

Form A – Development Permit Application

Zoning By-law No. 4404

Planning and Development Department, City of Yellowknife



I/We hereby make application for a Development Permit under the provisions of Zoning By-law No. 4404 in accordance with the plans and supporting information submitted herewith and which form a part of this application.

PLEASE PRINT CLEARLY

Property Owner Information / Property to be developed						
Property Owner Name						
Property Owner Telephone(s)	Home or Cell:		Work:			
Property Owner Email						
Civic Address of Proposed Development						
Mailing Address of Property Owner						
Legal Description of Proposed Development	Lot:		Block:		Plan:	
Applicant Information (if different from owner)						
Applicant Name						
Applicant Telephone(s)	Home or Cell:		Work:			
Applicant Email						
Mailing Address of Applicant						
Civic Address of Applicant						
Proposed Development						
What is on the property now?						
What are you proposing to develop or change?						
Does the secondary suite require garbage pick-up to be separate from the house?*						
Estimated start and completion dates						
Signature				Date		

**Applicable to Secondary Suite applications only*

FOR OFFICE USE ONLY:		
Permit #:	Fee Paid:	Customer ID #:
_____	_____	_____

Development Permit Application Fees

Where the development involves more than one type of development, 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 development application is separate from an application for construction on the same site, the demolition development permit application fee shall be based on the type of the building/structure to be demolished.

Application/Service	Fee
Single family dwelling (including secondary suite)	\$175.00 per application
Duplex or semi-detached	\$300.00 per application
Multi-family or multi-attached dwelling	\$250.00 per application + \$30 per unit proposed
Commercial, Industrial Use or other Non-Residential Use (includes non-residential additions, fences and accessory structures)	\$500.00 per application + \$0.55/m ² of gross floor area
Home Occupation/ Home Based Business	\$50.00 per application
Sign	\$75.00 per application
Residential addition	When checklist applies \$0.00, otherwise \$100.00 per application
Residential decks, fences, and accessory structures	When checklist applies \$0.00, otherwise \$75.00 per application
Request for Conditionally Permitted Use	\$250.00 per application
Request for Change of Use	\$100.00 per application
Request for an Amendment to an Effective Development Permit	\$100.00 per application
Variance Request	- \$50.00 for a variance less than or equal to 10% - \$200.00 for variance greater than 10% and less than 25% - \$300.00 for variance greater than 25% (50% of variance request fee refundable if variance denied)
Zoning and/or General Plan Amendment	Greater of \$1000.00 or \$1.00/m ² of area to be amended up to a maximum of \$5,000.00
Request for Certificate of Compliance or File Information Letter	- \$50.00 per letter for a Single family, Duplex or semidetached dwelling - \$100.00 per letter for a Multi-family, commercial or industrial use
License Agreement	\$1,000.00 onetime fee
Test-drilling for soil in Bedrock	\$500.00 (refundable in some circumstances as per policy)
Development Permit Appeal	\$25.00 per application (fee reimbursed if decision of Development Officer is reversed)
Conversion of Paper Submission to Electronic Form	\$10.00 per application
Payment Information	Credit card number: _____ Name on credit card: _____ Expiry date: _____

Confirmation of Compliance with Easements, Caveats, or Contracts Affecting Development

For those developments involving new structure(s), increased land use intensity or change of land use, an applicant for a Development Permit shall complete and submit this form with the application to provide written confirmation that the proposed development complies with any easements, caveats or contracts which affect the development of a site.

I hereby confirm that the proposed development, as outlined in the application for Development Permit, complies with any easements, caveats or contracts which affect development of the site. It is the responsibility of the Applicant to ensure that power service can be provided to all new development.

Date

Signature of Applicant (if different from Owner)

Date

Signature of Owner

NOTE:

1. No Development Permit shall be issued prior to receipt by the Development Officer of confirmation of compliance with easements, caveats or contracts affecting a development.
2. This form is required pursuant to City of Yellowknife Zoning By-law No. 4404, as amended.

Development Permit Application Requirements

The following checklist outlines the information required in your Development Permit Application package. Failure to complete this form fully and to supply the required information, plans, and application fee may cause delay in the processing of the application.

Your Development Permit Application MUST include:

- * Electronic version of the application form, plans and any additional information as listed below and required in the Zoning By-law
- * Detailed site plan
- * Detailed landscaping plan showing existing and proposed landscaping and plant specifications
- * Elevation drawings of all proposed structures showing exterior finishing material and dimensions
- * Grading plan showing drainage gradient, existing and proposed final grades
- * Servicing plan showing location and size of water and sewage tanks, location of water and sewer lines, water fill point, and sewage pump-out point
- * Detailed floor plans including total floor area of each floor in the proposed development
- * An approved Easement Encroachment Agreement (if applicable)
- * Non-refundable application fee
- * Additional information may be required to verify compliance with the requirements of the Zoning By-law

Submit your application and supporting documentation via email:

permits@yellowknife.ca

Your SITE PLAN must show the following (all dimensions must be in METRIC):

- | | |
|---|--|
| ✓ Setbacks for all existing and proposed buildings to property lines | ✓ Location and dimensions of on-site loading areas and emergency vehicle access |
| ✓ Location and dimensions of existing structures or uses | ✓ Location of electrical service and mechanical room |
| ✓ Location and dimensions of proposed structures or uses | ✓ Location and dimension of any easements on the site |
| ✓ Location and dimensions of existing and proposed driveways , entrances and exits | ✓ Location and dimensions of parking areas delineating individual stalls |
| ✓ Location of outdoor fuel storage facilities | |

Any Development Permit issued on the basis of incorrect information contained in the application shall be invalid.