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## Land applications — final steps

[www.emr.gov.yk.ca/lands/info](http://www.emr.gov.yk.ca/lands/info)One of a series of fact sheets published by the  
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*This fact sheet outlines what happens after your land application is approved. It explains the steps that you must take to finalize the transaction.*

### What happens when I get a decision letter?

After your application has been reviewed you'll receive a decision letter from Lands Branch. The decision letter states that your application has been approved or denied.

You have 60 business days to accept the decision.

### What happens after I accept the approval?

Depending upon what type of tenure you receive, the following actions will be required:

*Leasing:* Lands Branch will work with you to sketch the parcel to be leased, request a value for establishing rental and prepare lease documents for signature.

*Purchase:* Lands Branch will request a market value estimate on the land for purposes of establishing the purchase price. You will be advised in writing of this value before you have to commit money to survey costs.

If you are approved for a lot enlargement or a new parcel, you will receive a letter from the Lands Branch providing authority to apply for subdivision and to survey. You will also be offered an agreement for sale subject to the terms and conditions of the appropriate policy.

You must apply to Whitehorse or Dawson for subdivision approval within these communities. Fees and approval times vary.

If your parcel of land is outside of Whitehorse or Dawson, you will need to apply to the Community Services Land Planning section.

### What happens after my subdivision request is approved?

Once your subdivision approval is granted you have one year to complete a legal survey of the land. The letter from the Lands Branch providing authority to survey should be given to your surveyor.

The size and location of the land and the time of year can affect the cost and time it takes to complete the survey. Discuss the job with your surveyor beforehand. You must pay the survey cost. It will be deducted from the appraised value at the time of the sale.

You are responsible for following up with your surveyor and providing Lands Branch with the plan of survey. This will be used to establish the purchase price.

### What will my surveyor do?

Your Canada Lands Surveyor does the field work, places new monuments, prepares the plan of survey, and registers the plan with Natural Resources Canada. The land sale and title document are based on this registered plan.

## 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.*

## How much will the land cost?

The cost of your land is based on its current market value. A qualified appraiser sets the price.

The price will be at or near the original estimate unless the lot size has changed significantly.

## What are my payment options?

**Leases:** If you are leasing land the annual rental is based on market value. For most leases annual payments are 10% of the market value. Quarry leases are set at 5% of market value.

**Purchases:** The Lands Branch will finalize the price for the land and provide you with a letter of offer outlining your payment options:

1. pay the price in full (plus GST); or
2. pay 20% down plus the full GST and sign an agreement to pay the balance, with interest. The length of the term ranges from one to five years, depending on the proposed use of the land.

All leases and agreements are subject to annual property tax payments.

## When do I get final ownership?

Title to the land will be registered in your name when you've paid for the land and all other conditions are met.

For lot enlargements, you must submit your existing *Duplicate Certificate of Title* (DCT) so that a new title can be issued for the larger lot. Check with the Land Titles Office if you've lost or can't find your DCT.

If anyone holds a mortgage or other interest on your existing property you need their consent to change your title.

## What steps am I responsible for?

When you apply for land you must:

1. make sure that your land application is complete and accurate;

2. confirm within 60 business days that you accept the land decision;
3. complete other conditions as may be required such as zoning, consultations, etc.;
4. obtain approval to subdivide;
5. hire a Canada Lands Surveyor to complete the plan of survey within one year after subdivision approval;
6. advise Lands Branch when the survey is completed and registered in the Land Titles Office (lot and plan number);
7. provide Lands Branch with required documents, such as *Duplicate Certificate of Title* or consent from lenders who hold a mortgage on your property; no photocopies;
8. provide Lands Branch with a receipt of your paid survey costs; and
9. pay for the land and meet all the conditions of the sales agreement.

You may also need approvals from other agencies for such things as building permits, septic system installations, road access permits etc.

## 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

# Yukon

Energy, Mines and Resources