

## 5

**Lot enlargements***General info:*[www.emr.gov.yk.ca/lands/info.html](http://www.emr.gov.yk.ca/lands/info.html)*Map viewer:*[maps.gov.yk.ca/imf.jsp?site=miningLands](http://maps.gov.yk.ca/imf.jsp?site=miningLands)One of a series of info sheets published by the  
Department of Energy, Mines and Resources**April 2009**

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

**Introduction**

The Lands Branch accepts applications for public land to enlarge your existing property (*see also the Lot Enlargement policy, and the Guide to the Spot Application Process*).

**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 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, including a local area plan, if applicable.

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 existing site conditions, proposed use, and suitability of the land. You will 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 reviews applications for completeness. It determines whether it meets the Lot Enlargement Policy and local area plan. It also determines if your application is subject to review under the *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 complete a YESAA Project Proposal Form and attach your land 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

**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.

**Community Land Planning**

develops local area plans, manages zoning regulations, administers subdivision outside Whitehorse and Dawson City, and provides mapping services

**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 Development**

**Division** develops planned subdivisions.

**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.*

Branch. The Lands Branch issues a decision document on the application allowing it to proceed, proceed with conditions or not proceed. The Lands Branch 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 period, a final decision letter is sent to the client. Lands Branch 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 review of your application. The Lands Branch will send a letter to neighbours, trappers, outfitters and request comments within 30 days, and notify Renewable Resource Councils (RRCs) and government agencies and request comment within 60 days. Any comments received from neighbours will be copied to the applicant.

After the time period for comment, Lands will review comments and send an interim decision letter to the applicant, commenters, First Nations and affected regulatory agencies. 14 business days later, 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 of additional approvals you may need from other agencies. They can include approvals for 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 will be given an estimate.

You are also responsible for costs related to subdivision, survey and any other approvals (*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 the full GST and sign an agreement to pay the balance, with interest. The length of the term is one year.

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

You should plan for 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

## **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 Land Planning Branch**

Tel: (867) 667-8945

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

Fax: (867) 393-6258

- subdivision and zoning in rural Yukon

#### **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 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**

Energy, Mines and Resources