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## Lot enlargements

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

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*This fact sheet explains the steps you must take to apply for public land to enlarge your existing property.*

### Introduction

The Lands Branch accepts lot enlargement applications to allow you to enlarge your existing property. (See also *Lot Enlargement policy*.)

### Can I apply for a lot enlargement?

You may apply to the Lands Branch for an enlargement of your parcel if:

- there is vacant Yukon land available next to your lot;
- you can show a need to increase the size of your existing property; and
- the proposed enlargement conforms with all land-related laws, regulations and policies.

Before you apply, contact the Lands Branch for information about land programs and policies. Staff can also confirm if the land you're interested in is available.

### How do I apply for a lot enlargement?

You can obtain an application form from the Lands Branch or online at our web site. You must be at least 19 years old and must own the existing property to apply.

To apply for a lot enlargement, you must supply the Lands Branch with:

- a completed application form. In it you will describe such things as existing site conditions, proposed

use, suitability of the land and also include a site plan showing the location, size and features of the existing and proposed lot;

- a copy of the Certificate of Title for the existing lot;
- proof that your property taxes are paid; and
- an application fee of \$25 plus GST.

### How is my lot enlargement application processed?

Lands Branch conducts a review of applications for policy constraints, completeness and determines if your application is subject to YESAA.

If your application is subject to YESAA, you will be directed to the appropriate YESAA Designated Office. You will be required to complete a YESAA Project Proposal Form and attach your Lands application form. The YESAA Designated Office, Project Assessor will notify government agencies and other interested parties, receive comments, prepare an assessment and forward his/her recommendation to the Lands Branch. The Lands Branch issues a decision document on the application/project allowing it to proceed, proceed with conditions or not proceed and completes the land disposition and related regulatory processes in accordance with the decision.

If your application is not subject to YESAA, the Lands Branch will notify you, in writing, that the

### ADMINISTRATIVE JURISDICTIONS

#### YUKON GOVERNMENT

Controls the majority of all vacant land 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.*

Lands Branch will be conducting a YG review of your application. The YG will send a letter to neighbors, trappers, outfitters and notify RRC's and government agencies and request comment within 30 and 60 days respectively. Any comments received from neighbors will be copied to the applicant. After time period for comment has lapsed, Lands will review comments and make a draft decision. The decision is forwarded to YG regulatory contacts (5 days) and a final decision is made and forwarded by letter to the client on the fifth day.

### **Will I need other approvals?**

Lands Branch will let you know about any additional approvals you may need from other agencies. These can include approvals for such things as rezoning, road access or installation of a septic system, etc.

### **How much will I have to pay for the land?**

Your enlargement will be priced at current market value. If your application is approved, you'll be given an estimate.

You are also responsible for costs related to subdivision, survey and any other approvals. The survey cost will be deducted from the final price. (*See Fact Sheet #7 : Land pricing.*)

### **How long will the process take me?**

You should budget between six and nine months to complete the process. The time it actually takes will depend on the type or complexity of the land application, and on actions taken by yourself, your surveyor or other approval agencies.

It normally takes two to three months from when you apply until you receive a decision.

If approved, you then have up to 60 days to accept and continue the process.

Subdivision approval can then take up to 90 days. If your land needs to be rezoned the review period may vary depending on jurisdiction. (*For an outline of the final steps see Fact Sheet #6: Land applications — final steps.*)

After subdivision approval is granted you have one year to hire a Canada Lands Surveyor and have the survey completed and registered.

Once the survey plan is registered, you need to advise the Lands Branch of the registration details from your surveyor. Lands will finalize your price, deduct survey costs and provide you with an offer to purchase outlining your payment options. You may either pay in full or enter into a one-year agreement for sale.

Lands Branch will contact you to sign the final documents.

## **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**

##### **Building Safety**

Tel: (867) 667-5741

Toll free: 1-800-661-0408 ext 5741

Fax: (867) 393-6249

- building and construction permits (outside Whitehorse)

#### **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