



**New Additions (Single-Detached Dwelling or Duplex) Checklist**

Property Information			
Owner Name			
Telephone(s)	Home:		Work or Cell:
Email			
Civic Address			
Legal Description	Lot:		Block:
Application Information (if different from owner)			
Applicant Name			
Applicant Telephone(s)	Home:		Work or Cell:
Applicant Email			
Development Information			
What is on the property now?			
Are you replacing an existing structure?			
Estimated start and completion dates			
<b>SEE REVERSE SIDE</b>			

**IMPORTANT INFORMATION FOR NEW ADDITIONS:**

**A detailed site plan is required with this checklist application.**

Replacing a structure previously approved by Development Permit with a new structure with the same dimensions does not require this checklist.

Installing additional insulation on an existing structure requires an 'Addition of Insulation Checklist' instead of this form.

Additions creating a new dwelling unit **OR** exceeding 75m<sup>2</sup> (807 ft<sup>2</sup>) in area require a Development Permit.

Constructing an Addition requires the applicant to obtain a Building Permit.

Residents requiring assistance with this form may come to City Hall from Monday to Friday between 8:30 AM–4:30 PM, OR call 920-5600 and ask to speak to a Planner/Development Officer, OR e-mail [checklist@yellowknife.ca](mailto:checklist@yellowknife.ca).

An addition may require a Development Permit at the discretion of the Development Officer.



**New Additions (Single-Detached Dwelling or Duplex) Checklist**

Checklist	Information from Applicant
What is the floor area of the proposed addition?	_____ square metres
What is the site coverage with all the structures on the lot including the proposed addition?	Total Site Coverage: _____%
Was the dwelling you are altering approved by a Development Permit?	YES: <input type="radio"/> NO: <input type="radio"/>
Setbacks from Property Line:	Proposed Rear Yard Setback: _____ metres Proposed Side Yard Setback: _____ metres Proposed Side Yard Setback: _____ metres Proposed Front Yard Setback: _____ metres
What is the height of the proposed structure?	Proposed Structure Height: _____ metres
Will you be changing the grade or site servicing?	YES: <input type="radio"/> NO: <input type="radio"/> <b>If 'YES', attach related plans for review.</b>
Will the Addition create a new dwelling unit?	YES: <input type="radio"/> NO: <input type="radio"/>
Describe the materials to be used: * Please note that material must be complementary to other structures on the lot.	
Does the proposed addition infringe on any easements or caveats on the lot? (if applicable) * It is the applicant's responsibility to identify and examine any easements, caveats, or contracts which affect the site.	YES: <input type="radio"/> NO: <input type="radio"/>
<b>REQUIRED:</b> I have attached a detailed site plan (i.e. showing setbacks, existing and proposed structures, dimensions of proposed addition) with this checklist.	YES: <input type="radio"/>

I hereby certify that the information above is accurate and true. I hereby confirm that the proposed development, complies with any easements, caveats or contracts which affect development of the site. I acknowledge that submitting false or misleading information or constructing a structure that does not comply with the above shall render the required Building Permit null and void and the structure will be ordered removed.

Applicant Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_  
 (if different from applicant)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\*Checklists may be e-mailed to [checklist@yellowknife.ca](mailto:checklist@yellowknife.ca) for Planner/Development Officer review\*