

About Land in the Yukon

Subdivision Approval

One of a series of Fact Sheets published by the Government of Yukon

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, 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, Community Land Planning 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 the preliminary proposal with Community Land Planning.

How do I apply for subdivision approval?

Submit your subdivision application, along with a non-refundable filing fee of \$100 plus \$7 GST, to Community Land Planning.

Your application must include:

- completed application form signed by all property owners;
- sketch plan, drawn to scale, outlining the nature of the subdivision proposal, showing the lots, roads, existing and proposed structures etc.;
- copy of the Certificate of Title (available from the Yukon, Land Titles Office);
- proof that the property taxes are paid.
- in Whitehorse or Dawson, you must apply directly to the municipality for subdivision approval.

What happens after I submit my application?

First, your subdivision application is reviewed by Community Land Planning 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 Officer 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 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.

ADMINISTRATIVE JURISDICTIONS

Four jurisdictions administer land in the Yukon.

1. Government of the Yukon

The Yukon Government controls limited crown land, mainly in and around communities.

Community Services

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

Energy, Mines & Resources

- Lands Branch accepts applications to sell, lease, develop and use land under Yukon Government control.
- Agriculture Branch administers Yukon agricultural and grazing programs.
- Some other land-related programs are administered by other Yukon Government agencies. These include such things as oil and gas, trapping, fishing, wildlife, environmental assessment, building permits, highways, transportation & airports.

2. Government of Canada

- Federal Land Resources accepts applications to sell, lease, develop and use land under federal control.
- Other Government of Canada agencies also administer programs related to public lands. These include such things as mining & minerals, water resources, forestry, forest fire management, land-survey approvals,

3. Yukon First Nations

- Yukon First Nations control their settlement lands.

4. Municipalities

- Municipalities administer lands, community plans and zoning bylaws in their jurisdictions
- Whitehorse and Dawson City also control subdivision within their boundaries.

CONTACTS

YUKON GOVERNMENT DEPARTMENTS:

1. Community Services

Community Land Planning

Tel: (867) 667-8945

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

Fax: (867) 393-6258

- Subdivision Approval
- Land Planning & Zoning

2. Energy, Mines & Resources

Lands Branch

Tel: (867) 667-5215

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

Fax: (867) 393-6340

- Lot Enlargement Applications
- Land & Land Use Applications
- Sale of Developed Lots

Agriculture Branch

Tel: (867) 667-5838

Toll free: 1-800-661-0408 x 5838

Fax: (867) 393-6222

Agricultural & Grazing applications

3. Justice

Land Titles

Tel: (867) 667-5612

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

Fax: (867) 393-6358

OTHER AGENCIES:

NRCAN Legal Surveys Division:

Tel: (867) 667-3950

Fax: (867) 393-6707

- Legal Survey Maps, Plans & Approvals

City of Whitehorse:

Planning Services

Tel: (867) 668-8335

Fax: (867) 668-8395

- Subdivision Approval
- Land Planning & Zoning

Dawson City:

Tel: (867) 993-7400

Fax: (867) 993-7434

- Subdivision Approval
- Land Planning & Zoning

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

This is one in a series of fact sheets outlining various land-related programs administered by the Yukon Government. The complete series includes information on:

1. Sale of Developed Lots
2. Individual Land Applications
3. Lot Enlargements
4. Land Applications – Final Steps

5. Quarry Permits
6. Land Use Authorizations
7. Subdivision Approval
8. Land Rezoning

These Fact Sheets are guides only. Individual cases may vary. In the event of a contradiction, the corresponding regulation and/or legislation apply.