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Lot enlargements*General info:*www.emr.gov.yk.ca/lands/info*Map viewer:*maps.gov.yk.ca/imf.jsp?site=miningLands

One of a series of info sheets published by the
Department of Energy, Mines and Resources

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This info 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 Yukon Environmental Socio-economic Assessment Act (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 a 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. Lands sends an Interim Decision Letter which includes any further regulatory requirements. During a 14 day period, comments are received regarding regulatory requirements. After the 14 day

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.

Forest Management Branch administers timber permits and forestry planning.

COMMUNITY SERVICES**Community Land Planning**

Branch develops Local Area Plans, 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, Canada Centre for Cadastral Management provides maps and plans for a fee.

period, a Final Decision Letter is sent to the client. Lands and other departments then complete 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 Lands Branch will be conducting a YG review of your application. The YG will send a letter to neighbours, trappers, outfitters and notify Renewable Resource Councils (RRCs) and government agencies and request comment within 30 and 60 days respectively. Any comments received from neighbours will be copied to the applicant. After the time period for comment has lapsed, Lands will review comments and send an Interim Decision Letter to the applicant, commenters, First Nations and effected regulatory agencies. After 14 business days, a Final Decision Letter is sent to the applicant, commenters, First Nations and affected regulatory agencies.

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 purchase price. (See *Info Sheet #7: Land pricing.*)

How do I pay for the lot?

You have two options. You may pay the price in full (plus GST) or pay 20% down plus full GST and sign an

agreement to pay the balance, with interest. The length of the term is five years.

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 Info 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 in the Land Titles Office, 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

Community Land Planning Branch

Tel: (867) 667-8945

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

Fax: (867) 393-6258

- 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 CANADA CENTRE FOR CADASTRAL MANAGEMENT

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

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