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Subdivision approval*General info:*www.emr.gov.yk.ca/lands/info_sheets.html*Map viewer:*www.emr.gov.yk.ca/mlv_jump.htmlOne of a series of info sheets published by the
Departments of Energy, Mines and Resources**June 2011**

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 Yukon:

- City of Whitehorse
- Dawson City
- Yukon government

Whitehorse and Dawson City control subdivision within their own boundaries. 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, Land Management Branch in the creation of new parcels from Yukon land.

ADMINISTRATIVE JURISDICTIONS**YUKON GOVERNMENT**

Manages the majority of vacant land in the territory.

ENERGY, MINES AND RESOURCES

Land Management Branch accepts applications to buy, lease and use public land. Administers Yukon government's non-titled land registry.

Agriculture Branch administers Yukon agricultural and grazing programs.

Land Planning Branch manages local area plans, zoning regulations and subdivision requests outside Whitehorse and Dawson City.

Mineral Resources 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.

What happens after I submit my application?

First, your subdivision application is reviewed by the Land Planning Branch 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 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 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. The Land Titles Office can provide you with more information.

When can I sell my newly subdivided land?

You may 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 Land Planning Branch at:

Phone: (867) 667-8877

or toll free: 1-800-661-0408 ext 8877

fax: (867) 393-6340

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) 667-3531

Toll free: 1-800-661-0408 ext 3531

Fax: (867) 393-6340

- 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