How to Apply for a Checklist for a Minor Development
Using Yellowknife’s CityView: Application Steps

Portal Registration
To apply through the portal, you have to register for an account first.

In order to register, go to the home page at http://cityview.yellowknife.ca.

Click on Register:

Enter your email address (it will not accept emails which have already been used).

<table>
<thead>
<tr>
<th>Email Address (this is your Login ID)</th>
<th><a href="mailto:jatin_jitsingh@yahoo.ca">jatin_jitsingh@yahoo.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password (min. 6 characters)</th>
<th>**********</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Password</td>
<td>**********</td>
</tr>
</tbody>
</table>

Click on Next Step: Enter Contact Information:

Enter your contact information.
You can search for your existing address by typing in your address in Auto Suggest field Search for Address and then click on check box Same as location Address.

Otherwise, you can type in your address in the Address fields.

Enter your phone number.

**Contact Information**

Required information is indicated with an asterisk (*).

**Full Name**

J Chadha

**Address**

Search for address

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

**Mailing Address**

Same as Location Address: [ ]

Street Address*

8789 Mckenzie Avenue

Additional Address Information

City/Province/Postal Code*

Yellowknife NT X1A 1A2

**Contact Numbers**

<table>
<thead>
<tr>
<th>Type</th>
<th>Contact Number</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>7781111111</td>
<td></td>
</tr>
<tr>
<td>Cell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*Please note: at least one contact number is required)
Click on **Complete Registration**: 

Once you do that, an email will come in your email in box (if not, then look in junk folder).

Click on the email to go to the details of email.

Click on the registration link to complete the process.

You will get this message:

**Your account has been successfully activated**

Thank you for activating your account.

To access the CityView Portal, please [Sign in](#) now or proceed directly to the [Portal Home Page](#).

Registration process is complete, you can sign into portal.
WHERE TO GO TO APPLY FOR A CHECK-LIST APPLICATION:

   a) Go to portal at http://cityview.yellowknife.ca
   b) Click on Sign-In

   Sign in / Register  Portal Home  Property Search

   c) Enter your email address & password

Welcome to the City of Yellowknife web portal.

With an account you will be able to do more with CityView Portal. This includes faster entry of certain information, and access to certain options not available to anonymous users.

Email Address: jonadha@harricomputer.com
Password: ********

Forget your password?

Login
d) This is your welcome screen:

Welcome

The city’s new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the city’s plan to improve its service offerings for citizens. Watch for more updates coming soon.

Building Department
Apply for a Building Permit
Request an Inspection
Status and Fees
Upload Submittals

Planning Department
Apply for a Planning Permit
Status and Fees
Upload Submittals

e) Click on Apply for Planning Permit
Before we begin – please note that a Minor Development Checklist Application only applies to the following three categories \textit{(as seen below)}. Does your proposed project fall into one of these categories? If no, your proposed project is subject to the regular Development Permit Application process.

\begin{itemize}
\item[1. DECK CHECKLIST APPLIES IF....]
\begin{enumerate}
\item Higher than 0.6m off the ground. Decks less than 0.6 metres do not require checklist or a Development Permit as long as they are within the required setbacks.
\item If deck is higher than 0.6 m, it must be within the required setbacks. If clients are unsure about setbacks they can check with one of us before submitting.
\end{enumerate}
\end{itemize}

\begin{itemize}
\item[2. ADDITIONS TO HOUSES OR DUPLEXES APPLIES IF....]
\begin{enumerate}
\item Must be in a residential zone (not industrial or commercial zone).
\item Must not require a variance (falls within setback and height variance requirement, does not exceed maximum site coverage).
\item Must not create a new dwelling unit.
\end{enumerate}
\end{itemize}

\begin{itemize}
\item[3. DETACHED GARAGES/ACCESSORY STRUCTURES]
\begin{enumerate}
\item Must be equal to or less than 75m\(^2\) (807 ft\(^2\)).
\item Must be in a residential zone (not industrial or commercial zone).
\item Must not require a variance (falls within setback and height variance requirement, does not exceed maximum site coverage).
\end{enumerate}
\end{itemize}
STEP ONE IN APPLICATION: PROJECT DESCRIPTION

Enter the following information:

a. Project Description type: Select ‘Minor Development Checklist (Garages, Shed, Decks, Additions)’
b. Enter Project Description (Checklist, e.g. Shed, Deck, Garage, etc)
c. Enter comments, any additional information you want to convey to the planner (e.g. building a small shed, or detached garage being construction on my lot, etc.)
STEP TWO: DEVELOPMENT PERMIT TYPES

Click on Next Step: Development Permit Types

a) Select the Sub Application Type, your options include: Accessory Deck Development, New Additions, Shed and Detached Garage. Indicate which type you are submitting a checklist application.
STEP THREE: DEVELOPMENT PERMIT SETTINGS

Enter information as required. Be sure to fill out this section as accurate as possible. You will require all dimensions and setbacks of your proposed minor development (What is a dimension and setback? Please see our ‘. Should your proposed dimensions and setbacks fall outside of the regulations, you may have to apply for a development permit application and/or variance application (please see walkthrough for Development Permits).

Development Permit Application - Development Permit Settings

Required information is indicated with an asterisk (*).

- Shed and Detached Garage

  Checklist (Shed and Detached Garage) - Valid only for Residential Type Applications

  Is the proposed structure located at least one metre from the principle building? □
  Is the structure located on a corner? □
  Is the proposed structure located in the front yard? □

  (Cannot be any closer to the front line of your property than the front of your house):

  Required Front Yard Setback:
  Proposed Front Yard Setback:
  Minimum Required Side Yard Setbacks:
  Proposed Side Yard Setbacks:
  Minimum Required Rear Yard Setback:
  Proposed Kev Yard Setback:
  Maximum Height Permitted (Mtrs):
  Proposed Garage / Shed Height:

  Does the shed or garage have an overhang (i.e. eaves) that projects into the required yard setback? □

  What is your maximum site coverage? □

  Proposed New Coverage:

  Will you be changing the grade or site servicing? □

  Describe the materials to be used:
STEP FOUR: LOCATION OF PROJECT

Enter the location by putting the address in Auto Suggest field *Search for Address*

b) Click on *Next Step: Contact* :

Previous Step: Work Item Settings  Next Step: Contacts
STEP FIVE: APPLICATION - CONTACTS

If extra contacts (e.g. the property owner) are required click, on *Add New Contact*.

If not, then *Next Step: Submittals*
STEP SIX: ELECTRONICALLY SUBMITTING DOCUMENTS

You can upload the letter and any other drawings in this section. PLEASE NOTE: File names may not contain punctuation or special characters ($ & % etc.). If you do not own the home, you must provide a letter from the property owner granting permission for the proposed development. When finished, click on Next Step: Review and Submit.
STEP SEVEN: REVIEW & SUBMIT

Review your application and click on **Submit Application**.
STEP EIGHT: COMPLETE APPLICATION

The application Status page comes up, indicating your Permit Number (Application number). This is your Development Permit number. You can use this number to check the status of your application in CityView under the ‘My Items’ section.

Still confused? Give us a call at (867) 920-5600 and we’ll be happy to assist you.

Thank you for using the City of Yellowknife’s CityView Portal, we look forward to processing your application.