

APPLICATION NUMBER _____

Important Information

The Department of Energy, Mines and Resources, Lands Branch (EMR) has the mandate to dispose of Crown Lands (under the *Lands Act* Section 3.1 and the *Territorial Lands (Yukon) Act* Section 6).

The Department of Community Services has the mandate to approve Subdivision applications under the Subdivision Act and the Area Development Act.

Lands legislation and policy guidelines are posted on the EMR public website (emr.gov.yk.ca/lands) 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 or at the Lands Branch, Rm 320, Elijah Smith Building, Box 2703, K-320, Whitehorse, YT, Y1A 2C6, phone 867-667-5215. It is the applicant's responsibility to understand the legislation, regulations, and policy guidelines that may affect the application and future use and development on the proposed site.

Acceptance of an application by the Lands Branch does not imply future tenure or guarantee that a land disposition interest will be granted. Applications must show a demonstrable need for the disposition.

Where an application area is close or may affect neighbouring properties

The Lands Branch will, as part of the review process, forward a copy of your application to adjacent and nearby property owners. If the application may affect adjacent access, use or enjoyment of the area, it is in the applicant's interest to contact these neighbours directly to explain the proposal and seek their written support. If the Lands Branch perceives unresolved concerns or conflicts, it reserves the right to defer an application and directly contact, or have the applicant directly contact affected parties. This may result in delays in processing the application.

Other information, assessments or approvals may be required

Depending on the nature, magnitude or location of any given application, an applicant may be required to undertake and provide further studies or assessments. This may include, but is not limited to such things as: environmental impact assessments, fisheries studies, geotechnical investigations and further public consultation.

Additional endorsements may also be required by agencies. This includes such things as: building permits, development permits, highway access and sewage disposal approvals (See page 7 and 8 for list of departments and agencies).

All applications go through a three-stage approval process which may include a Yukon Environment & Socio-economic Assessment Act (YESAA) review and third party information gathering and/or consultation. **The outcome of the YESAA process is only a recommendation** with respect to the site suitability. Policy guidelines and crucial third party information are also taken into account by the review committee when reaching a decision.

Applications may be terminated at any stage of the review for the following reasons:

Stage 1 — Pre-screening:

The site may not meet basic policy guidelines or local area planning or zoning designations.

Stage 2 — Review:

The application may not meet environment and socio-economic criteria outlined by YESAA and/or is in conflict with crucial third party information that was determined to be paramount.

Stage 3 — Documentation:

All conditions of the disposition agreement must be completed before a title is transferred or a lease is approved. An agreement can be cancelled if all conditions are not fully complied within a timely manner (Section 8 of the *Lands Act* and *Territorial Lands (Yukon) Act*). This stage includes the requirement to obtain subdivision approval and complete the legal survey.

FLAGGING GUIDELINES FOR YUKON LANDS APPLICATIONS

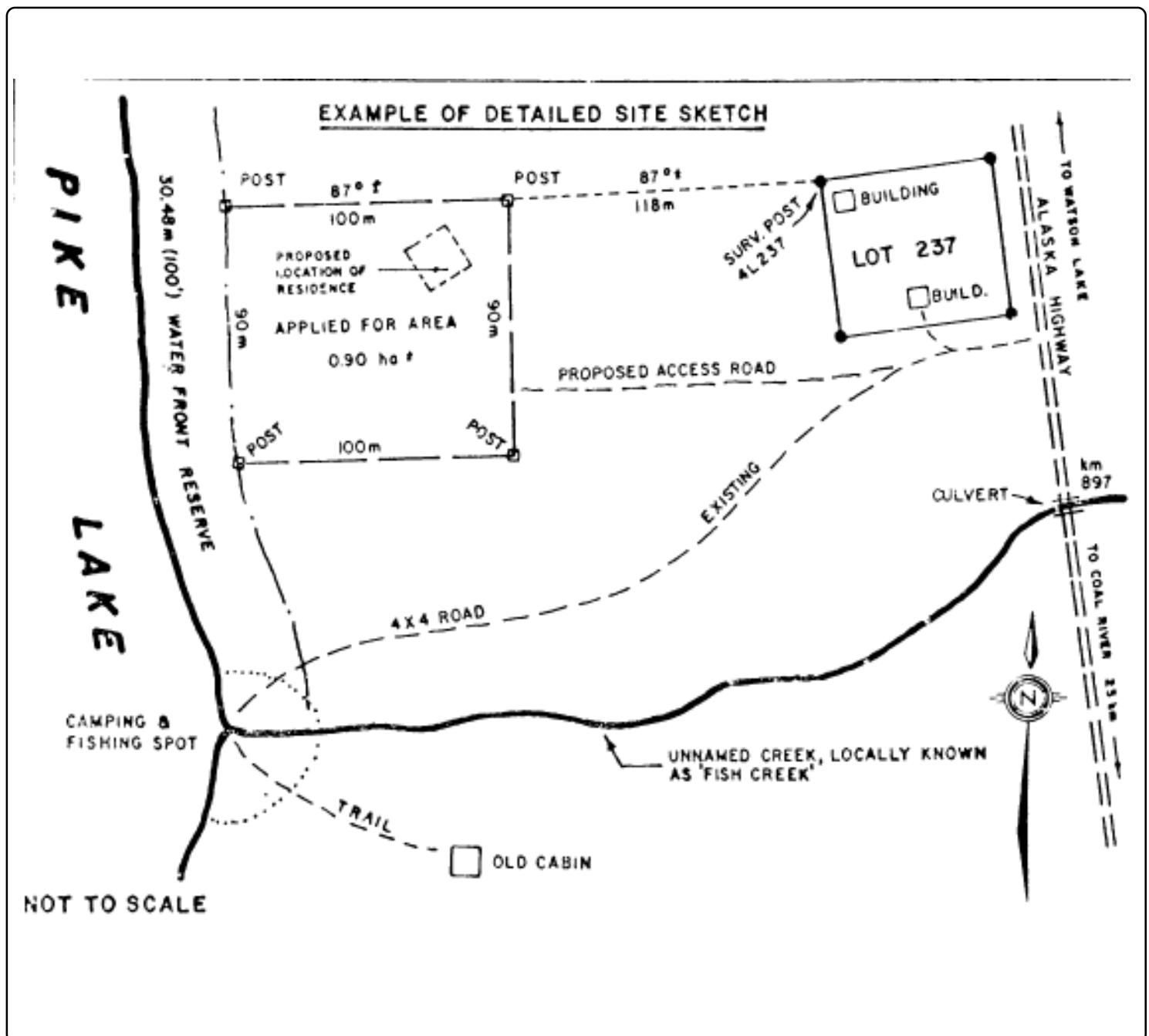
The following directions will ensure that your application area is flagged properly.

It is recommended that you contact the appropriate District Natural Resources Officer, Client Services and Inspections Branch, EMR to discuss your application, area of interest and possible joint site visit to GPS the coordinates for sketch purposes prior to submitting your application to the Lands Branch.

If digital mapping data is available it is suggested that you provide it to the Lands Branch as this will expedite the application process.

Directions:

- 1) Use fluorescent orange flagging tied to trees or shrubs to indicate parcel boundary lines.
- 2) Ensure pieces of flagging are well tied at a minimum of 5 metre spacing. There should be a minimum of two flagging points visible from any given point along the boundary line.
- 3) Use a compass to ensure straight boundary lines.
- 4) If a compass is not available use the practice of "back sighting" i.e. turn around and sight on the flagging behind you to ensure a straight boundary line.
- 5) At corner posts, use triple flagging and write the corner post number on the flagging with a felt pen. This will assist the inspector to understand your sketch.
- 6) Use a hip chain or pacing to measure distance. A pace is defined as two steps. Measure your pace carefully to give you distance. This will enable you to prepare an accurate sketch to accompany your application.



Please Note: Be sure your information is accurate and complete. Incomplete information may delay the processing of your application.

APPLICANT INFORMATION

Applicant / Corporate Name		Home Phone		
Fax	Business Phone	Email		
Applicant Address	City/Town	Terr/Prov	Postal Code	
Co-applicant or Representative Name		Home Phone		
Fax	Business Phone	Email		
Co-applicant or Representative Address	City/Town	Terr/Prov	Postal Code	

PROJECT LOCATION

General location of land application / project	
First Nation Traditional Territory(-ies)	
Latitude and longitude to second (GPS generated if possible)	
Name of and distance to nearest community	
Is the application area served by a fire department? <input type="checkbox"/> Y <input type="checkbox"/> N If yes give name and location.	
Name of applicable community or local area plan	Plan designation
Name of applicable zoning regulation / municipal by-law	Zoning designation

PROJECT INFORMATION

Interest applied for: <input type="checkbox"/> Title <input type="checkbox"/> Lease <input type="checkbox"/> Licence
Tenancy desired: (if application is a lot enlargement, tenancy must be the same as currently on title): <input type="checkbox"/> Sole Owner <input type="checkbox"/> Joint tenancy (upon death co-owner interest passes to other co-owner) <input type="checkbox"/> Tenancy in common (upon death interest passes to heirs or estate)
Type of application: <input type="checkbox"/> New application for a parcel of land <input type="checkbox"/> Lease to title <input type="checkbox"/> Application to extend an existing titled parcel (lot enlargement)
Size of parcel applied for (hectares) _____ Size of existing parcel, if lot enlargement _____
Present use of application lands: <input type="checkbox"/> Unoccupied <input type="checkbox"/> Residential <input type="checkbox"/> Recreation <input type="checkbox"/> Commercial / Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Trapping <input type="checkbox"/> Utility <input type="checkbox"/> Other:
Proposed use of application lands: <input type="checkbox"/> Rural Residential <input type="checkbox"/> Commercial / Industrial <input type="checkbox"/> Trapping <input type="checkbox"/> Institutional <input type="checkbox"/> Utility <input type="checkbox"/> Water Lot
All applications must be made under one of the above land application policies. Please read the relevant policy.
Should this application be approved and is for a site outside of a planned area with zoning, the zoning designation that will be applied to the site is the same as indicated above in this application unless altered and stated otherwise in the final decision letter.

Explain fully why you wish to acquire/use this land, and the expected development time frame (attach separate sheet if necessary)

SITE INFORMATION

Topography (flat, rolling, elevation) Are there any significant landscape features present (bench, terraces, steep slopes, gullies)?

Soils (sand, gravel, loam, clay, silt)

Vegetation (spruce, pine, poplar, willow)

Identify watershed, drainage and any watercourse(s) or water body(s) (rivers, streams, lakes, ponds, marshland) within or near your application area.

Are there any potential hazards in or adjacent to the application area (flooding, erosion, landslides, avalanches, wild land fires)?

Identify any known fish and wildlife habitat, game trails, mineral licks or populations within or near application area.

Is there known archaeological, heritage or historical value related to the site or area? Y N

If yes, describe:

Are there existing trails or pathways located on or adjacent to the application area? Y N

If yes, describe width of traveled/cleared portion, length/location (where does it go), type/amount of use and explain how other land and resource users may be affected by the proposed use.

ACTIVITY INFORMATION

The following information will assist in determining whether the application requires an assessment under the *Yukon Environmental & Socio-economic Assessment Act* (YESAA). If an assessment is required, the Designated Office under YESAA will make a decision on the proposed activity.

Access

Does the site connect to an existing public road or highway? Y N

If yes, fully explain the nature of the access and if/ how you may be modifying, altering or upgrading the access.

If not, fully explain how the site will be accessed, e.g. length, standard and location of proposed road.

Has Highways and Public Works been contacted? Y N

Vehicle Use – Off Public Roads

Will vehicles or machinery be used off a public road to access or carry out work on your site? Y N

Will vehicles or machinery be used to carry out work on your site? Y N

If yes, what type and weight of vehicles/machinery will be used?

Construction of Structures

Are new structure(s) being built on the site? Y N If yes, what is the size(s) in metres and proposed use(s)?

Are existing structures being modified, decommissioned or abandoned? Y N If yes, please explain.

How far are existing/proposed structures from water bodies, e.g. lakes, rivers, creeks, wetlands?

Please show this in the detailed site sketch (example shown on Page 2)

Cutting / Removing Trees

Will any trees (standing or fallen) be cut or removed from the site? Y N If yes, please explain.

Burning Forest Debris

Will forest debris be burned at the site? Y N Time of year?

A burning permit is required to burn between April 1 and September 30.

Drinking Water

Will a well for the extraction of groundwater be established at the site? Y N

If not, how and from where will water be provided?

Sewage

Will a septic system be installed at the site? Y N If yes, how will it be installed?

If not, how will sewage be disposed?

Has Environmental Health been contacted? Y N (Approvals may be required)

Electricity & Telephone

Are there any overhead or underground utilities (e.g. electricity, telephone) located within or on adjacent to the application area? If yes, explain fully.

Will a power and or a telephone line be established to/on the site? Y N If yes, please describe the nature of the lines and their location.

Garbage

How and where will garbage be disposed?

Fence

Will a fence be built on the site? Y N If yes, how will it be built?

Petroleum Products

Will any petroleum products be stored at the site? Y N If yes, will a petroleum fuel storage facility be established at the site?

Checklist

Have you:

Flagged your parcel (see page 2 for information)

Included a Site Plan (see page 2 for information)

Included, if applying for a lot enlargement:

Copy of Certificate of Title/Lease to be enlarged

Copy of any caveats or encumbrances registered against the title

Written verification from taxing authority that all taxes are paid on the core parcel

Paid the Application Fee

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 the conditions attached to the disposition.

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

I/we understand that any misrepresentation of the submitted data may invalidate any approval of this application.

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. Y N

Signature

Signature _____

Signature _____

Date: _____

Date: _____

**Lands Branch,
Energy, Mines and Resources
Box 2703 (K-320) Whitehorse, YT Y1A 2C6
Phone (867) 667-5215 Fax (867) 667-3214
www.emr.gov.yk.ca/lands**

PLEASE RETAIN A PHOTOCOPY OF THIS APPLICATION FOR YOUR RECORDS

DEPARTMENT USE ONLY

CS&I District Office _____

Application flagged (GPS'd) in field

Site Plan provided

Business plan provided on N/A

Copy of title provided or N/A

Application is complete

Application fee paid (\$25 + GST)

Lot Number(s) _____ Block/Group/Quad _____ Subdivision / Area _____ CLSR Plan # _____ LTO Plan # _____

Comments : _____

Received by: _____ Date/Time _____

Accepted by: _____ Date: _____

Client Services & Inspections - District Offices

The Natural Resource Officer will assist you in properly identifying the site, review of the application for completeness, notarize documents, and assist with viewing maps.

Southern Lakes District

(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

Kluane District

Haines Junction Office

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

Northern Tutchone District

(Mayo & Carmacks)

Mayo Office

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

Carmacks Office

River Dr. & Nansen Rd.
PO Box 132, Carmacks, Yukon Y0B 1C0
(867) 863-5271 fax 863-6604

Klondike District

(Dawson & Old Crow)

Dawson Office

1242 Front Street
PO Box 334, Dawson City, Yukon Y0B 1G0
(867) 993-5468 fax 993-6233

Tintina District

(Watson Lake and 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 Office

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

GOVERNMENT DEPARTMENTS AND OTHER AGENCIES

Following is a list of government departments and other agencies that deal with related permitting. It is suggested that you contact respective departments and agencies to see if their approval/assistance may be required/helpful to complete your land application and land development proposal.

Agriculture Branch

Energy Mines & Resources, YG

320-300 Main Street
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-3022 fax 393-6222

- Agricultural Applications
- Grazing Applications

Business & Trade

Economic Development, YG

1st Avenue & Elliot Street, Whitehorse
Yukon Electric Building
(867) 667-8085 fax 393-6944

- Business plans

Building Safety

Community Services, YG

Main Administration Bldg., 2071 Second Avenue
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-5741 fax 393-6249

- Building & Plumbing Permits, (outside Whitehorse or Dawson)
- Electrical, Gas, Boiler Permits (all Yukon)
- Development Permits (Outside Municipalities)

Community Land Planning

Community Services, YG

Main Administration Bldg., 2071 Second Avenue
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-3531 fax 393-6258, Land.Planning@gov.yk.ca

- Information on existing planning and zoning
- Subdivision approval (outside Whitehorse or Dawson)

Environmental Health Services

Health and Social Services

#2 Hospital Road, Whitehorse, Yukon Y1A 3H8
(867) 667-8391 fax 667-8322

- Septic / in-ground sewage installations
- Permit for restaurant / food service

**Tourism Product Development & Research
Tourism and Culture, YG**

1st Floor, 100 Hanson Street, Whitehorse
(867) 667-5433 fax 667-3546

- Tourism business plans and marketing

**Transportation Maintenance Branch
Highways and Public Works, YG**

9029 Quartz Road, Building 275
Box 2703, Whitehorse, Yukon Y1A 2C6
(867) 667-5644 fax 667-3608

- Access permits (access onto Yukon Highways)
- Work within R-O-W permits

City of Dawson

Box 308, Dawson City, Yukon, Y0B 1G0
(867) 993-7400 fax 993-7434

- Information on planning & zoning in Dawson City
- Approval in Dawson City Development and Subdivision

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

- Information on Official Community Plan & zoning in Whitehorse
- Development and Subdivision Approval within City of Whitehorse

The Yukon Electrical Company Limited

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

- Hydro installations
- Location of underground & overhead lines

Yukon Housing Corporation

410H Jarvis Street (upstairs), Whitehorse
(867) 667-5759 fax (867) 667-3664

- Information on financing programs for homes

Energy Solutions Centre

206A Lowe Street, Whitehorse
(867) 393-7063 fax (867) 393-7061

- Information on alternative energy for homes