



Building Safety and Standards Branch
2251B Second Avenue
Box 2703 (C-8)
Whitehorse YT Y1A 2C6

DEVELOPMENT PERMIT APPLICATION CHECKLIST

Your complete application package must include the following items. Incomplete applications will be not accepted.

- An explanation of the proposed development in the context of the applicable Area Development Regulations and zoning of the property.
- Written assurance of positive site drainage away from all buildings without affecting adjacent properties.
- Copy of Certificate of Title or copy of the Agreement of Sale. If the applicant is not the property owner, submit a signed letter from the property owner giving the applicant the right to develop on the lot.
- Complete site plan, drawn to scale, showing:
 - a north arrow;
 - legal description of the property and civic address (if available);
 - lot dimensions;
 - distances between the proposed building and all property lines;
 - location of the sewage disposal system, wells, and existing buildings and structures;
 - the use and square footage of all the existing buildings and structures and the total number of dwelling units;
 - driveway access;
 - parking spaces and dimensions, or parking lot configuration for commercial projects; and
 - location of fuel and propane tanks for commercial projects.
- A complete floor plan for each floor of the proposed building, drawn to scale, showing the square footage and use of each room.
- An elevation drawing of the proposed building, drawn to scale, showing the maximum height of the building from the average finished grade level to the peak of the roof.
- The completed Development Permit Application.
- The permit application fee.

I hereby declare that:

- My project meets the Area Development Regulations for its proposed location.
- I am aware that a Sewage Disposal System Permit from Environmental Health Services cannot be issued without a development permit.
- All the information provided in this application for development and contained in the supporting documents are true and correct.
- Any change to the plans outlined in this application will render the development permit null and void.
- The proposed development, as outlined in the application and supporting documents, complies with any easements, caveats or contracts that affect the development of this site.

Name of applicant

Signature of applicant

Date