CITY OF YELLOWKNIFE

How to Apply for a Development Permit Using CityView

Application Steps

Registration

To submit an application online, first you have to register for an account.

In order to register, go to the CityView webpage at http://cityview.yellowknife.ca.

Click on *Register*:
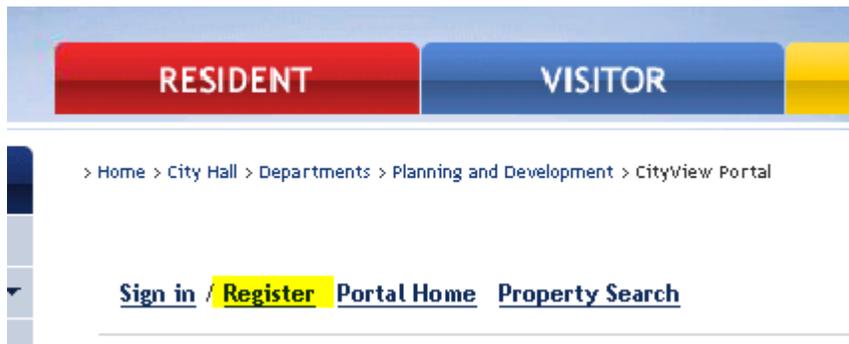
Enter your email address (it will not accept email addressed which have already been used).

Click on Next Step: Enter Contact Information:

Enter Contact Information continued:

Enter your name.

You can search for your current address by typing your address in the Auto Suggest field: *Search for Address,* and then click on the check box "Same as location Address".

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

. Mailing Address

Same as Location Address: ☐
Street Address* | 8789 Mckenzee Avenue
Additional Address Information | Yellowknife   NT   X1A 1A2
City/Province/Postal Code* | Victori | BC ▼ | V8B 6T5

. Contact Numbers

Contact Number(s)	Type	Contact Number	Ext.	
	Primary ▼	7781111111		X
	Cell ▼			

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

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Click on Complete Registration

An email will come to your email inbox; (if it does not, please check your spam 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 the CityView webpage (portal).

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WHERE TO GO TO APPLY FOR A DEVELOPMENT PERMIT:

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

c) Enter your email address & password

d) This is your welcome screen:

e) Click on *Apply for Planning Permit*

STEP ONE IN APPLICATION: PROJECT DESCRIPTION

Enter the following information:

a. Project (Application)* type: Select Development Permit.
b. Enter Project Description (What are you planning to build? Enter a brief description.)
c. Enter comments, which is anything additional information you want to convey to the planner.
d. Indicate where there is a variance requested to the zoning requirements (for example, if the height limit is 8 metres but you want to build a 9 metre house). If you are not sure,

enter 'no' and if there is a variance you will be contacted later by planning staff. **Most applications do not require a variance.**

e. Enter the utility account information, or provide information for new utility account (if required).

STEP TWO: DEVELOPMENT PERMIT TYPES

Click on Next Step: Planning Types

These are the possible planning types. We are applying to build a house, so we select 'Single Detached Dwelling Unit.' **Please select only one type of application.**

a) Select the Application Type and click on Next Step: Planning Settings

STEP THREE: DEVELOPMENT PERMIT SETTINGS

Enter Planning Type information: This is to provide any extra information, if required (such as the number of units if you are building a multi-unit dwelling). If you have indicated that there is a variance, then this is where you will enter the information. If you have questions about how to calculate the variance, call the Planning and Lands office at 920-5600 and ask to speak to a planner**.**

Planning Project Application - Planning Type Information

Required information is indicated with an asterisk (*).

STEP FOUR: LOCATION

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

b)   Click on Next Step: Contact

STEP FIVE: APPLICATION

If extra contacts are required, click on Add New Contact / Add new Contact from Address Book (for existing contacts in CityView). If not, then *Next Step: Submittals*

STEP SIX: UPLOAD FILES

Upload documents against each Checklist on screen by clicking on Browse Button. PLEASE NOTE: File names may not contain punctuation or special characters ($ &,% etc.). You can submit one file for each plan required, or all documents as one file (PDF format preferred, JPEG also accepted.)When finished, click on *Next Step: Review and Submit*

STEP SEVEN: REVIEW SUBMISSION

Review you application and click on *Submit Application*

STEP EIGHT: COMPLETE APPLICATION

The application Status page comes up, indicating your Permit Number (Application number). **Please record this number for your records.**

Welcome Jatinder Chadha!   Sign out   My Account   My Items   Portal Home   Property Search

Step 1: Project Description	Step 2: Planning Types	Step 3: Planning Settings	Step 4: Location
Step 5: Contacts	Step 6: Submittals	Step 7: Review & Submit	Step 8: Complete

Planning Project Application - Complete

Project Number: PL20130464

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Application Fee Payment

i)   Your application will not be processed until the associated fee has been paid. You can pay either:

   a. Immediately after submitting your application online and by clicking on the link *Pay Fee Online* or;

   b. Later, by logging back on to the CityView webpage (portal) using your ID and clicking on link *Status and* Fee on the main page. You will be asked to search for your application number, (for example, *PL-2013-0406).* Click on PAY FEE; this will take you to the Payment webpage (portal); or

   c. Come to City Hall and pay the fee at the front counter.

Once your application fee has been paid, the project will be assigned to one of the planning staff. He or she will contact you by email to update you on your project progress, let you know if any additional information is required, and to notify you when the Development Permit Public Notice has been issued.