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**Subdivision approval**

*This info sheet outlines the steps and approvals that are necessary to have your land subdivided.*

**When do I need subdivision approval?**

You must obtain 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, lot enlargements, 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's Land Planning Branch 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 your preliminary proposal with the Land Planning Branch.

**How do I apply for subdivision approval?**

In Whitehorse or Dawson, you must apply directly to the municipality for subdivision approval.

In all other cases, submit your subdivision application, along with a non-refundable filing fee of \$100 plus GST, to the Land Planning Branch.

Your application must include:

- a completed Subdivision Application Form, signed by all property owners; a sketch plan, drawn to scale, outlining the nature of the subdivision proposal, showing the lots, roads, existing and proposed structures, etc.;
- a copy of your Certificate of Title (available from Yukon Land Titles Office);
- proof that your property taxes are paid; and
- a letter of authority to proceed to subdivision approval from the Manager, Lands Client Services, Lands Branch in the creation of new parcels from Yukon land.

*General info:*

[www.emr.gov.yk.ca/lands/info\\_sheets.html](http://www.emr.gov.yk.ca/lands/info_sheets.html)

*Map viewer:*

[www.emr.gov.yk.ca/mlv\\_jump.html](http://www.emr.gov.yk.ca/mlv_jump.html)

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

**March 2009**

**ADMINISTRATIVE JURISDICTIONS****YUKON GOVERNMENT**

Controls the majority of all vacant lands in the territory.

**ENERGY, MINES AND RESOURCES**

**Land Management Branch** accepts applications to sell, lease, develop and use land under Yukon government control.

**Land Planning Branch** manages zoning regulations in rural Yukon and administers subdivision outside Whitehorse and Dawson City. Also provides mapping services.

**Agriculture Branch** administers Yukon agricultural and grazing programs.

**Mineral Resources Branch** administers placer and quartz claims, rights and use in the territory.

**Forestry Branch** administers timber permits and forestry planning.

**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.*

## What happens after I submit my application?

First, your subdivision application is reviewed to make sure that your proposal complies with Yukon laws and regulations. Then it is distributed to several agencies for technical review. Lastly, 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.

## 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 six new lots, you must pay \$500 for the five 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. The 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) after the final Plan of Survey is registered at the Land Titles Office and you have raised title to the new lot. Your Canada Lands Surveyor will be able to advise you of this process.

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

For further information, please contact us:

Phone: (867) 456-3827  
Toll free: 1-800-661-0408 ext 3827  
Fax: (867) 393-6258

## CONTACTS

### YUKON GOVERNMENT

#### ENERGY, MINES AND RESOURCES

##### Land Management 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

##### Land Planning Branch

Tel: (867) 456-3827  
Toll free: 1-800-661-0408 ext 3827  
Fax: (867) 393-6258

#### 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 lot 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



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