



THE CITY OF DAWSON

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

DEVELOPMENT APPLICATION & PERMIT

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

PROPOSED DEVELOPMENT

CIVIC ADDRESS: _____ VALUE OF DEVELOPMENT: _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ ESTATE _____ PLAN# _____

EXISTING USE OF LAND / BUILDINGS: _____

PROPOSED DEVELOPMENT: Please provide a brief description of the proposed development.

APPLICANT INFORMATION

APPLICANT NAME(S): _____

COMPANY NAME: _____

MAILING ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ FAX #: _____

PHONE #: _____ ALTERNATE PHONE #: _____

OWNER INFORMATION

OWNER NAME(S): _____

MAILING ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ FAX #: _____

PHONE #: _____ ALTERNATE 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.

DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw No. 12-27 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application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.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)

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

A	Completed Development Application Form, in full
B	Application fee as per the City of Dawson Fees and Charges Bylaw
C	<p>Site Plan indicating:</p> <ul style="list-style-type: none"> • proposed use and occupancy of the development; • legal description, setbacks, and yard distances of the proposed and existing development relative from property lines and from each other; • location of off-street loading and parking; • all property lines and easements; • lot grading or foundation elevation, including highest and lowest elevations on property, road elevations (include centre line elevation), floor elevations relative to fill/land and existing and proposed utilities; • roads, water bodies, topography, vegetation, and other physical features of the land to be developed; and • north arrow and scale
D	Floor plans, elevations, and sections at a minimum scale of 1:200 or such other scale as required by a Development Officer
E	<p>In the Heritage Management Areas any or all of the following at the discretion of the Development Officer:</p> <ol style="list-style-type: none"> 1. Date, and style of built form. 2. Siting. Annotate drawings and/or photographs to describe the relationship between the proposed development and the context in terms of the following criteria: <ul style="list-style-type: none"> • Predominant setbacks, front, side and rear Orientation • Location, dimensions of circulation/access features • Statement as to how views to and from the development will be retained • Statement as to how significant archaeological features will be retained 3. Scale. Annotate drawings, photographs to describe the relationship between the proposed development and the context in terms of the following criteria: <ul style="list-style-type: none"> • Scale of buildings • Lot coverage - pattern of arrangement of buildings and size of buildings • Floor to floor heights and relationship to the street 4. Form. Annotate drawings, photographs to describe the relationship between the proposed development and the context in terms of the following design criteria: <ul style="list-style-type: none"> • Predominant form of neighbours • Roof form and skyline, ridge lines, roof slopes, chimneys, skylights • Proportions and number of openings • Solids-to-voids ratio • Relationship to internal and external spaces 5. Materials and colours. Drawings or photographs to describe the relationship between the proposed development and the context in terms of the following design criteria: <ul style="list-style-type: none"> • Response to pre-dominant materials, textures, and colour palate - contrasting • Quality of new materials 6. Detailing. Annotate drawings, photographs to describe the relationship between the proposed development and the context in terms of the following design criteria: <ul style="list-style-type: none"> • Relationship of landscape elements to important existing details.
F	<p>In addition, the Development Officer may require the following:</p> <ol style="list-style-type: none"> 1. Geotechnical studies to support the proposed development; 2. An approved onsite sewage disposal system in areas not presently serviced by the City's system; 3. Parking and traffic study; 4. Landscaping site plan; 5. A surveyor's certificate to verify the location of a development; and 6. A certificate from a qualified, registered Professional Engineer or Architect to support the design of buildings and structures and their placement on the land.

INSTRUCTIONS AND GUIDELINES

IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM.

1. Information Requirements:
 - a) An application shall not be considered to have been received until all application requirements have been submitted to the satisfaction of a Development Officer.
 - b) Notwithstanding a) above, a Development Officer may consider an application if, in a Development Officer's opinion, the development is of such a nature as to enable a decision to be made on the application without all of the required information.
 - c) Failure to complete this form and to supply the required support information may result in delays in the processing of the application.
2. Public Notification:
 - a) Within five working days after a decision on a development permit application, a Development Officer shall send a notice by regular mail of the decision to the applicant and post a notice in a place available to public view in the City offices, indicating whether the application was approved or refused, the legal description, and municipal address of the property.
 - b) Within five working days after granting a variance, a Development Officer shall also send a notice to adjacent landowners, as identified on the City Assessment Roll, advising them of the variance and the right of appeal. Adjacent landowners are owners of land that is contiguous to a site and include land that would be contiguous if not for a public roadway, river, stream, pipeline, power line or railway.
3. Validity of Permit:
 - a) When a permit has been issued by a Development Officer, the permit shall not be valid unless and until the conditions of the permit, save those of a continuing nature, have been fulfilled and no notice of appeal has been served on Council within a 14 day appeal period.
 - b) When a permit has been approved, the permit shall not be valid until the decision is issued in writing.
 - c) If the Board of Variance is served with notice of an appeal of its decision to the Yukon Municipal Board, such notice shall suspend the permit.
 - d) The final determination of an appeal shall validate, amend or revoke, as the case may be, a development permit suspended under c).
4. Permit Conditions:
 - a) When issuing a permit, a Development Officer may impose such conditions as may be required to ensure compliance with this bylaw or deemed necessary.
 - b) A Development Officer may, as a condition of a permit, require the applicant to make satisfactory arrangements for the payment and supply of water, power, sewer and other services or facilities, or any of them.
 - c) A permit may be refused when, in the opinion of a Development Officer, satisfactory arrangements have not been made for the payment and supply of water, power, sewer or other services or facilities, or any of them or if taxes on the property associated with the permit application have not been paid.
 - d) A Development Officer may, as a condition of a permit, require that an applicant enter into a development agreement that may require the applicant to pay an offsite levy or redevelopment levy or both.
5. Expiry of Permit:
 - a) A permit issued in accordance with the notice of decision is valid for a period of twelve months from the date of issue. If at the expiry of this period the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six months, or has not been actively carried out for a period of six months, this permit shall be null and void.
 - b) Upon application, a Development Officer may grant an extension of the effective period of a permit only once, for a period not greater than twelve months.
 - c) When a permit expires, a new application is required. Such application shall be dealt with as a first application and there shall be no obligation to approve it on the basis that a previous permit had been issued.
6. Appeals:
 - a) Subject to the Municipal Act, any person affected by a decision may appeal the decision to the Council by serving written notice of appeal on the Council within 14 days after notice of the decision was given. The 14 day appeal period shall commence from either the newspaper publishing date, public notice in City offices, or the post mark date in the case of a letter notification, whichever is later.
7. Suspension or Revocation of Permit:
 - a) A Development Officer may suspend or revoke a development permit where:
 - i. the applicant fails to comply with the conditions of the issuance of the permit; or
 - ii. any person undertakes or causes or allows any development on a site contrary to the terms or conditions of a permit.
 - iii. the permit was issued on the basis of incorrect information or misrepresentation by the applicant; or
 - iv. the permit was issued in error.