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## Subdivision approval

[www.emr.gov.yk.ca/lands/info](http://www.emr.gov.yk.ca/lands/info)

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*This fact sheet outlines the steps and approvals that are necessary to have your land subdivided.*

### When do I need subdivision approval?

You must have subdivision approval to divide or reconfigure any privately titled lot. This generally includes dividing land into additional parcels, combining two or more lots into one, making boundary adjustments, lot enlargements, condominium surveys and in some cases, long term leases.

### Where do I apply for subdivision approval?

Three jurisdictions are responsible for subdivision approval in the Yukon:

- City of Whitehorse
- Dawson City
- Yukon Government

Whitehorse and Dawson City control subdivision within their own boundaries. The Yukon Government's Community Land Planning section is responsible for all other subdivision requests.

### May I subdivide my land?

There are a number of factors that determine if it is feasible or possible for you to subdivide your land. Besides physical site considerations such as topography, access and utilities, there may be planning, zoning or other regulations that control subdivision by specifying particular land uses or minimum lot sizes.

If you are considering subdivision, you should first discuss your preliminary proposal with the Community Land Planning section.

### How do I apply for subdivision approval?

In Whitehorse or Dawson, you must apply directly to the municipality for subdivision approval.

In all other cases, submit your subdivision application, along with a non-refundable filing fee of \$100 plus \$7 GST, to the Community Land Planning section.

Your application must include:

- a completed Subdivision Application Form, signed by all property owners. You must include a sketch plan, drawn to scale, outlining the nature of the subdivision proposal, showing the lots, roads, existing and proposed structures, etc.;
- a copy of your Certificate of Title (available from Yukon Land Titles Office); and
- proof that your property taxes are paid.

### What happens after I submit my application?

First, your subdivision application is reviewed by the Community Land Planning section to make sure that your proposal meets Yukon laws and regulations. Then it is distributed to several agencies for technical review. Last, it goes to the Subdivision Approving Approving Officer

## ADMINISTRATIVE JURISDICTIONS

### YUKON GOVERNMENT

Controls the majority of all vacant lands in the territory.

### ENERGY, MINES AND RESOURCES

**Lands Branch** accepts applications to sell, lease, develop and use land under Yukon government control.

**Agriculture Branch** administers Yukon agricultural and grazing programs.

**Minerals Management Branch** administers placer and quartz claims, rights and use in the territory.

**Forestry Branch** administers timber permits and forestry planning.

### COMMUNITY SERVICES

**Community Land Planning** manages zoning regulations in rural Yukon and administers subdivision outside Whitehorse and Dawson City. Also provides mapping services.

### YUKON FIRST NATIONS

Control their own settlement lands.

### MUNICIPALITIES

Administer lands, community plans and zoning bylaws within their jurisdictions.

Whitehorse and Dawson City also control subdivision within their boundaries.

*The Government of Canada, through Natural Resources Canada, Legal Surveys Division provides maps and plans for a fee.*

who approves it, approves it with conditions or denies it. This process normally takes between 30 and 90 days.

After you have approval, you must hire a Canada Lands Surveyor to have the land surveyed. The results of the survey, the Survey Plan, must be registered with the Land Titles Office within 12 months of the approval date.

If you don't agree with the decision of a Subdivision Approving Officer, in most cases, it may be appealed.

### **Are there any other fees?**

If your subdivision is approved, there is a \$100 fee for each additional new lot that is created (to a maximum of \$1,000).

For example, if only one lot is divided into 6 new lots, you must pay \$500 for the 5 additional parcels created.

### **What other consents might I need?**

Before any sale can take place, you may have to provide the Land Titles Office with the consent of anyone who holds a mortgage or other interest against your property. The Land Titles Office can provide you with more information.

### **When can I sell my newly subdivided land?**

You're free to sell the new lot(s) when your survey is completed and after the final Plan of Survey is registered at the Land Titles Office. Your Canada Lands Surveyor will be able to advise you of when this process is completed.

You may sell your new parcel(s) as you would any other property, either privately or through a real estate agent.

## **CONTACTS**

### **YUKON GOVERNMENT**

#### **ENERGY, MINES AND RESOURCES**

##### ***Lands Branch***

Tel: (867) 667-5215

Toll free: 1-800-661-0408, ext 5215

Fax: (867) 667-3214

land.disposition@gov.yk.ca

- land applications

- sale of developed lots

- land use permits

#### **COMMUNITY SERVICES**

##### ***Community Development Branch Engineering, Development and Operations***

Tel: (867) 667-8945

Toll free: 1-800-661-0408 ext 8945

Fax: (867) 393-6258

#### **JUSTICE**

##### ***Land Titles***

Tel: (867) 667-5612

Toll free: 1-800-661-0408 ext 5612

Fax: (867) 393-6358

#### **YUKON HOUSING CORPORATION**

##### ***Loans Administration***

Tel: (867) 667-8114

Toll free: 1-800-661-0408 ext 8114

Fax: (867) 667-3664

- lot financing

- A/S program

### **OTHER AGENCIES**

#### **CITY OF WHITEHORSE**

##### ***Planning Services***

Tel: (867) 668-8335

Fax: (867) 668-8395

- development cost charges

- land planning and zoning

##### ***Building Inspection***

Tel: (867) 668-8340

Fax: (867) 668-8395

#### **CITY OF DAWSON**

Tel: (867) 993-7400

Fax: (867) 993-7434

- subdivision approval

- land planning and zoning

#### **NRCAN LEGAL SURVEYS DIVISION**

Tel: (867) 667-3950

Fax: (867) 393-6707

- legal survey maps, plans, approvals

#### **ENVIRONMENTAL HEALTH SERVICES**

Tel: (867) 667-8391

Fax: (867) 667-8322

- septic systems