creeks, etc.), and the kind of soil on the land (sandy, loam, clay, etc.).

**EXISTING BUILDINGS:** Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:

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## DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw No. 2018-19 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/ WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a Development Permit and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

**I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.**

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE OF OWNER(S)



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## COMPLETE APPLICATION SUBMISSION REQUIREMENTS

As per the Municipal Act s. 320(1), a subdivision will be granted, granted with conditions, or refused within 90 days of receipt of a complete application. An application is not deemed complete until the following information is submitted to the satisfaction of a Development Officer.

- Application Form (completed in full)
- Application Fee as per City of Dawson Fees and Charges Bylaw & Zoning Bylaw
- Site Plan that includes:
  - a north arrow and scale
  - property lines shown and labelled as per the most recent legal survey
  - dimensions and areas of all proposed lots
  - all easements and rights of way shown and labelled
  - the location and labelling of all abutting streets, lanes, highways, road rights of way, sidewalks, water bodies, and vegetation
  - the topography and other physical features of the subject land
  - the location, size, type, and dimensions of all existing buildings and/or structures on the subject land, as well as the distance of the buildings and/or structures from the proposed property lines
  - the location of retaining walls and fences (existing and proposed)
  - the location, dimensions, and number of onsite parking areas
  - the location of loading facilities
  - the date of the plan
- Certificate of Title (if owner does not match Assessment Roll)
- Stormwater management plan
- Other as required by the CDO: \_\_\_\_\_

## OFFICE USE ONLY

LEGAL DESCRIPTION: LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ ESTATE \_\_\_\_\_ PLAN# \_\_\_\_\_

ZONING: \_\_\_\_\_ DATE COMPLETE APPLICATION RECEIVED: \_\_\_\_\_

TYPE OF APPLICATION: \_\_\_\_\_

APPLICANT NAME(S): \_\_\_\_\_

OWNER NAME(S): \_\_\_\_\_

APPLICATION REJECTED

APPLICATION APPROVED / PERMIT ISSUED

A letter [ ] has OR [ ] has not been attached to this permit explaining reasons and/or permit conditions. If a letter is attached, it constitutes a valid and binding component of this permit.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



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## INSTRUCTIONS AND GUIDELINES

**IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE FOR REFERENCE ONLY. IN THE EVENT OF A DISCREPANCY WITH THE ZONING BYLAW OR OTHER BYLAWS/LEGISLATION, THE BYLAW/LEGISLATION PREVAILS.**

1. Council shall not approve any application for the subdivision of any land within any zone or on any site where the parcels do not meet the minimum requirements prescribed for that zone.
2. At the sole discretion of Council, parcels with a pre-existing legally non-conforming use or structure may be subdivided so long as the subdivision does not increase the legally non-conforming nature of the use or structure.
3. Spot land applications and parcel enlargements can be approved at the sole discretion of Council and will not be approved by Council unless the application conforms to the long-term plan for those lands, as described in the OCP or other applicable approved plans.
4. Notwithstanding the above, Council may approve an application for the subdivision of any land within the historic townsite into lots that do not meet the minimum site area requirements prescribed for the underlying zoning district as a heritage conservation incentive, provided:
  - a. that subdivision is in keeping with the heritage integrity of the community; and
  - b. the development proposed for those lots meets the heritage management policies and guidelines of the OCP and the Zoning Bylaw
5. Prior to final approval, Council shall hold a public hearing to hear and consider all submissions respecting the proposed subdivision. The public hearing shall be held no earlier than seven days after the last date of publication of the notice.
6. The notice must be circulated, in a method approved by Council, once a week for two successive weeks.
  - a. Methods of notice circulation may include posting on the City website, in local newspapers, and/or on the City and Post Office Bulletin Boards, as well as sending written notification.
  - b. The notice shall:
    - i. describe the area affected by the proposed subdivision
    - ii. state the date, time, and place for the public hearing respecting the proposed subdivision
    - iii. include a statement of the reasons for the subdivision and an explanation of it
7. Written notification letters shall be mailed prior to the public hearing to all properties within the following radii of the subject property:
  - a. 100 m (328.1 ft.) for properties within the historic townsite
  - b. 1 km (3,280.1 ft.) for properties outside the historic townsite
8. A notification sign shall be placed on the subject property for a minimum of seven days.
  - a. The sign shall state the details of the subdivision and the date, time, and place of the public hearing, as well as the City's contact information.
  - b. The sign shall be provided by the City and shall be returned to the City on the day following the public hearing.
  - c. Signs not returned will be subject to an advertising fee equal to the replacement of the sign materials.
9. Every applicant who applies for subdivision of land shall provide to each lot created by the subdivision direct access to a highway satisfactory to the approving authority.
10. On receipt of a completed application for subdivision, Council will, within 90 days, approve it, refuse it, or approve it with conditions. Approval of an application shall be valid for a period of 12 months and may be subject to renewal for one more period of 12 months at the discretion of Council.
11. If Council refuses an application for subdivision, no subsequent unaltered application for approval of a proposed subdivision of land that provides for the same use of the land shall be made by the same or another person within six months of the date of the refusal.
12. If an application for a proposed subdivision of land is approved with or without conditions the applicant shall:
  - a. submit to the CDO a plan of subdivision or an instrument drawn in conformity with the approval; and
  - b. on approval of the subdivision plan, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
13. If approval of an application for subdivision is refused, the applicant may, within 30 days after the date on which the notice was mailed to the applicant, appeal in writing to the Yukon Municipal Board.