



CITY OF YELLOWKNIFE

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**:

> Home > City Hall > Departments > Planning and Development > CityView Portal

[Sign in / Register](#) [Portal Home](#) [Property Search](#)

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

Email Address (this is your Login ID)*	<input type="text" value="jatin_jitsingh@yahoo.ca"/>
	<small>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.</small>
Password (min. 6 characters)*	<input type="password" value="●●●●●●"/>
Confirm Password*	<input type="password" value="●●●●●●"/>

Click on **Next Step: Enter Contact Information**:

<input type="button" value="Cancel"/>	<input type="button" value="Next Step: Enter Contact Information"/>
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Enter your contact information.



CITY OF YELLOWKNIFE

You can search for your existing address by typing in you 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*

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 can not find your address, you can enter it manually in the fields below.

Mailing Address

Same as Location Address:
Street Address*
Additional Address Information
City/Province/Postal Code*

Contact Numbers

Contact Number(s)	Type	Contact Number	Ext.
	Primary	7781111111	<input type="text"/>
	Cell	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)



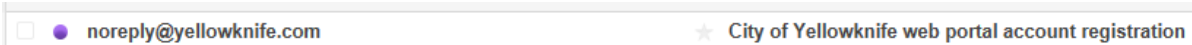
CITY OF YELLOWKNIFE

Click on **Complete Registration**:

Previous Step: Create Account

Next Step: 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:



> Home > City Hall > Departments > Planning and Development > CityView Portal

[Sign in](#) / [Register](#) [Portal Home](#) [Property Search](#)

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.



CITY OF YELLOWKNIFE

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.

Login

Email Address*

Password*

[Forget your password?](#)

Login



CITY OF YELLOWKNIFE

d) This is your welcome screen:

Welcome Jatinder Chadha!

[Sign out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

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*



CITY OF YELLOWKNIFE

Before we begin – please note that a **Minor Development Checklist Application** only applies to the following three categories (*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.

1. DECK CHECKLIST APPLIES IF....

- 1) 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.
- 2) 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.

2. ADDITIONS TO HOUSES OR DUPLEXES APPLIES IF....

- 1) Must be in a residential zone (not industrial or commercial zone).
- 2) Must not require a variance (falls within setback and height variance requirement, does not exceed maximum site coverage).
- 3) Must not create a new dwelling unit.

3. DETACHED GARAGES/ACCESSORY STRUCTURES

- 1) Must be equal to or less than 75m² (807 ft²).
- 2) Must be in a residential zone (not industrial or commercial zone).
- 3) Must not require a variance (falls within setback and height variance requirement, does not exceed maximum site coverage).



CITY OF YELLOWKNIFE

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.)



Development Permit Application - Project Description

Required information is indicated with an asterisk (*).

Choose the project type:*

Project Descriptive Name:*

Comments:*

- Amendment Related Applications
- Certificate of Zoning Compliance
- Development Permit
- File Information Request
- Heritage Related Applications
- Land Applications
- Minor Development Checklist (Garages / Sheds, Decks, Additions)
- Permit Revisions

Please add any additional comments about the project. Maximum 4000 characters



CITY OF YELLOWKNIFE

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.



Development Permit Application - Development Permit Types

— My Shed —

Please choose the appropriate item(s) for your project.

- Accessory Deck Development
- New Additions (Single Detached Dwelling or Duplex)
- Shed and Detached Garage

[Previous Step: Project Description](#)

[Next Step: Development Permit Settings](#)



CITY OF YELLOWKNIFE

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

What is the floor area of the proposed structure (Sq. Mtr)?:

Is the proposed structure located at least one metre from the principle building?:

Is the structure located on a corner lot?:

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 Setback:

Proposed Side Yard Setback:

Minimum Required Rear Yard Setback:

Proposed Rear 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:



CITY OF YELLOWKNIFE

STEP FOUR: LOCATION OF PROJECT

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



Development Permit Application - Location of Project

Required information is indicated with an asterisk (*).

[Find location in Map](#)

Use my location:

Search for address:

Begin typing a street address or Roll Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:

b) Click on **Next Step: Contact** :



CITY OF YELLOWKNIFE

STEP FIVE: APPLICATION - CONTACTS

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



Development Permit Application - Contacts

Type	Contact
Owner	Not shown for privacy reasons
Owner	Not shown for privacy reasons
Applicant	YOUR NAME HERE <input type="text"/>

[Add New Contact](#)

Previous Step: Location Next Step: Upload Files

If not, then **Next Step: Submittals**



CITY OF YELLOWKNIFE

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**.



Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 100MB in size.
- IMPORTANT: FILE NAMES MUST NOT CONTAIN PUNCTUATION OR SPECIAL CHARACTERS (I.E. !@#\$%^&*/{}[]\+~`|).** THESE WILL NOT UPLOAD. Example of properly labelled files: ARCHITECTURAL DRAWING(S); MECHANICAL DRAWING(S); STRUCTURAL DRAWING(S); SPRINKLER DRAWING(S); JOIST LAYOUT DRAWINGS(S); PLUMBING DRAWINGS (S); SCHEDULES (FORM C, FORM D, etc); CONSTRUCTION FULL SET; VENTILATION DESIGN LAYOUT; PELLET STOVE MANUAL; INSTALLATION CHECKLIST; etc.
- All electronic documents and plans/drawings must be:
 - Unsecured and not password protected;
 - Multiple pages and sets can be submitted separately (large construction documents) but also can be combined into a single electronic document (residential construction documents);
 - Properly labeled (Examples: ARCHITECTURAL DRAWING(S); MECHANICAL DRAWING(S); STRUCTURAL DRAWING(S); SPRINKLER DRAWING(S); JOIST LAYOUT DRAWINGS(S); PLUMBING DRAWINGS (S); SCHEDULES (FORM C, FORM D, etc); CONSTRUCTION FULL SET; VENTILATION DESIGN LAYOUT; PELLET STOVE MANUAL; INSTALLATION CHECKLIST; etc.
 - Please click [HERE](#) to check the Development Permit Requirements.
 - Please upload documents in PDF format (JPEG format is accepted but PDF is preferred). Word Documents are accepted for letters only. No other file type is accepted.

Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Current Submittal

Submittal #1) Shed and Detached Garage (01/20/2014)

[Print Requirement Items](#)

Type	Status	Date Verified
No documents need to be provided for this requirement		

Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of this set of documents:



CITY OF YELLOWKNIFE

STEP SEVEN: REVIEW & SUBMIT

Review your application and click on **Submit Application**.



Development Permit Application - Review & Submit

Please review the information below and if it is correct, press the complete application button to submit your application.

— Development Permit Information

Project Type: Minor Development Checklist (Garages / Sheds, Decks, Additions)
Project Descriptive Name: My Shed
Comments: Building a shed in my backyard
Locations: 125 NIVEN DR [Roll: 0302000800]
PID: 32578 Roll: 0302000800
Contacts: Owner
Not shown for privacy reasons
Owner
Not shown for privacy reasons
Applicant
Anthony , Address:125 NIVEN DR



CITY OF YELLOWKNIFE

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.



Development Permit Application - Complete

Project Number: **PL-2014-0029**

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.

Docs#383501