



## General Information For Applicants

### Development Consultation

The City By-laws outline development and permitting requirements. Developments that require a development permit and/or a variance are listed in [Zoning By-law No. 5045](#), as amended. Applicants are to ensure that their development complies with the regulations. Applications are required where the regulations cannot be met or where the By-law specifically outlines a permit is required.

The City of Yellowknife strongly encourages applicants to pre-consult with City Planning and Development staff prior to submitting an application. Please contact the Planning and Development Department to schedule a meeting at (867)-920-5600.

### Application Fee

The fee for processing a permit application shall be paid to the City in accordance with the [Fees and Charges By-law No. 4436](#), as amended. Where the application involves more than one type of development or service, the fee shall be the sum of all applicable fees. Where development proceeds without a permit being first obtained, the appropriate fees shall be doubled. Where a demolition application is separate from an application for construction on the same site, the demolition permit application shall be based on the type of building/structure to be demolished. Where more than one variance is requested, one application is to be made per property and may include more than one variance.

### Application Form

Each application must be filled out completely and clearly, and must be accompanied by a development sketch with all relevant information as described on the back of Form P - Development Permit Application. Incomplete applications and sketches will be returned without further processing until the corrected material is filed. Applications are encouraged to be made through our City of Yellowknife Portal: <https://cityview.yellowknife.ca/Portal>

### Sketch Details and Measurements

The development sketch shall include, as a minimum, the following details:

1. All abutting lands owned by the owner (if any) and their boundaries and dimensions;
2. Parcel of land that is the subject of the application, its boundaries, dimensions and the requested variance(s) or development;
3. Exact location of existing structures, proposed structures, outdoor fuel storage; Use of each structure;
4. Approximate location of all natural and artificial features on the subject lands (e.g. buildings, trees, watercourses, drainage ditches, road and access, banks, wetlands, wooded areas), and the location of any of these features on adjacent lands that may affect this application;
5. Existing uses of adjoining land (e.g. residential, extractive, commercial, etc.); and
6. Location and nature of any restrictive covenant or easement affecting the subject lands.

**Measurements shall be expressed in metric units, and drawings shall be through computer-assisted softwares.**

### Road Names, Civic Addresses

Please use the street names and property addresses on the development sketch which have been adopted by the City of Yellowknife as the civic address of the property which is the subject of the application.

**Supporting information for your application or permit may be required. The Development Officer and/or Building Inspector may request these documents.**