

APPLICATION NUMBER \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant / Corporate Name		Business Phone	Fax
Home Phone	Email	Applicant Address	
City / Town	Terr / Prov	Postal Code	Co-applicant or Representative Name
Business Phone	Fax	Home Phone	
Email	Co-applicant or Representative Address		
City / Town	Terr / Prov	Postal Code	

**PROJECT LOCATION**

General location of land application / project				
First Nation Traditional Territories(s)				
Latitude and longitude to second (GPS generated if possible)				
Legal description of lands included in this application				
Lot Number(s)	Block/Group/Quad	Subdivision / Area	CLSR Plan #	LTO Plan #
Name of and distance to nearest community				
Is the application area served by a fire department? <input type="checkbox"/> Y <input type="checkbox"/> N If yes give name and location.				
Name of applicable community or local area plan			Plan designation	
Name of applicable zoning regulation / municipal by-law			Zoning designation	

**PROJECT INFORMATION**

<b>Interest applied for:</b>	<input type="checkbox"/> Title	<input type="checkbox"/> Lease	<input type="checkbox"/> Licence
<b>Tenancy desired:</b>	<input type="checkbox"/> Sole Owner <input type="checkbox"/> Joint tenancy (upon death co-owner interest passes to other co-owner) <input type="checkbox"/> Tenancy in common (upon death co-owner interest passes to his/her heirs)		
<b>Type of application:</b>	<input type="checkbox"/> New application for a parcel of land <input type="checkbox"/> Lease to title <input type="checkbox"/> Application to extend an existing titled parcel (lot enlargement)		
Size of parcel applied for (hectares) _____ Size of existing parcel, if lot enlargement _____			
<b>Existing tenure of core parcel, if *lot enlargement:</b>	Title <input type="checkbox"/>	Lease <input type="checkbox"/>	Other <input type="checkbox"/>
*For lot enlargement applications please include: 1) Copy of Certificate of Title/Lease to be enlarged; 2) Copy of any caveats or encumbrances registered against the title; 3) Written verification from taxing authority that all taxes are paid on the core parcel.			

**PROJECT INFORMATION**

**Present use of application lands:**

Unoccupied

Residential

Recreation

Commercial / Industrial

Institutional

Trapping

Utility

Other

**Proposed use of application lands:**

Rural Residential

Commercial / Industrial

Trapping

Institutional

Utility

Water Lot

Other:

\* For Commercial Industrial applications please include a Business Plan. See Business Plan Guideline.

Explain fully why you wish to acquire/use this land, and the expected development time frame (attach separate sheet if necessary)

## SITE INFORMATION

Topography (flat, rolling, elevation) Are there any significant landscape features present (bench, terraces, steep slopes, gullies)?
Soils (sand, gravel, loam, clay, silt)
Vegetation (spruce, pine, poplar, willow)
Identify watershed, drainage and any watercourse(s) or water body(s) (rivers, streams, lakes, ponds, marshland) within or near your application area
Are there any potential hazards in or adjacent to the application area (flooding, erosion, landslides, avalanches, wild land fires)?
Identify any known fish and wildlife habitat, game trails, mineral licks or populations within or near application area
Is there known archaeological, heritage or historical values related to the site or area?
Are there existing trails or pathways located on or adjacent to the application area? If yes, describe width of traveled/cleared portion, length/location (where does it go), type/amount of use and explain how other land and resource users may be affected by the proposed use.

## ACTIVITY INFORMATION

<p>The following information will assist in determining whether the application requires an assessment under the <i>Yukon Environmental &amp; Socio-economic Assessment Act</i> (YESAA).</p> <p><b>Access</b> Does the site connect to an existing public road or highway?    Y <input type="checkbox"/>    N <input type="checkbox"/> If yes, fully explain the nature of the access and if/ how you may be modifying, altering or upgrading the access.</p> <p>If not, fully explain how the site will be accessed, e.g. length, standard and location of proposed road.</p>
<p><b>Vehicle Use – Off Public Roads</b> Will vehicles/machinery be used off a public road to access or carry out work on your site?    Y <input type="checkbox"/>    N <input type="checkbox"/> If yes, what type and weight of vehicles/machinery will be used?</p>
<p><b>Construction of Structures</b> Are new structure(s) being built on the site?    Y <input type="checkbox"/>    N <input type="checkbox"/>    If yes, what is the size(s) in metres and proposed use(s)?</p> <p>Are existing structures being modified, decommissioned or abandoned?    Y <input type="checkbox"/>    N <input type="checkbox"/>    If yes, please explain</p> <p>How far are existing/proposed structures from water bodies, e.g. lakes, rivers, creeks, wetlands?</p>

**ACTIVITY INFORMATION continued****Cutting / Removing Trees**

Will any trees (standing or fallen) be cut or removed from the site? Y  N  If yes, please explain,

**Burning Forest Debris**

Will forest debris be burned at the site? Y  N  Time of year? \_\_\_\_\_

**Drinking Water**

Will a well for the extraction of groundwater be established at the site? Y  N  If not, how and from where will water be provided?

**Sewage**

Will a septic system be installed at the site? Y  N  If yes, how will it be installed?

If not, how will sewage be disposed?

Has Environmental Health been contacted? Y  N  (Approvals may be required)

**Electricity & Telephone**

Are there any overhead or underground utilities (e.g. electricity, telephone) located within or on adjacent to the application area? If yes, explain fully.

Will a power and or a telephone line be established to/on the site? Y  N  If yes, please describe the nature of the lines and their location.

**Garbage**

How and where will garbage be disposed?

**Fence**

Will a fence be built on the site? Y  N  If yes, how will it be built?

**Petroleum Products**

Will any petroleum products be stored at the site? Y  N  If yes, will a petroleum fuel storage facility be established at the site?

**ADDITIONAL INFORMATION REQUIREMENTS****Where an application area is close or may affect neighbouring properties**

The Lands Branch will, as part of the review process, forward a copy of your application to adjoining and close property owners. In cases where the application may affect adjacent access, use or enjoyment of the area, it is in the applicant's interest to contact these neighbours directly to explain the proposal and seek their written support. Failure to do this may result in delays in processing the application. If the Lands Branch perceives unresolved concerns or conflicts, they reserve the right to defer an application and directly contact, or have the applicant directly contact affected parties.

**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 and further public consultation.

Additional endorsements may also be required by agencies. This includes such things as: building permits, development permits, highway access and sewage disposal approvals (See page 9 for list of departments and agencies).

**APPLICANT / OWNER CONSENT**

I/we hereby acknowledge and confirm that the filing of this application does not grant me any rights to take occupy or use the land for which I have applied.

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

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

I/we acknowledge that the information contained in or attached to this application is being collected under the authority of the *Lands Act*, the *Territorial Lands (Yukon) Act* and the *Subdivision Act* to be used for the purpose of reviewing the request for land. It will be made available to government and to the public as part of the review process as per the *Access to Information and Protection of Privacy Act*.

A written request to keep business information confidential is attached. Y  N

**Signature**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Lands Branch,  
Energy, Mines and Resources  
320 - 300 Main Street, Whitehorse,  
Yukon Y1A 2B5  
Phone (867) 667-5215 Fax (867) 667-3214**

**DEPARTMENT USE ONLY**

NRO District \_\_\_\_\_ Mining Recorder District \_\_\_\_\_

Application flagged in field

1:30,000 scale map provided

Business plan provided  N/A

Application is complete

Site plan provided

Lot enlargement information provided  N/A

Application fee paid

Comments : \_\_\_\_\_

Received by: \_\_\_\_\_ Date/Time \_\_\_\_\_

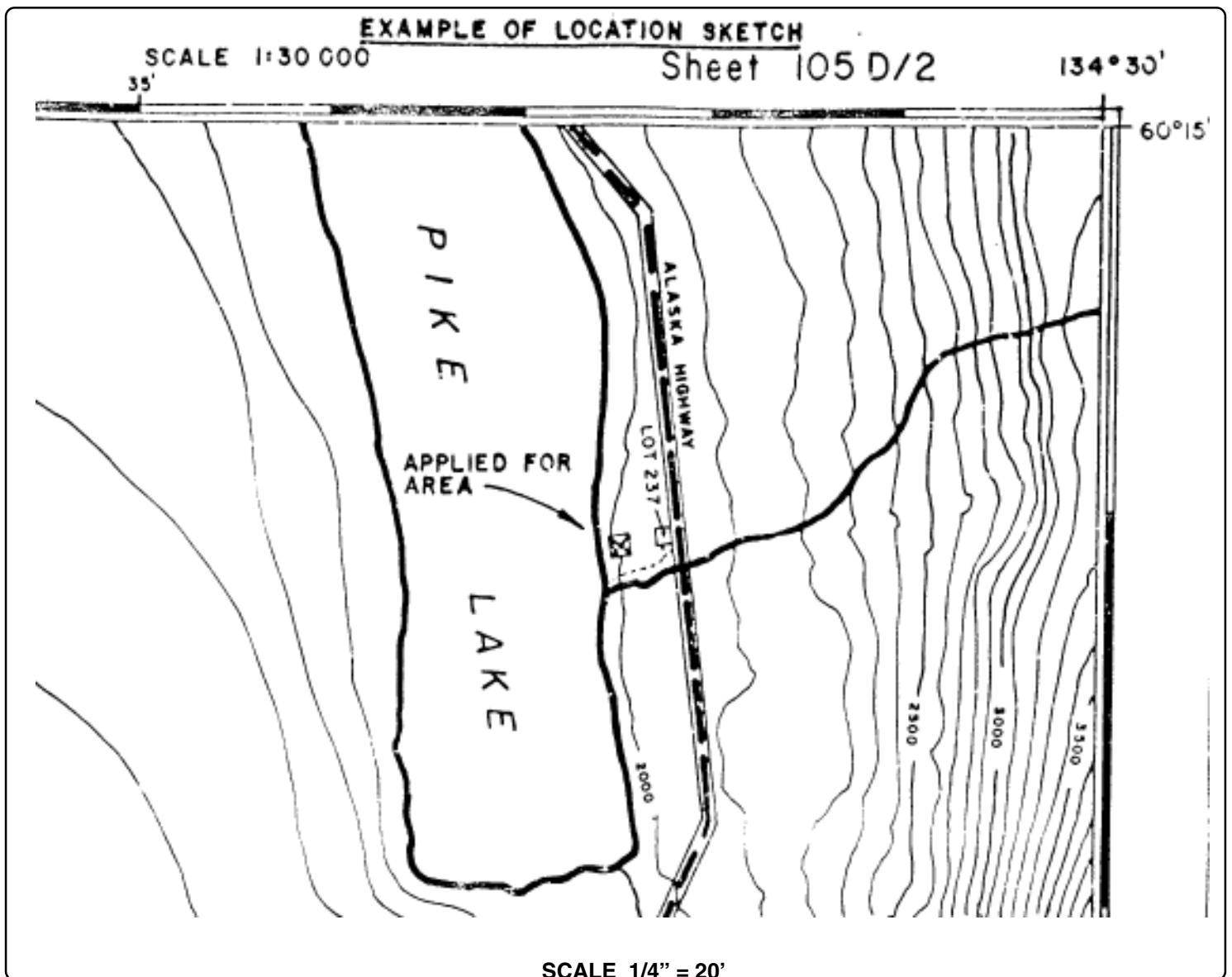
Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## 1:30,000 SCALE MAP & SITE PLAN

Please provide a 1:30,000 scale map showing the location of your application in relation to other parcels and natural and man made features (see below)

Please provide a site plan drawn at a legible scale, showing the following (see page 7).

1. Name of applicant and size of parcel applied for
2. Arrow indicating North
3. Drawing scale and scale bar
4. Lot numbers of existing adjacent parcels
5. Configuration / location of proposed and adjacent existing parcels (GPS coordinates to second)
6. Dimensions and bearings for all existing and proposed lot lines
7. Roads, trails, pathways located on or near the application area
8. Water bodies, wetlands, swamps, drainage courses located on or near the application area
9. Location of existing and proposed improvements on or near the application area
10. Existing and proposed utilities (electrical, water, sewer etc.)
11. For remote areas provide recent air photos or pictures of site
12. Distance and bearing from known points, i.e. survey pins, highway marker, lake or river.



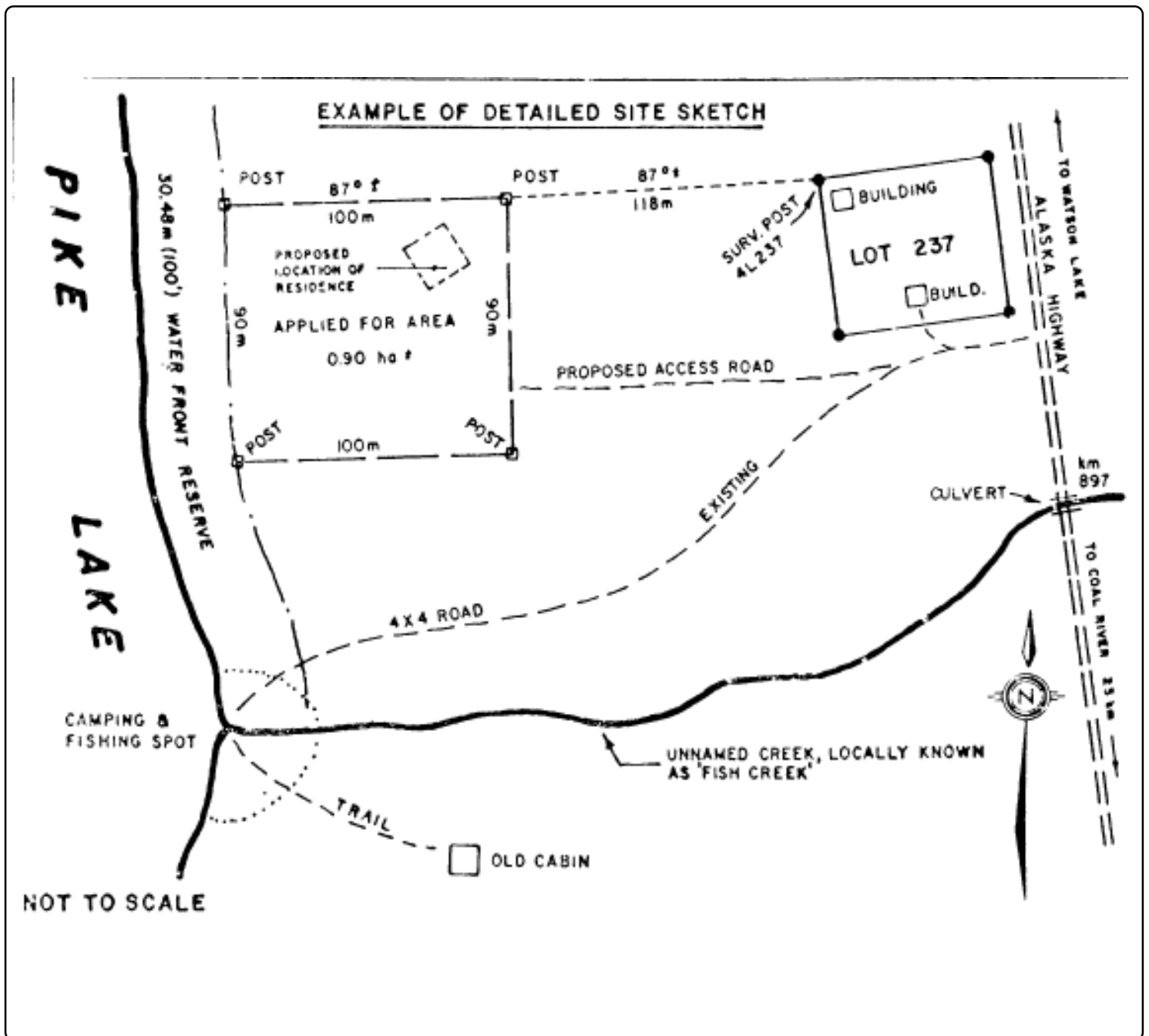
## FLAGGING GUIDELINES FOR YUKON LANDS APPLICATIONS

The following directions will ensure that your application area is flagged properly.

It is recommended that you contact the appropriate District Natural Resources Officer, Client Services and Inspections Branch, EMR to discuss your application, area and possible joint site visit prior to submitting your application to the Lands Branch.

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 "back sighting" i.e. 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 understand your sketch.
- 6) Use a hip chain or 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.



## NATURAL RESOURCE OFFICER, DISTRICT OFFICES

### **Southern Lakes District**

(Whitehorse & Teslin)

#### **Whitehorse Office**

Mile 918 Alaska Highway  
(867) 456-3877 fax 393-7404  
PO Box 97, Teslin, Yukon Y0B 1B0

#### **Teslin**

Km 1246 Alaska Hwy.  
(867) 390-2531 fax 390-2682

### **Kluane District**

#### **Haines Junction Office**

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

### **Northern Tutchone District**

(Mayo & Carmacks)

#### **Mayo Office**

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

#### **Carmacks Office**

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

### **Klondike District**

(Dawson & Old Crow)

#### **Dawson Office**

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

### **Tintina District**

(Watson Lake and 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 Office**

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



## GOVERNMENT DEPARTMENTS AND OTHER AGENCIES

Following is a list government departments and other agencies that deal with related permitting. It is suggested that you contact respective departments and agencies to see if their approval/assistance may be required/helpful to complete your land application and land development proposal.

### **Agriculture Branch**

#### **Energy Mines & Resources, YG**

320-300 Main Street  
Box 2703, Whitehorse, Yukon Y1A 2C6  
(867) 667-3022 fax 393-6222

- Agricultural Applications
- Grazing Applications

### **Business & Trade**

#### **Economic Development, YG**

1st Avenue & Elliot Street, Whitehorse  
Yukon Electric Building  
(867) 667-8085

- Business plans

### **Building Safety**

#### **Community Services, YG**

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)
- Development Permits (Outside Municipalities)

### **Community Land Planning**

#### **Community Services, YG**

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)

### **Environmental Health Services**

#### **Health and Social Services**

#2 Hospital Road, Whitehorse, Yukon Y1A 3H8  
(867) 667-8391 fax 667-8322

- Septic / in-ground sewage installations
- Permit for restaurant / food service

### **Tourism Product Development & Research**

#### **Tourism and Culture, YG**

1st Floor, 100 Hanson Street, Whitehorse  
(867) 667-5433 fax 667-3546

- Tourism business plans and marketing

### **Transportation Maintenance Branch**

#### **Highways and Public Works, YG**

9029 Quartz Road, Building 275  
Box 2703, Whitehorse, Yukon Y1A 2C6  
(867) 667-5644 fax 667-3608

- Access permits (access onto Yukon Highways)
- Work within R-O-W permits

### **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

### **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

### **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