

# 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   |               |  |        |             |       |  |
| <b>Signature</b>   |               |  |        | <b>Date</b> |       |  |

*\*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 or Industrial Use                        | \$500.00 per application + \$0.55/m <sup>2</sup> of gross floor area          |
| Conditionally Permitted Use                         | \$250.00 per application  |
| 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              |
| Change of use                                       | \$100.00 per application  |
| Conversion of Paper Submission to Electronic Form   | \$10.00 per application   |
| Payment Information                                 | Credit card number: _____<br>Name on credit card: _____<br>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.

\_\_\_\_\_ Signature of Applicant (if different from Owner)

\_\_\_\_\_ 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](mailto:permits@yellowknife.ca)

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

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

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