

The Land application, review and authorization process.

Introduction

- This application form is used to apply for land administered by the Yukon government.
- Yukon Government is committed to making various classes of land available to the public. In addition to developing and selling planned subdivision lots, applications will be accepted for requests of otherwise undeveloped lands.
- An Application for Yukon Land may be accepted for: lot enlargements, commercial or industrial ventures, rural residential parcels, leases for trapping and other resource uses, quarrying, utility installations, easements etc.
- In the interest of sound planning, individual or “spot” applications for Cottage lots are not accepted. Yukon Government sells Cottage lots only in planned subdivisions.
- Anyone interested in applying for Yukon Land should first contact Lands Branch to confirm programs, policy and if the land in question falls under Yukon Government jurisdiction.
- Lands Branch can also provide information sheets describing this and other land-related programs offered by Yukon Government.

Access to Information & Protection of Privacy Act

This information is being collected under the authority of the *Lands Act*, *Territorial Lands (Yukon) Act*, *Subdivision Act*, *Yukon Environmental Assessment Act* and *Municipal Act* to be used for the purpose of reviewing the request for land and any potential subsequent Subdivision Approvals as may be required. This information is about the conduct of public business and cannot and will not be kept confidential. Except as noted below, it will be shared with other government departments and will be treated as information that third parties have the right to under the Access to Information and Protection of Privacy Act. Your phone number and address and business plan information will be treated as confidential, and might still be disclosed as permitted or required by the Access to Information and Protection of Privacy Act. (There are cases where even confidential information can be disclosed).

Land Application Process & Fees

- If the land you are interested in, is under Yukon Government control, and if it's not subject to any other pre-existing right or interest, you may complete and submit an Application for Yukon Land (attached).
- Carefully read and fully complete the attached application form. A sketch is mandatory when submitting your application. Include all other required additional information and documentation (copy of Certificate of Title, copy of caveats or encumbrances, written proof that taxes are paid to date).
- **All application areas must be flagged in the field as per instructions on this form. This is a mandatory requirement for review. Contact the Natural Resources Officer for your area prior to submission of your application.**
- Completed applications should be returned to Lands Branch. There is a non-refundable application fee for land applications.
- Environment Health needs to be contacted prior to submitting the application form if applying for land for septic systems. Written proof that you contacted them must be attached to your application form.
- Lands Branch coordinates applications for Yukon land. Applications are distributed for review to the Land Application Review Committee (LARC). LARC comprises Territorial, Federal, First Nation, municipal and local government agencies & authorities. Applications are also advertised in local newspapers. The public may make written comments on an application or representations at the meeting, by appointment only.
- After a 60-day review period, your application will be added to the next available monthly LARC agenda. You may attend this meeting to explain your land request, by appointment only.
- LARC reviews each application and makes a recommendation to Approve, Conditionally Approve or Deny. In some cases, applications may be deferred, pending further action or information.
- All applications for Yukon lands are subject to an assessment under the *Yukon Environmental Assessment Act*.
- Both applicants and any intervenors will be formally advised of the decision in writing. The applicant has 60 business days to accept or appeal the decision. (Intervenors have 20 business days to appeal a decision.)
- If approved and land needs to be surveyed, Subdivision Approval will be required. For subdivision approval, outside Whitehorse or Dawson, you must contact Land Planning Section at 667-8945. Subdivision fees apply.
- See the “About Land in the Yukon” fact sheets, that explain various Yukon land programs. These fact sheets and other land information are available at Lands Branch at 667-5215.



OTHER AGENCIES & DEPARTMENTS

The following list other agencies or responsible authorities that deal with related permitting & authorizations. Based on information provided in your proposal, it is suggested that you contact the indicated agencies as further approvals may be required:

Yukon Government, EMR, Agriculture Branch

345-300 Main Street

Box 2703, Whitehorse, Yukon Y1A 2C6

(867) 667-3022 fax 393-6222

- Agricultural Applications
- Grazing Applications

Yukon Government, Community Services

Community Land Planning

Main Administration Bldg., 2071 Second Avenue

Box 2703, Whitehorse, Yukon Y1A 2C6

(867) 667-3531 fax 393-6258, Land.Planning@gov.yk.ca

- Information on existing Planning and Zoning
- Subdivision Approval (outside Whitehorse or Dawson)

City of Whitehorse, Planning Services

Municipal Services Bldg., 4210 - 4th Avenue

(mail) c/o 2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2

(867) 668-8335 fax 668-8395

- Information on Official Community Plan & zoning in Whitehorse
- Development and Subdivision Approval within City of Whitehorse

City of Dawson

Box 308, Dawson City, Yukon, Y0B 1G0

(867) 993-7400 fax 993-7434

- Information on planning & zoning in Dawson City
- Approval in Dawson City Development and Subdivision

Yukon Government, Building Safety

Main Administration Bldg., 2071 Second Avenue

Box 2703, Whitehorse, Yukon Y1A 2C6

(867) 667-5741 fax 393-6249

- Building & Plumbing Permits, (outside Whitehorse or Dawson)
- Electrical, Gas, Boiler Permits (all Yukon)

Yukon Government, Environmental Health Services

#2 Hospital Road, Whitehorse, Yukon Y1A 3H8

(867) 667-8391 fax 667-8322

- Development Permits (Outside Municipalities)
- Septic / in-ground sewage installations

Yukon Government, Highways and Public Works

9029 Quartz Road, Building 275

Box 2703, Whitehorse, Yukon Y1A 2C6

(867) 667-5644 fax 667-3608

- Permit for restaurant / food service.
- Access permits (access onto Yukon Highways)
- Work within R-O-W permits

The Yukon Electrical Company Limited

205 Tungsten Rd.

PO Box 4190 Whitehorse Yukon Y1A 3T4

(867) 633-7068 fax 668-6692

- Hydro installations
- Location of underground & overhead lines.

District Offices:

Dawson Office

1242 Front Street
PO Box 279, Dawson City, Yukon Y0B 1G0
(867) 993-5468 fax 993-6233

Northern Tutchone (Mayo & Carmacks)

Mayo Office

Laurier St. & 6th Avenue
PO Box 100, Mayo, Yukon Y0B 1M0
(867) 996-2343 fax 996-2856

Carmacks

River Dr. & Nanson Rd.
PO Box 132, Carmacks, Yukon Y0B 1C0
(867) 863-5271 fax 863-6604

Southern Lakes (Whitehorse & Teslin)

Whitehorse Office

Mile 918 Alaska Highway
(867) 456-3877 fax 393-7404

Teslin

Km 1246 Alaska Hwy.
PO Box 97, Teslin, Yukon Y0B 1B0
(867) 390-2531 fax 390-2682

Haines Junction Office

Km 246, Haines Rd.
PO Box 5370, Haines Junction, Yukon Y0B 1L0
(867) 634-2256 fax 634-2675

Tintina (Watson Lake & Ross River)

Watson Lake Office

Km 1007, Alaska Hwy.
PO Box 289, Watson Lake, Yukon Y0A 1C0
(867) 536-7335 fax 536-7331

Ross River

Across from Ross River Service Centre,
PO Box 107, Ross River, Yukon Y0B 1S0
(867) 969-2243 fax 969-2610

Please contact:

Land Assistants at 667-5215 if you have any questions about the status of your application or require further information about the application process.

Day / Date of Scheduled LARC meeting: _____ Attending: YES NO

If YES, Time Attending: _____ am / pm

RECEIPT OF COMPLETED APPLICATION FORM

INITIALS

APPLICATION INFORMATION COMPLETE YES

SKETCH / MAP COMPLETE YES

ALL OTHER REQUIRED INFORMATION PROVIDED YES

APPLICATION FEE PAID (\$25.00 plus 1.75 GST equals \$26.75) YES Receipt #

COMPLETED APPLICATION ACCEPTED YES

Received By:

Date Rec'd:

Comments:

APPLICATION NUMBER *Please use this number when making inquiries about the status of application*

DEPARTMENT USE ONLY	DATE OF LARC MTG.	QUAD / LOCATION	
ATTENDING / TIME	TYPE OF APPLICATION	DATE ENTERED IN LIMS	
LATITUDE	LONGITUDE	MINING RECORDER	NRO

GENERAL INFORMATION

APPLICANT / CORPORATE NAME	BUSINESS PHONE / FAX	HOME PHONE	
APPLICANT ADDRESS	CITY/TOWN	TERR / PROV	POSTAL CODE
CO-APPLICANT OR REPRESENTATIVE NAME	BUSINESS PHONE / FAX	HOME PHONE	
CO-APPLICANT OR REPRESENTATIVE ADDRESS	CITY/TOWN	TERR / PROV	POSTAL CODE
GENERAL LOCATION OF APPLICATION LAND / PROJECT		IS APPLICATION AREA: <input type="checkbox"/> SURVEYED LOT OR <input type="checkbox"/> UNSURVEYED LAND	
LEGAL DESCRIPTION OF LANDS INCLUDED IN THIS APPLICATION:			
B – LOT NUMBER(S)	BLOCK/GROUP/QUAD	SUBDIVISION / AREA	CLSR PLAN # LTO PLAN #

APPLICATION / PROJECT INFORMATION

INTEREST APPLIED FOR – <input type="checkbox"/> PURCHASE / TITLE	<input type="checkbox"/> LEASE	<input type="checkbox"/> LICENCE OF OCCUPATION
<input type="checkbox"/> RESERVE (GOVERNMENT AGENCIES ONLY)		
PRESENT TENURE HELD (IN APPLICATION AREA OR ADJACENT CORE PARCEL)	<input type="checkbox"/> NO TENURE	<input type="checkbox"/> TITLE <input type="checkbox"/> LEASE <input type="checkbox"/> OTHER
TENANCY DESIRED <input type="checkbox"/> JOINT TENANCY (OWNERSHIP REVERTS TO SURVIVOR, UPON DEATH OF ONE OF THE CO-OWNERS)	OR <input type="checkbox"/> TENANCY IN COMMON (UPON DEATH OF ONE OF THE CO-OWNERS ALL INTEREST PASSES TO ESTATE / HEIRS)	
TYPE OF APPLICATION <input type="checkbox"/> SPOT APPLICATION (APPLICATION TO ACQUIRE A SINGLE DETACHED OR STAND-ALONE PARCEL OF LAND)	OR <input type="checkbox"/> LOT ENLARGEMENT (APPLICATION TO EXTEND AN EXISTING TITLED PARCEL)	
PARCEL SIZE – SIZE OF PARCEL APPLIED FOR (HECTARES)	SIZE OF EXISTING PRIVATE PARCEL (HECTARES) IF APPLICABLE	
PRESENT USE OF THE APPLICATION LANDS – <input type="checkbox"/> VACANT / UNOCCUPIED	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL / INDUSTRIAL
<input type="checkbox"/> UTILITY <input type="checkbox"/> OTHER:		
PROPOSED USE OF THE APPLICATION LANDS – <input type="checkbox"/> RURAL RESIDENTIAL	<input type="checkbox"/> COMMERCIAL*	<input type="checkbox"/> INDUSTRIAL* <input type="checkbox"/> UTILITY
<input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> TRAPPING <input type="checkbox"/> SEASONAL USE <input type="checkbox"/> YEAR ROUND USE <input type="checkbox"/> QUARRY <input type="checkbox"/> OTHER:		
* For Commercial or Industrial applications please include a business plan that outlines such things as: justification or need, relevant business experience, planned phasing of your project etc.		
EXPLAIN FULLY WHY YOU WISH TO ACQUIRE THIS LAND, FOR WHAT PURPOSE IT WILL BE USED & THE EXPECTED DEVELOPMENT TIME FRAME (ATTACH SEPARATE SHEET IF NECESSARY)		
SITE CHARACTERISTICS, SERVICES AND FEATURES IF APPLICABLE:		

DRINKING WATER – EXISTING / PROPOSED

SEWAGE DISPOSAL - EXISTING / PROPOSED

ENVIRONMENTAL HEALTH BE CONTACTED: NO YES

GARBAGE DISPOSAL - EXISTING / PROPOSED

ELECTRICITY - EXISTING / PROPOSED

TELEPHONE, OTHER UTILITIES - EXISTING / PROPOSED

ARE THERE ANY OVERHEAD OR UNDERGROUND UTILITIES LOCATED WITHIN OR ADJACENT TO THE APPLICATION AREA? NO YES
IF YES, FULLY EXPLAIN:

IS APPLICATION AREA PRESENTLY SERVED BY AN ESTABLISHED FIRE DEPARTMENT?: NO YES
IF YES, GIVE NAME / LOCATION OF FIRE DEPT:

LOCATION OF & DISTANCE TO NEAREST SCHOOL AND COMMUNITY

ACCESS – EXISTING / PROPOSED PROVISION FOR VEHICLE ACCESS TO SITE (WILL A NEW ACCESS BE REQUIRED, CONNECTING TO AN EXISTING PUBLIC ROAD OR HIGHWAY?):

ARE THERE ANY EXISTING ROADS, DRIVEWAYS, TRAILS OR PATHWAYS LOCATED ON THE APPLICATION AREA? NO YES
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)? NO YES IF YES, WHO OWNS THESE IMPROVEMENTS?

SITE CHARACTERISTICS – SOILS (SAND, GRAVEL, CLAY, SILT, PEAT ETC):

VEGETATION (SPRUCE, PINE, POPLAR, WILLOW, CLEAR ETC):

TOPOGRAPHY (FLAT, STEEP, ROLLING, ELEVATION / SLOPE, ETC):

PROXIMITY TO WATER COURSES (RIVERS, STREAMS, LAKES, PONDS WITHIN OR NEAR THE APPLICATION AREA)

ANY KNOWN HISTORICAL OR HERITAGE FACTORS RELATED TO THIS SITE:

ANY KNOWN FISH OR WILDLIFE FEATURES:

LAND USE PLANNING & ZONING (COMMUNITY SERVICES BRANCH, PLANNING, MAY PROVIDE ASSISTANCE IF CURRENT ZONING INFORMATION IS NOT KNOWN)(CALL 667-3531)

CURRENT ZONING OF APPLICATION LANDS – NO ZONING URBAN RESIDENTIAL COUNTRY / RURAL RESIDENTIAL
 COTTAGE COMMERCIAL INDUSTRIAL OTHER

NAME OF APPLICABLE ZONING BYLAW OR REGULATION:

CURRENT PLANNING DESIGNATION OF APPLICATION LANDS – NONE URBAN RESIDENTIAL COUNTRY / RURAL RESIDENTIAL
 COTTAGE COMMERCIAL INDUSTRIAL OTHER

NAME OF APPLICABLE COMMUNITY OR LOCAL AREA PLAN:

ADDITIONAL SUBMITTAL INFORMATION

REQUIRED ADDITIONAL INFORMATION (the following information must be submitted with all applications)

SKETCH PLAN - **Please provide 3 copies of a site plan**, drawn at a legible scale, showing the scheme of the proposed parcel configuration.

Including the following information:

- | | |
|---|---|
| <input type="checkbox"/> 1. Title Block (giving description of application lands) | <input type="checkbox"/> 13. Flagging of area and contact Natural Resource Officer (see flagging instructions) |
| <input type="checkbox"/> 2. Arrow indicating North | <input type="checkbox"/> 14. Distance and bearing from known points, ie. survey pins, highway marker, lake or river |
| <input type="checkbox"/> 3. Drawing scale | |
| <input type="checkbox"/> 4. Existing lot numbers of any adjacent lands | |
| <input type="checkbox"/> 5. Configuration / Location of proposed and adjacent existing parcels | |
| <input type="checkbox"/> 6. Dimensions and Bearings for all proposed and existing lot lines | |
| <input type="checkbox"/> 7. Roads, trails, pathways located on or near the application area | |
| <input type="checkbox"/> 8. Water bodies, drainage courses located on or near the application area | |
| <input type="checkbox"/> 9. Location of existing or proposed improvements on or near the application area | |
| <input type="checkbox"/> 10. Existing or proposed utilities (electrical, water, sewer etc.) | |
| <input type="checkbox"/> 11. Remote areas provide recent air photos or pictures of site | |
| <input type="checkbox"/> 12. Copy of 1:30,000 scale mapping | |

OTHER ADDITIONAL INFORMATION (depending on nature of request, the following information must also be submitted,)

FOR LOT ENLARGEMENT APPLICATIONS - please provide the following additional information:

- 1. Copy of Certificate of Title (showing ownership of the parcel to be enlarged)
- 2. Copy of any caveats or encumbrances registered against the Title
- 3. Written verification from the appropriate taxing authority that all property taxes have been paid on the core parcel(s) being enlarged.
- 4. Environmental Health (contacted if applying for septic system)

FOR COMMERCIAL OR INDUSTRIAL APPLICATIONS - Please provide the following:

Business Plan - that includes, but may not be limited to, the following information:

- 1. Sketch (drawn to scale) showing the proposed scheme of the development and justifying the need for the land requested (including such things as existing or proposed structures, road layout, parking, water/sewer/utility design, landscaping etc)
- 2. Relevant business experience
- 3. Justification or need for the product or service being offered (any relevant private or public market studies that have been undertaken, etc.)
- 4. Number of employees proposed (family or otherwise)
- 5. Anticipated time-frame of operations (seasonal, year-round)
- 6. Expected capital expenditures to bring proposal to full operation or production.
- 7. Timelines or phasing of stages of development & operation.

Other Relevant Information -

- 1. Any other drawings, photographs, brochures, reports or information that you feel supports the proposed venture.
- 2. Any personal or corporate written endorsements or support for your proposal.

(Please Note: Business Plan & Other Relevant information will be distributed for review to members of the Land Application Review Committee, but will not be made available to the public)

IF THE APPLICATION IS WITHIN THE BOUNDARIES OF A MUNICIPALITY- Please 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.

OTHER INFORMATION, ASSESSMENTS OR APPROVALS MAY BE REQUIRED

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.

(Notwithstanding any forthcoming recommendation or approval, there may also be additional subsequent endorsements required by other independent agencies. This includes such things as: building permits, development permits, sewage disposal approval etc.)

SUGGESTED ADDITIONAL INFORMATION (information that may be provided in support of the application or to avoid future delays)

WHERE APPLICATION AREA IS IN CLOSE PROXIMITY TO, OR MAY AFFECT, NEIGHBOURING PROPERTIES:

In cases where it is reasonable to expect that an application may, in any way, affect adjacent access, use or enjoyment of the area, it is in the applicant's interest to contact these neighbours to explain the proposal and seek their written support. Failure to do this initially may result in future delays in processing the application. While the public may comment on any application, if the Land Application Review Committee perceives any unresolved concerns or conflicts, they reserve the right to defer an application and directly contact, or have the applicant directly contact, any and all affected parties directly. The Lands Branch will as part of the review process forward a copy of your application to adjacent or close property owners.

ATTENDANCE AT THE LAND APPLICATION REVIEW COMMITTEE (LARC) MEETING

You have the option to personally attend the LARC meeting to present your application and answer any questions that may be raised by members. You also may provide any other information in support of your proposal. Any intervenor on your application also has the opportunity to attend LARC to present their comments.

SIGNATURE

APPLICANT / OWNER CONSENT

I / we certify that all of the submitted information is true and correct to the best of my / our knowledge and belief.

I / we understand that any misrepresentation of submitted data may invalidate any approval of this application.

In cases such as enlargement of an existing lot, I / we declare that I am / we are the registered owner(s) of the core parcel or have written authorization to act on behalf of the registered owner(s).

Signature

Date

Signature

Date

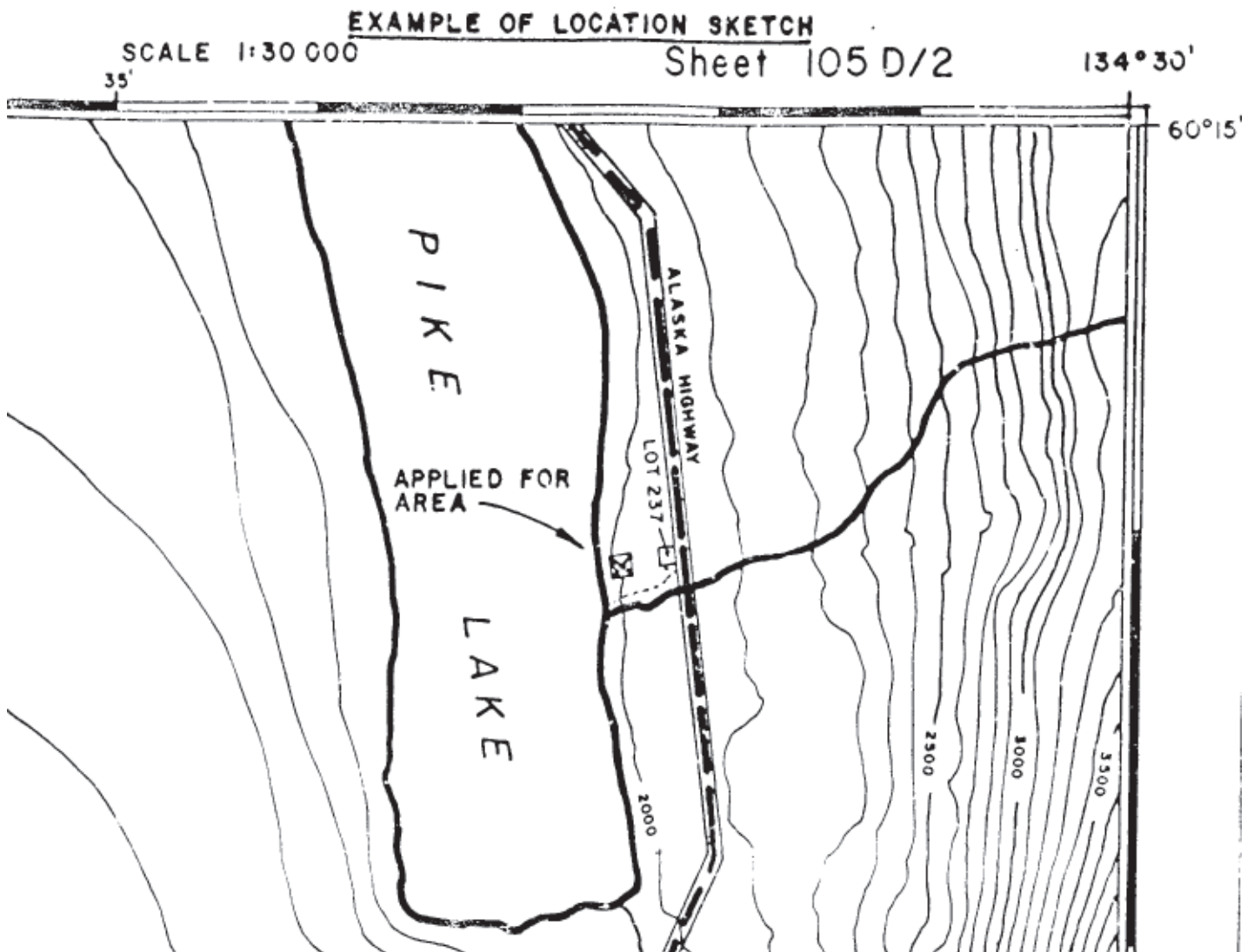
Flagging Guidelines for Yukon Lands Applications

These directions will ensure that your application area is flagged properly to ensure that the NRO can inspect the correct area.

It is recommended that you contact the NRO in the area to discuss your application, area and possible joint site visit prior to submission of your application to Lands.

Directions:

- 1) Use fluorescent orange flagging tied to trees or shrubs to indicate parcel boundary lines.
- 2) Ensure pieces of flagging are well tied at a minimum of 5 meter spacing. There should be a minimum of two flagging points visible from any given point along the boundary line.
- 3) Use a compass to ensure straight boundary lines.
- 4) If a compass is not available use the practice of "backsighting". That is: turn around and sight on the flagging behind you to ensure a straight boundary line.
- 5) At corner posts, use triple flagging and write the corner post number on the flagging with a felt pen. This will assist the inspector with understanding your sketch.
- 6) Use a hip chain to record distance. You can also use pacing to measure distance. A pace is defined as two steps. Measure your pace carefully to give you distance. this will enable you to prepare an accurate sketch to accompany your application.



EXAMPLE OF DETAILED SITE SKETCH

