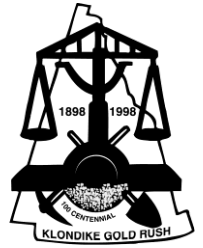




THE CITY OF DAWSON

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DEVELOPMENT QUICK REFERENCE GUIDE

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1 Introduction

This document is a plain language guide to development permitting in the City of Dawson (COD).

The information in this Development Quick Reference Guide is not meant to be exhaustive, but rather to provide general direction on the development permitting process to applicants and COD staff. Consultation with COD Community Development and Planning staff is a crucial to moving your proposal forward and achieving a fast approval.

1.1 Relevant Bylaws/Acts

1.1.1 Official Community Plan (OCP) bylaw

The Dawson City OCP splits COD lands into various land designations and lays out, in a broad sense, the appropriate land-use vision for each designation.

Prior to submitting an application, applicants should consult the COD OCP, Schedule B and C to determine the land designation of their property and consult the COD OCP S. 2.2 for designation-specific guidelines.

1.1.2 Zoning Bylaw (ZBL)

The Dawson City ZBL splits COD lands into various zones and lays out regulations regarding permitted uses, parcel sizes, setbacks (distances between structures and parcel lines), parcel coverage, floor areas, and maximum height. This bylaw is the main tool for implementing Dawson's OCP.

Prior to submitting an application, applicants should consult the ZBL Schedule B and C to determine the zone of their property and consult the ZBL S. 6 – 14 for zone-specific regulations.

1.1.3 Heritage Management Plan (HMP)

The Dawson City HMP defines the Heritage Management Areas, lays out design guidelines for historic and contemporary development, and describes the responsibilities of the Heritage Advisory Committee.

The Heritage Advisory Committee uses the HMP, along with *Design Guidelines for Historic Dawson* and archival photographic material, to make decisions on the historic appropriateness of proposed developments.

1.1.4 Yukon Municipal Act

The Yukon *Municipal Act* is a piece of territorial legislation that lays out the roles and responsibilities of municipal government in Yukon. Part 7 (“Planning, Land Use, and Development”) of the Act defines the authority of municipalities to develop and enforce Official Community Plans and Zoning Bylaws. This section also lays out municipal obligations and responsibilities regarding subdivisions, variances, and bylaw amendments, including the public consultation process.



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2 Types of Permits

For each type of permit, this section provides a broad overview of the steps required for approval, as well as the supporting documentation and administration required to move an application through each of the steps.

2.1 Development Permit

An approved Development Permit is required for any development of a property, construction on a property, or change of use or intensity of use of a property unless specifically exempted by the ZBL.

In the City of Dawson, a variety of different development types are permitted under a common Development Permit & Application process. The following list defines the main types and includes information that must be provided for each type:

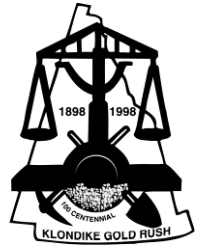
- Moving Permit – Application should include the civic address and legal description of the lots the building will be moved from and moved to.
- Demolition Permit – Applications for demolition will not be approved unless there is an approved development permit in place for re-developing the lot.
- Minor Alteration – Minor alterations are the construction of steps/decks and non-dwelling accessory buildings.
- Major Alteration – Major alterations are additions and changes to the main building.
- New Build (Residential, Commercial, Institutional) – Application should indicate number of units/suites. This permit is required for all new build development, including construction of an attached or detached secondary suite.
- Temporary Permit – Application should indicate the period of time the temporary structure will be in place.

Permitting Process	
Submit Application	<ul style="list-style-type: none"> • Completed Development Permit Application, in full, including supporting documentation: <ul style="list-style-type: none"> ➢ Site plan showing compliance with Zoning Bylaw regulations, including required setbacks, parking, grading, etc. ➢ Elevations showing compliance with Zoning Bylaw regulations and, within the Historic Townsite, design features and materials (including roof pitch, windows, doors, trims, railing, skirting, etc.). ➢ Any additional information requested by the Development Officer for assessment as per the Zoning Bylaw.
Pay Fee	<ul style="list-style-type: none"> • Application fee as per the City of Dawson Fees and Charges Bylaw (attached).
Assessment for Bylaw Compliance	<ul style="list-style-type: none"> • Development Officer assesses application for compliance with the Zoning Bylaw and the Dawson City Official Community Plan Bylaw.
Assessment for Heritage Compliance	<ul style="list-style-type: none"> • Within Heritage Management Areas, the completed application package will go to the Heritage Advisory Committee (HAC) for heritage assessment. HAC meetings take place in the City of Dawson Council Chambers at 7:00 pm on the 1st and 3rd



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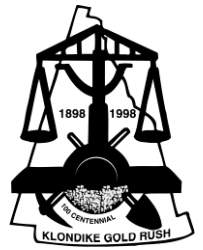


	<p>Wednesdays of each month, and the deadline for submissions is the preceding Thursday.</p> <ul style="list-style-type: none">• The HAC uses the Dawson City Heritage Management Plan and the Design Guidelines for Historic Dawson to assess proposed Development Permits for adherence to historic design precedent, as defined by these documents and archival photographic material.• The HAC can request conditions on a Development Permit.
Permit Decision	<ul style="list-style-type: none">• The Development Officer decides whether to approve or deny the application based on bylaw compliance and Heritage Advisory Committee approval.• The Development Officer will mail the development permit and a letter of approval or denial to the applicant.



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2.2 Subdivision/Consolidation Permit

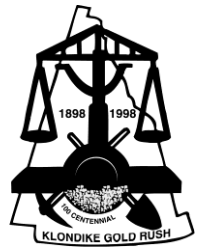
A Subdivision/Consolidation Permit is needed if a land-owner wishes to take two or more adjacent lots and merge them into one or to take one lot and split it into two or more. All resulting lots must comply with all Dawson City bylaws. Subdivision/Consolidation Permit Applications must fulfill municipal obligations around public consultation and go through Council for approval.

Permitting Process	
Submit Application	<ul style="list-style-type: none"> • Completed Subdivision/Consolidation Application, in full, including written statement to describe and justify the proposed development, and the following supporting documentation: <ul style="list-style-type: none"> ➢ Site plan showing proposed new lot lines and compliance of all subdivided/consolidated lots with Zoning Bylaw regulations, including existing structures and required setbacks, parking, grading, etc. ➢ Any additional information requested by the Development Officer.
Pay Fee	<ul style="list-style-type: none"> • Application fee as per the City of Dawson Fees and Charges Bylaw (attached).
Assessment for Bylaw Compliance	<ul style="list-style-type: none"> • Development Officer assesses application for compliance with the Zoning Bylaw and the Dawson City Official Community Plan Bylaw.
Public Comment Period	<ul style="list-style-type: none"> • The proposed subdivision/consolidation plan must go through a public hearing at a City of Dawson Committee of the Whole meeting. • Prior to the public hearing, letters of notification sent to properties within the following radii: <ul style="list-style-type: none"> ➢ within the Historic Townsite. 100m (328'); and ➢ all other areas: 1km (3,281') • Notification sign placed on the subject property.
Council Decision	<ul style="list-style-type: none"> • The Development Officer develops a report on the proposed Subdivision/Consolidation Application and submits it, along with recommendations and a copy of the application, to Council. • City of Dawson Council makes a decision regarding approving or denying the application and provides subdivision authority if approved. • The Development Officer will mail the permit application and a letter of approval or denial to the applicant.
Register Survey	<ul style="list-style-type: none"> • If approved, the applicant commissions survey and submits it to the Development Officer for approval. • Applicant registers survey with YG Land Titles. The applicant has 1 year to register the survey (as per Municipal Act S. 322(1)).



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2.3 Variance Permit

As provided by the Municipal Act, the City of Dawson can exempt a property from zoning regulations if the variance meets specific conditions:

- Practical difficulties or unnecessary hardship in meeting requirements.
- The hardships are not the result of the owner's or applicant's actions.
- The variance is not a special privilege inconsistent with restrictions on nearby property.

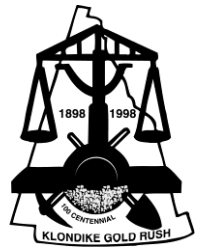
Variance Permit Applications must fulfill municipal obligations around public consultation and go through the Board of Variance for approval. There is a 14-day appeal period.

Permitting Process	
Submit Application	<ul style="list-style-type: none"> • Completed Variance Application Form, in full, including written statement to describe and justify the proposed development, and the following supporting documentation: <ul style="list-style-type: none"> ➢ Map showing scale, dimensions, and the proposed change in the context of adjacent land. ➢ Site plan with standard requirements of Development Permit, with the desired variance highlighted. ➢ Documentation of ownership. ➢ Any additional information requested by the Development Officer.
Pay Fee	<ul style="list-style-type: none"> • Application fee as per the City of Dawson Fees and Charges Bylaw (attached).
Board of Variance Decision	<ul style="list-style-type: none"> • The Development Officer develops a report on the proposed Variance Application and submits it, along with recommendations and a copy of the application, to the Board of Variance. • Board of Variance makes a decision regarding approving or denying the application. • The Development Officer will mail the development permit and a letter of approval or denial to the applicant. • The Development Officer will send a notice of the decision for all adjacent property owners. Recipients of the notice have 14 days to appeal the decision.



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2.4 Official Community Plan Amendment

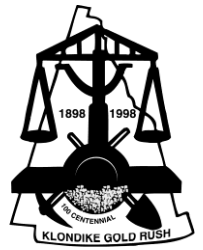
A property owner can apply to amend the Official Community Plan Bylaw designation of their property. Official Community Plan Bylaw amendments must fulfill municipal obligations around public consultation and go through Council for approval.

Permitting Process	
Submit Application	<ul style="list-style-type: none"> • Completed OCP Amendment Form, in full, including written statement to describe and justify the proposed amendment, and the following supporting documentation: <ul style="list-style-type: none"> ➢ Map showing scale, dimensions, and the proposed change in the context of adjacent land. ➢ Documentation of ownership. ➢ Any additional information requested by the Development Officer.
Pay Fee	<ul style="list-style-type: none"> • Application fee as per the City of Dawson Fees and Charges Bylaw (attached).
CDO Report	<ul style="list-style-type: none"> • The Community Development Officer develops a report on the proposed OCP Amendment and submits it, along with recommendations and a copy of the application, to Council.
Public Comment Period	<ul style="list-style-type: none"> • The proposed amendment receives 3 readings at COD Council meetings. • A public hearing is held after the first reading in Council. • Prior to the public hearing, letters of notification sent to properties within the following radii: <ul style="list-style-type: none"> ➢ Within the Historic Townsite. 100m (328'); and ➢ All other areas: 1km (3,281'). • Notification Sign placed on the subject property following First Reading.
Ministerial Approval	<ul style="list-style-type: none"> • Prior to the third and final reading in council, the CDO will submit the proposed amendment to the Minister of EMR for approval.
Council Decision	<ul style="list-style-type: none"> • City of Dawson Council makes a decision regarding approving or denying the application. • The Development Officer will mail the development permit and a letter of approval or denial to the applicant.



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2.4 Zoning Bylaw Amendment

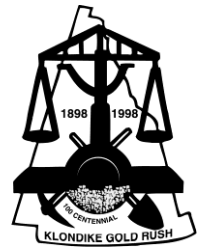
A property owner can apply to change the Zoning Bylaw designation of their property. Zoning Bylaw amendments must fulfill municipal obligations around public consultation and go through Council for approval.

Permitting Process	
Submit Application	<ul style="list-style-type: none"> • Completed ZBL Amendment Form, in full, including written statement to describe and justify the proposed amendment, and the following supporting documentation: <ul style="list-style-type: none"> ➢ Map showing scale, dimensions, and the proposed change in the context of adjacent land. ➢ Documentation of ownership. ➢ Any additional information requested by the Development Officer.
Pay Fee	<ul style="list-style-type: none"> • Application fee as per the City of Dawson Fees and Charges Bylaw (attached).
CDO Report	<ul style="list-style-type: none"> • The Community Development Officer develops a report on the proposed ZBL Amendment and submits it, along with recommendations and a copy of the application, to Council.
Public Comment Period	<ul style="list-style-type: none"> • The proposed amendment receives 3 readings at COD Council meetings. • A public hearing is held after the first reading in Council. • Prior to the public hearing, letters of notification sent to properties within the following radii: <ul style="list-style-type: none"> ➢ within the Historic Townsite. 100m (328'); and ➢ all other areas: 1km (3,281'). • Notification Sign placed on the subject property following First Reading.
Council Decision	<ul style="list-style-type: none"> • City of Dawson Council makes a decision regarding approving or denying the application. • The Development Officer will mail the development permit and a letter of approval or denial to the applicant.



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3 Frequently Asked Questions

3.1 Development Incentives

For City of Dawson development incentives, please refer to Council Policy #15-02: Development Incentives Policy. In recognition of the community need for stable and affordable housing, sustainability objectives around compact development patterns, and in order to take full advantage of existing services, the City of Dawson provides several development incentives in order to encourage targeted residential development in the Historic Townsite. The applicant must apply for an incentive in writing, with an explanation of why they believe they are eligible, and before their proposed development has received an approved building permit.

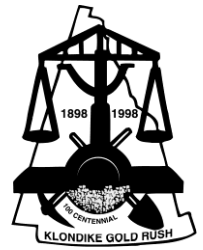
The main development incentives types are as follows:

- **Minor Development Incentive:** Develop a secondary suite permitted by the City of Dawson. **Incentive:** waiver of up to 100% of the cost of development permit fees and 100% of the load capacity charge for the eligible development.
- **Standard Development Incentive:** Develop a multiple-unit residential building Downtown with a minimum of four units; or develop a downtown mixed-use development with a minimum of four residential units. **Incentive:** 10-year Graduated Economic Development Incentive (a yearly grant in the amount that the developer would have paid in annual municipal taxes as a result of improvements to the property that decreases proportionately per year until full taxation is met. A ten-year GEDI reduces by 10% every year.) to a maximum of \$50,000.00.
- **Major Development Incentive:** Provide a multiple-unit residential building Downtown with a minimum of eight rental housing units for a minimum of 10 years; or provide a Downtown mixed-use development with at least five rental housing units for a minimum term of 10 years; or provide a minimum of four supportive housing units. **Incentive:** 10-year Economic Development Incentive (a yearly grant in the amount that the developer would have paid in annual municipal taxes as a result of improvements to the property) to a maximum of \$500,000.00.



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There are various low-cost financing and grants available through the Yukon Government. Please refer to their website for more information: <https://yukon.ca/en/housing-and-property/building-and-renovating>

3.2 Legally Non-Conforming Structures and Uses

Municipal Act S. 301(1) states that, if a new Zoning Bylaw or Official Community Plan is passed, or if the existing plan is amended, structures or uses existing at the date of the changes may be continued. This is not affected by a change of ownership or tenancy of the land but ceases to apply if the non-conforming use is discontinued for a period of 12 months or longer, or if the non-conforming building is destroyed by fire or is otherwise damaged to an extent of 75 per cent or more of the assessed value of the building.

Although the building can continue to be used as is, the City of Dawson has limited legal authority to approve development permits on legally non-conforming structures. S. 302 of the *Municipal Act*, states that “the [legally non-conforming] building may not be enlarged, added to, rebuilt, or structurally altered except to increase its uniformity.”

3.3 Parking/Loading Requirements

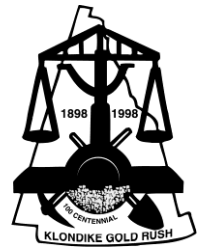
For parking requirements, please refer to Dawson City Zoning Bylaw Schedule F: Off-Street Parking and Loading Requirements. Parking spaces are to be no less than 2.7 m (9') wide, 5.8 m (19'), or to have a vertical clearance less than 2.2 m (7.2'). Parking and loading spaces are to be provided at the rates specified in the zoning bylaw, which defines the number of spaces needed per dwelling unit, floor area, or seat, depending on the type of development. For assessment purposes, location and dimensions of parking stalls shall be included on the site plan included with a development permit application.

If it is not possible to locate sufficient off-street parking on the same parcel as the proposed development, the applicant may, at the discretion of the Community Development Officer, provide a parking easement on a near-by parcel or pay a cash in lieu of on-site parking fee as established in the Fees and Charges Bylaw.



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3.4 Secondary Suites

The Dawson City Zoning Bylaw defines a Secondary Suite as “a self-contained, accessory dwelling located within a principal single-detached dwelling or in an accessory building on the same parcel as a single-detached dwelling. [...] A secondary suite has its own separate cooking, sleeping, and bathing facilities and has direct access to the outside without passing through any part of the principal unit.” Secondary Suites are a permitted use in R1 (single-detached and duplex residential), R3 (country residential), and A1 (agricultural) zones. **All dwelling units must be approved by the City of Dawson.**

Some relevant regulations from the Zoning Bylaw:

- A secondary suite is only permitted within a single-detached dwelling or within an accessory building on the same parcel as a single-detached dwelling.
- No more than one secondary suite is permitted per principle single-detached dwelling.
- The maximum floor area of a secondary suite contained within a single-detached dwelling must not exceed 93 m².
- A secondary suite is not permitted in conjunction with the operation of a boarding house or a bed and breakfast in the principal single-detached dwelling.

3.5 Signs

The erection, display, alteration, replacement, or relocation of a sign requires a Development Permit. Please refer to Appendix C for the maximum sizes and permitted types of signs for various property types. Within the heritage townsite, signs must receive Heritage Advisory Council Approval and must follow the *Design Guidelines for Historic Dawson*.

3.6 Yukon Government Permits

A City of Dawson Development Permit is not a Building Permit. Building permitting through the Yukon Government helps protect occupants, structures, and the community by making sure the project is



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structurally sound and follows the Building Code and other applicable Territorial and Federal laws.

Building permits are required for:

- All new construction
- All new plumbing and electrical
- New woodstoves, pellet stoves, oil fired space heaters, and any other type of fuel-fired equipment.

Applicants should also be aware of Territorial processes for electrical permitting and inspections, as well as from Yukon Environmental Health regarding sewage disposal where there is no access to municipal services. The City of Dawson requires a YG Environmental Health approved sewage disposal system in areas not presently services by the City's piped sewer system.