



CITY OF YELLOWKNIFE

How to Apply for a Development Permit Using CityView

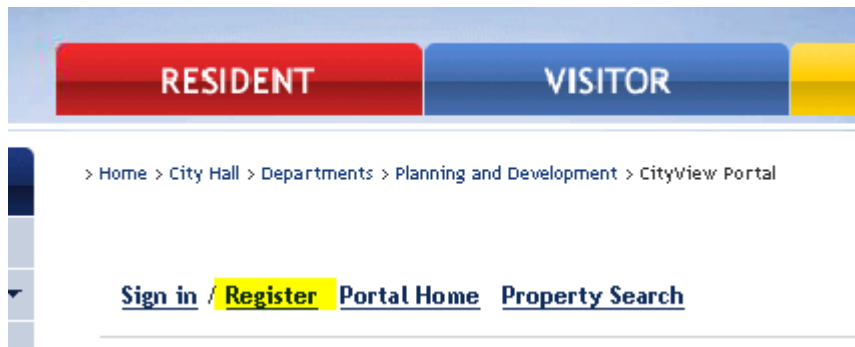
Application Steps

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 addresses 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 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*

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.
	<input type="text" value="Primary"/>	<input type="text" value="7781111111"/>	<input type="text" value=""/>
	<input type="text" value="Cell"/>	<input type="text" value=""/>	<input type="text" value=""/>

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



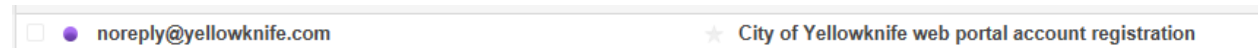
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Click on Complete Registration

Previous Step: Create Account

Next Step: 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](#)

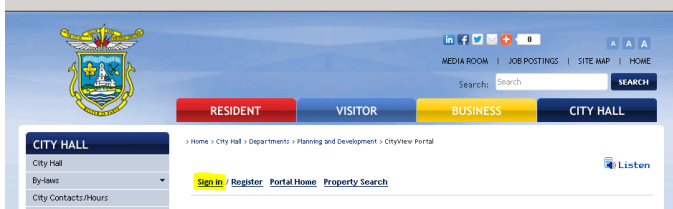
Registration process is complete; you can sign into the CityView webpage (portal).



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WHERE TO GO TO APPLY FOR A DEVELOPMENT PERMIT:

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



- 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?](#)

- This is your welcome screen:



- Click on *Apply for Planning Permit*

STEP ONE IN APPLICATION: PROJECT DESCRIPTION

Enter the following information:

- Project (Application)* type: Select Development Permit.
- Enter Project Description (What are you planning to build? Enter a brief description.)
- Enter comments, which is anything additional information you want to convey to the planner.
- 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,



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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



Planning Project Application - Planning Types

— Test

Please choose the appropriate planning type(s) for your project.

- Home Information Request: Single Family
- General Plan Amendment
- Heritage Designation
- Heritage Recognition
- Heritage Related Applications
- Heritage Restoration
- Home Based Business
- Home Occupation Permit
- Industrial Use
- Land Applications
- Multi-Family Dwelling
- Permit Revisions
- Rezoning
- Sign
- Single Family Detached Dwelling
- Temporary Use
- Variance
- Zoning By-law Amendment

Previous Step: Project Description Next Step: Planning Settings



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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-family 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 (*).

▼ **Multi-Family Dwelling**

Multi Family Dwelling
Number of Units:

Previous Step: Planning Types **Next Step: Location**

STEP FOUR: LOCATION

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

Search for address:

1000-1200 GITZEL ST

b) Click on Next Step: Contact

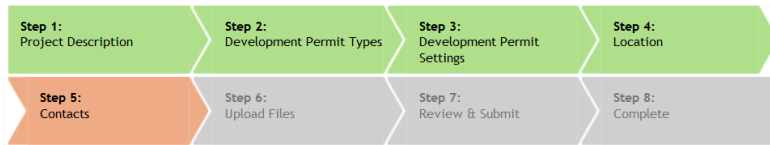
Previous Step: Work Item Settings **Next Step: Contacts**



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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*



Development Permit Application - Contacts

Type	Contact
Owner	Not shown for privacy reasons
Applicant	Karin Kronstal, Address:4807-52nd Street

[Add New Contact](#)

Previous Step: Location Next Step: Upload Files

Powered by CityView

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*

Submittal documents can be uploaded now or at a later time. If you choose to upload submittal documents later, this form can be accessed from the Upload Submittals link on the main page.

Type	Status	Date Received
Site Plan	Pending	
Submit A New Document For This Requirement:		
	<input type="button" value="Browse..."/>	
	SitePlanSample.pdf	<input type="button" value="Remove"/>
Landscaping Plan	Pending	
Submit A New Document For This Requirement:		
	<input type="button" value="Browse..."/>	
	landscape_planSample.pdf	<input type="button" value="Remove"/>
Elevation Drawing	Pending	
Submit A New Document For This Requirement:		
	<input type="button" value="Browse..."/>	
	building_elevationSample.pdf	<input type="button" value="Remove"/>



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▼ Cross Section (All Structural details, finishes & window & door schedules) [?](#) Pending
Submit A New Document For This Requirement: [Browse...](#)

▼ Foundation plan [?](#) Pending
Submit A New Document For This Requirement: [Browse...](#)

▼ All Plans / Drawings / Documents in Single File [?](#) Pending
Submit A New Document For This Requirement: [Browse...](#)

— Other —
Select additional documents if necessary.
[Browse...](#)

Please describe the reason for this file upload:

[Previous Step: Contacts](#) [Next Step: Review & Submit](#)

STEP SEVEN: REVIEW SUBMISSION

Review you application and click on *Submit Application*

— Permit: Residential - Non Mechanical —

Work Item: Value of Work
Quantity: 1 (Unit: Quantity)
Cost: 950000

— Fees —

Paid Fees	Amount	Paid	Owing
None	\$0.00	\$0.00	\$0.00
Outstanding Fees	Amount	Paid	Owing
Residential Detached Single/Multi Family	\$2,500.00	\$0.00	\$2,500.00
Totals:	\$2,500.00	\$0.00	\$2,500.00

If the Fees are not paid within 3 days of application submission, the application will be CLOSED!
Total Amount Payable Online: \$2,500.00

[Previous Step: Submittals](#) [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](#)



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.

Fees Billing Information Confirmation

Fee Payment - Fees

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

Fee Type	Amount	Amount Paid	Pay?
Single Family Dwelling	\$175.00	\$0.00	<input checked="" type="checkbox"/>
Totals:	\$175.00	\$0.00	
Total Selected:	\$0.00		

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.