

APPLICATION NUMBER _____

PLEASE DETACH AND SUBMIT SECTION 1, (PARTS 1-9)

SECTION 1 – PART 1 – APPLICANT CONTACT INFORMATION

To be completed by applicant (Please use full legal name)

Given Name:	Middle Name:	Surname:
Registered or Incorporated Business Name:		
Street/Box/Bag:		
City/Town:	Territory/Province/State:	Postal/Zip Code:
Country:	Home Phone:	Bus. Phone:
Email:		Preferred method of contact:

To be completed by co-applicant (If required)

Given Name:	Middle Name:	Surname:
Registered or Incorporated Business Name:		
Street/Box/Bag:		
City/Town:	Territory/Province/State:	Postal/Zip Code:
Country:	Home Phone:	Bus. Phone:
Email:		Preferred method of contact:

PART 2 – PROJECT INFORMATION

Type of application: <input type="checkbox"/> Title <input type="checkbox"/> Lease <input type="checkbox"/> Licence			
Size of area applied for: (hectares)			
Tenancy: (For applications directly related to existing parcels, tenancy must be the same as currently on title). All trapping & Big Game Outfitter dispositions are issued under the name in which the Concession is registered. <input type="checkbox"/> Sole Owner <input type="checkbox"/> Joint Tenancy <input type="checkbox"/> Tenants in Common * Joint tenancy – upon death, co-owner interest passes to other co-owner * Tenancy in common – upon death, interest passes to heirs or estate			
Is your application to extend an existing titled lot (Lot Enlargement)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Legal Description:	Lot No.	Certificate of Title No.	Size of existing titled parcel (hectares)
Applications must be made under one of the land application policies listed below. Please read the relevant policy and indicate which policy you are applying under.			
<input type="checkbox"/> Rural Residential <input type="checkbox"/> Commercial/ Industrial & Lot Enlargement (Includes Utility) <input type="checkbox"/> Lot Enlargement (Residential & Recreational)		<input type="checkbox"/> Trapping Cabin <input type="checkbox"/> Water Lot Lease <input type="checkbox"/> Other (Specify) _____	
<input type="checkbox"/> Institutional/Non Profit <input type="checkbox"/> Big Game Outfitting			
* If approved, only the use indicated in this application or as indicated by the Land Management Branch will be permitted.			

PART 3- PROJECT LOCATION

Common or Traditional name:		
Name of community or Local Area Plan:	<input type="checkbox"/> N/A	
Name of applicable zoning regulation/ municipal by-law:	<input type="checkbox"/> N/A	
The application area is located within the following First Nations Traditional Territory (s). (Check all that apply)		
<input type="checkbox"/> Carcross/Tagish First Nation	<input type="checkbox"/> Little Salmon/Carmacks First Nation	<input type="checkbox"/> Teslin Tlingit Council
<input type="checkbox"/> Champagne & Aishihik First Nation	<input type="checkbox"/> First Nation of Nacho Nyak Dun	<input type="checkbox"/> Tr'ondëk Hwëch'in First Nation
<input type="checkbox"/> Kluane First Nation	<input type="checkbox"/> Ross River Dena Council	<input type="checkbox"/> Vuntut Gwitchin First Nation
<input type="checkbox"/> Kwanlin Dün First Nation	<input type="checkbox"/> Selkirk First Nation	<input type="checkbox"/> White River First Nation
<input type="checkbox"/> Liard First Nation	<input type="checkbox"/> Ta'an Kwächän Council	<input type="checkbox"/> Tetlit Gwich'in Council

PART 4 – VERIFICATION OF SITE COORDINATES

The applicant is responsible for providing accurate GPS coordinates of at least 4 corners of the application area. Land Management Branch will request an inspection of the application area by a Natural Resource Officer as part of the Land Review Process. Inspections of the site will include verification of site coordinates, geographical suitability and identify any potential site specific issues.

Latitude/Northing				
Longitude/ Easting				
Map Sheet Quad:	Nearest community:		Distance:	km
To be completed by applicant prior to submission to the Land Management Branch:				
I agree that the coordinates written above are accurate to the best of my knowledge.				
Applicants Signature			Date	
Co-Applicants Signature			Date	
* Applications not signed by the applicant will be returned for signing before they can proceed any further.				

PART 5 – SITE INFORMATION

Answer the questions below to the best of your knowledge. Provide any supporting documentation you may have regarding geographical features, soil type, fish and wildlife information etc.

Are there any significant landscape features present? (bench, terraces, steep slopes)		<input type="checkbox"/> Yes, if yes explain <input type="checkbox"/> No
Type of vegetation (shrubs, trees gasses etc.)		
Are there any potential hazards in or adjacent to the application area? (flooding, erosion, landslides, wild land fires)		<input type="checkbox"/> Yes, if yes explain <input type="checkbox"/> No
Is there any known archaeological, heritage or historical value related to the site or area?		<input type="checkbox"/> Yes, if yes explain <input type="checkbox"/> No
Are there existing trails or pathways located on or adjacent to the application area?		<input type="checkbox"/> Yes, if yes explain <input type="checkbox"/> No
Identify any known fish and wildlife habitat, game trails, mineral licks or populations within or near application area.		
Will the proposed project overlap with any registered trapping concessions(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, concession #
If yes, have you contacted the owner/operator of the trapping concession?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the outcome of any discussion?	

Will the proposed project overlap with any registered outfitting concessions(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, concession #
If yes, have you contacted the owner/operator of the outfitting concession?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the outcome of any discussion?		
Will the proposed project overlap with any mineral claims(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, claim #
If yes, have you contacted the owner/operator of the mineral claim?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the outcome of any discussion?		

PART 6- SERVICING REQUIREMENTS

The following information is required for subdivision approval review in accordance with the *Subdivision Act and Regulations*.

Will a well for the extraction of groundwater be established on the site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, how and from where will water be provided?
Will a septic system be installed at the site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how will it be installed?
	If yes, have you contacted Environmental Health?
How and where will garbage be disposed?	
Are there any overhead or underground utilities (e.g. electricity, telephone) located within or adjacent to the application area?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain fully.
Will power and/or telephone lines be established to/on the site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe the nature to the lines and their location.
Will any petroleum products be stored at the site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, will a petroleum fuel storage facility be established at the site?
Is the application area presently served by a fire department?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give name and location
What is the location of and distance to nearest school and school bus route? (Where applicable)	

PART 7 – ACTIVITY INFORMATION

The following information will assist in determining whether the application requires an assessment under the *Yukon Environmental and Socio-economic Assessment Act (YESAA)*. If an assessment is required, the applicant will be required to complete and submit a Form 1 application to the Designated Office under YESAA.

Complete the questions below. Attach a separate sheet if necessary. Failure to provide clear and concise detail on project activities may result in significant delays in the application review process.

Describe all land based activities to be carried out on the applied for area. Activities such as construction of buildings or structures, clearing, cutting, drilling, burning of debris, digging or any other earthworks must be clearly identified. Include use and type of any heavy machinery to be used.

[Empty response area for land based activities]

Provide an estimated timeline to complete development, including site preparation, construction, operation, maintenance and decommissioning.

[Empty response area for estimated timeline]

Is your project located within 1km of a year-round maintained roadway? See Appendix- A Rural Residential or Commercial/Industrial Policy for a list of year-round maintained roadways).	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Fully explain how you will access the site if approved. Access must be clearly identified in your attached site plan. If road access already exists describe the nature of the access and if/how you may be modifying, altering or upgrading the access.

Has Highways & Public Works been contacted?(See page 12 for contact information)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please provide a copy of the response you received.

Are new structure(s) being built on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, what are the size (square metres) and proposed use(s)? Ensure that your site plan clearly identifies size, location and any other relevant information including how far structures will be located from water bodies.

Are existing structures being modified, decommissioned or abandoned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please explain

Please provide a detailed rationale for acquiring the land, and include a site plan to show how you will utilise the parcel if approved. If you are applying for a lot enlargement provide a detailed site plan of your existing titled lot and the enlargement area, detailing how you will fully utilise the enlargement area.

PART 8 – APPLICANT / OWNER CONSENT

I/we hereby acknowledge and confirm that the filing of this application does not grant me any rights to occupy or use the land for which I have applied prior to approval and completion of all the conditions attached to the disposition, should this application be approved.

I/we certify that all submitted information is true and correct, to the best of my/our knowledge and belief.

I/we understand that any misrepresentation in this application may invalidate this application and may result in the revocation of any disposition resulting from the misrepresentation.

I/we acknowledge that the information contained in or attached to this application is being collected under the authority of the *Lands Act*, the *Territorial Lands (Yukon) Act* and the *Subdivision Act* to be used for the purpose of reviewing the request for land. It will be made available to government and to the public as part of the review process as per the *Access to Information and Protection of Privacy Act*.

I/we hereby grant to Yukon government inspectors the right of access to the proposed site for inspection purposes at any time until title has been transferred or the lease/license has expired.

I/we have read all of the information contained in this application or have had it explained by a third party and fully understand it.

A written request to keep business information confidential is attached. Yes No

I/we hereby authorize Yukon government, Land Management Branch to apply the Yukon government, Land Planning Branch for the purpose of Subdivision Approval on my/our behalf if this application is approved.

I/we have read the relevant Policy(ies) and believe to the best of my knowledge that my application is in compliance with the requirements of the Policy(ies).

SIGNATURE

Applicant _____

Co-applicant _____

Date: _____

Date: _____

FOR INTERNAL USE

LMB or District Office Representative: _____ Date: _____

Receipt Number: _____

PLEASE RETAIN A PHOTOCOPY OF THIS APPLICATION FOR YOUR RECORDS

PART 9-CHECKLIST

The checklist is provided to assist you and to ensure that all applicable sections of the application form are completed and additional information is attached. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

For further information on completing the form refer to the *Guide to the Land Application Process* document and applicable Policy relating to your application.

ALL LAND APPLICATIONS MUST PROVIDE

- Part 1-9 completed
- \$25.00 + GST land application fee
- Detailed Site Plan (*clearly depicting access, buildings, water bodies & coordinates etc. See Page 11 for more information*)
- General Location Map (*providing an overview of the general location of the application*)
- Coordinates
- Application area flagged

RURAL RESIDENTIAL, COMMERCIAL OR INSTITUTIONAL APPLICATIONS FOR LAND PURCHASE

- \$100.00 + GST subdivision application fee

ALL APPLICATIONS WITHIN A MUNICIPALITY

- A letter from the municipal authority indicating the proposed use is in compliance with existing planning and zoning schemes,
or
- A letter from the municipal authority indicating the proposed use is not currently in compliance with existing planning or zoning, but will be considered through an established public zoning/planning amendment process.

COMMERCIAL/ INDUSTRIAL/ UTILITY APPLICATIONS

- Business Plan – *The preferred format for business plans is the one recommended by the Canada-Yukon Business Service Centre. To view Business Plan Templates, please visit the Government of Canada's Canada Business Network website: <http://www.canadabusiness.ca/eng/page/2752/sgc-46/>*
- Copy of Business License
- Operation & Rehabilitation plan (Quarry Application)

TRAPPING OR BIG GAME OUTFITTER APPLICATIONS

- Copy of Concession Certificate issued by Department of Environment

WATER LOT LEASE, LOT ENLARGEMENTS AND ALL OTHER APPLICATIONS DIRECTLY RELATED TO EXISTING PARCELS

- Copy of Certificate of Title (*showing ownership of the parcel to be enlarged*)
- Copy of any caveats or encumbrances registered against the title
- Verification from Property and Taxation authority that all taxes have been paid on the titled parcel

INSTITUTIONAL/NON-PROFIT APPLICATIONS

- Incorporated certificate under the *Societies Act*
- Proof of good standing

PLACER OCCUPANCY APPLICATIONS

- Copy of the underlying Placer Claim report showing ownership
- Proof of ownership for the buildings on the parcel
- Documentation showing the residence was constructed prior to 1999
- Proof that the applicant(s) are utilizing the dwelling as his/hers/their primary residence

SECTION 2 - APPLICATION INFORMATION PACKAGE

Land legislation and policies are posted on the Energy, Mines and Resources public website <http://www.emr.gov.yk.ca/landmanagement/> along with other valuable lands information and mapping tools. The materials can also be found at the EMR Client Services & Inspections District Office in your region (see Page 11 for contact information) or at the Land Management Branch. **It is your responsibility as the applicant to understand the legislation, regulations, and policies that may affect the application and future use and development on the proposed site.**

The Department of Energy, Mines and Resources, Land Management Branch has the mandate to dispose of Yukon Lands under the *Lands Act* Section 3.1 and the *Territorial Lands (Yukon) Act* Section 6, as well the Department of Energy Mines and Resources, Land Planning Branch has the mandate to approve Subdivision applications under the *Subdivision Act* and the *Area Development Act*.

INTRODUCTION

- An application to purchase, lease or licence Yukon Land may be accepted if it conforms to one of the land application policies. Land Management Branch accepts applications for lot enlargements, commercial or industrial ventures, rural residential parcels, accessory structures, trapping, big game outfitting, quarrying, utility installations and easements. Please read the relevant policy prior to submitting an application.
- Anyone interested in applying for Yukon Land should first contact Land Management Branch and/or Land Planning Branch to confirm legislation, programs, policy and if the land in questions falls under Yukon government jurisdiction.
 - Land Management and Land Planning Branch provide information sheets describing this and other land-related programs offered by the Yukon government on the EMR website <http://www.emr.gov.yk.ca/landmanagement/> OR <http://www.emr.gov.yk.ca/landplanning/index.html>

OTHER ASSESSMENTS OR APPROVALS MAY BE REQUIRED

- Depending on the activities proposed, your application may trigger an assessment by the Yukon Environmental & Socio-economic Assessment Board (YESAB). **The outcome of the YESAB process is a recommendation** with respect to the proposed activities. An application must receive a positive recommendation or Decision Document in order to proceed.
- Depending on the nature, magnitude or location of any given application, at the discretion of Land Management Branch you may be required to undertake and provide further studies or assessments to support your application. This may include, but is not limited to environmental impact assessments, fisheries studies, geotechnical investigations and further public consultations.
- Additional approvals/permits may also be required by other agencies or government departments. This may include building permits, development permits, highway access permits, and sewage disposal approvals.

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

- The information contained in your Application for Yukon Land & Subdivision Approval will be provided to various government & community agencies for technical review. The Land Management Branch will also, as part of the review process, forward a copy of your application to adjacent or nearby property owners and any third party land users, such as trappers and outfitters. Your application will also be posted in the “Current Land Applications section” on the Land Management Branch website.
- A written request to keep business information confidential can be submitted with an application and will be considered.

LAND APPLICATION PROCESS

- All applications are reviewed through the process outlined in the Guide to the Land Application Process document.
- **Acceptance of an application by the Land Management Branch does not imply future tenure or guarantee that a land disposition interest will be granted.**
- You may complete and submit an application for Yukon Land & Subdivision Approval if the land you are interested in is vacant Yukon Land, and if it is not subject to any other pre-existing right or interest. Only complete applications will be accepted.

APPLICATION FEES

- All applications for Yukon Land require a \$25.00 (+ GST) non-refundable application processing fee.
- For all rural residential, commercial, industrial or institutional land applications for purchase there is a \$100.00 + GST subdivision application fee in addition to the land application fee. If the land application is denied, the full amount of the subdivision fee will be refunded. (See Rural Residential or Commercial Policy).
- For all Lot Enlargement applications, the applicant will be required to submit an Application for Subdivision Approval, and a \$100.00 + GST application fee after the land application has been approved, directly to Land Planning Branch. If the application is within the City of Whitehorse or the City of Dawson, the subdivision fee is paid directly to the municipality.
- All payments can be made in cash, debit, credit or cheque. (cheques made payable to Territorial Treasurer).

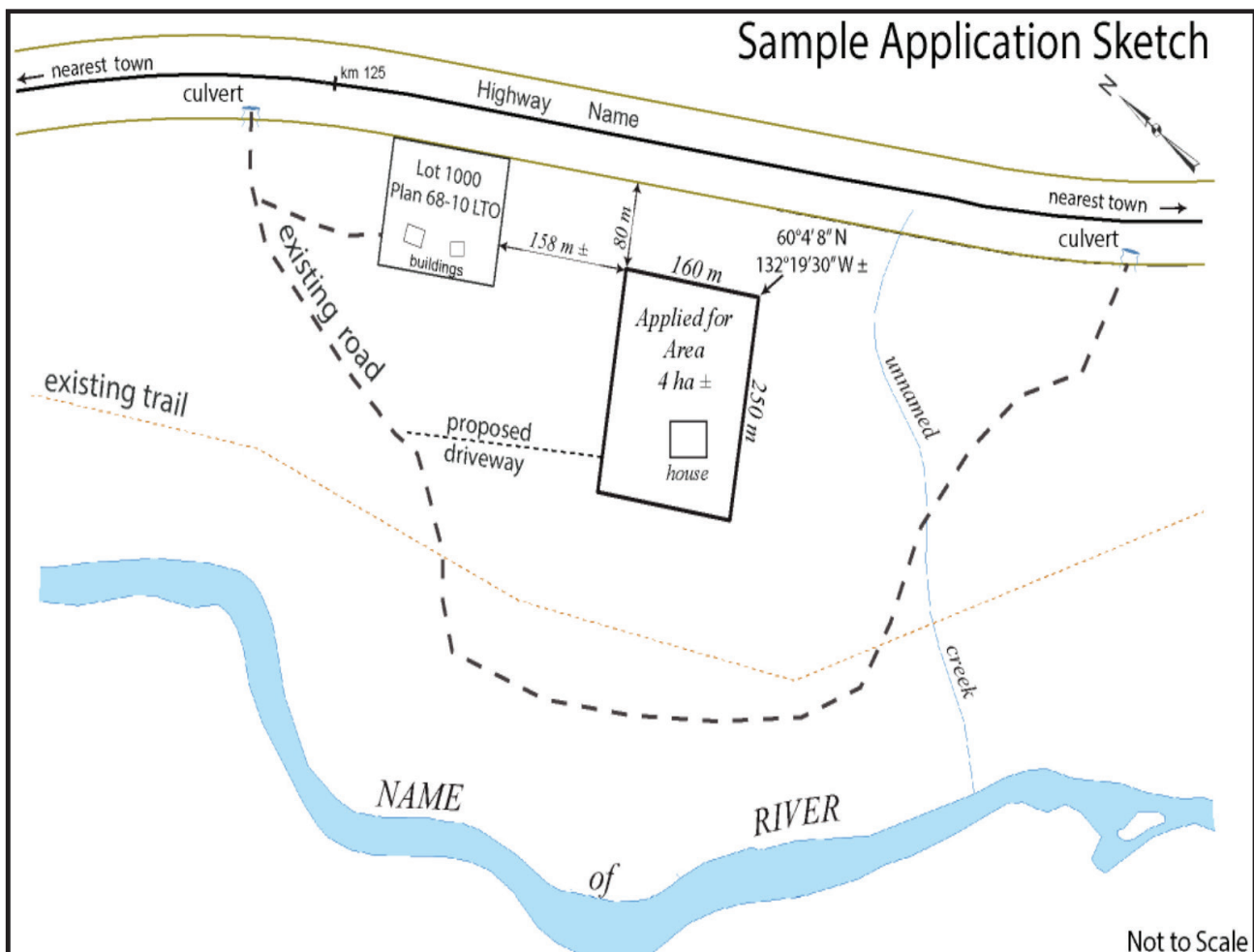
A GENERAL LOCATION MAP AND DETAILED SITE PLAN MUST BE PROVIDED FOR ALL LAND APPLICATIONS

A general location map must show the location of the application in relation to any nearby known landmarks.

- A general location map similar to the one below can be created using Yukon Lands Viewer <http://mapservices.gov.yk.ca/Lands/Load.htm>. This online tool provides data for surveyed and non-surveyed land; land use; First Nations Traditional Territories and settlement land; Parks and Protected areas, base map and imagery.

A detailed site plan must be drawn to a legible scale, showing the proposed parcel configuration including the following:

- Configuration/location of proposed and existing lot lines
- Roads, trails, pathways located on or near the application area
- Arrow indicating north
- Water bodies, drainage courses located on or near the application area
- Location of existing or proposed improvements on or near the application area.



OTHER AGENCIES & DEPARTMENTS

The following list other agencies or responsible authorities that deal with related permitting & authorizations. Based on information provided in your proposal, it is suggested that you contact the indicated agencies as further approvals may be required:

Yukon Government, EMR Land Planning

320LP – 300 Main Street
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-3531 fax 393-6258, Land.Planning@gov.yk.ca
Land.Planning@gov.yk.ca

City of Whitehorse, Planning Services

Municipal Services Bldg., 4210 - 4th Avenue
(mail) c/o 2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2
(867) 668-8335 fax 668-8395
<http://www.city.whitehorse.yk.ca/>

City of Dawson

Box 308, Dawson City, Yukon, Y0B 1G0
(867) 993-7400 fax 993-7434
<http://www.cityofdawson.ca/>

Yukon Government, Building Safety

Main Administration Bldg., 2071 Second Avenue
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-5741 fax 393-6249
http://www.community.gov.yk.ca/ps/building_safety.html

Yukon Government, Environmental Health Services

#2 Hospital Road, Whitehorse, Yukon Y1A 3H8
(867) 667-8391 fax 667-8322
<http://www.hss.gov.yk.ca/environmental.php>

Yukon Government, Highways and Public Works

9029 Quartz Road, Building 275
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-5644 fax 667-3608
<http://www.hpw.gov.yk.ca/>

The Yukon Electrical Company Limited

205 Tungsten Rd.
PO Box 4190 Whitehorse Yukon Y1A 3T4
(867) 633-7068 fax 668-6692

DISTRICT OFFICES

Dawson Office

1242 Front Street
PO Box 279, Dawson City, Yukon Y0B 1G0
(867) 993-5468 fax 993-6233

Northern Tutchone (Mayo & Carmacks)

Mayo Office

22A Silver Trail Highway
PO Box 100, Mayo, Yukon Y0B 1M0
(867) 996-2343 fax 996-2856

Southern Lakes (Whitehorse & Teslin) Whitehorse Office

Mile 918 Alaska Highway
(867) 456-3877 fax 393-7404

Teslin

Km 1246 Alaska Hwy.
PO Box 97, Teslin, Yukon Y0B 1B0
(867) 390-2531 fax 390-2682

- Information on existing Planning and Zoning
- Subdivision Approval (outside Whitehorse or Dawson)
- Information on Official Community Plan & zoning in Whitehorse
- Development and Subdivision Approval within City of Whitehorse
- Information on planning & zoning in Dawson City
- Approval in Dawson City Development and Subdivision
- Building & Plumbing Permits, (outside Whitehorse or Dawson)
- Electrical, Gas, Boiler Permits (all Yukon)
- Development Permits (Outside Municipalities)
- Septic / in-ground sewage installations
- Permit for restaurant / food service.
- Access permits (access onto Yukon Highways)
- Work within R-O-W permits
- Hydro installations
- Location of underground & overhead line

Haines Junction Office

Km 246, Haines Rd.
PO Box 5370, Haines Junction, Yukon Y0B 1L0
(867) 634-2256 fax 634-2675

Tintina (Watson Lake & Ross River)

Watson Lake Office

Km 1007, Alaska Hwy.
PO Box 289, Watson Lake, Yukon Y0A 1C0
(867) 536-7335 fax 536-7331

Ross River

Across from Ross River Service Centre,
PO Box 107, Ross River, Yukon Y0B 1S0
(867) 969-2243 fax 969-2610