



Email: [PlanningandEnvironment@yellowknife.ca](mailto:PlanningandEnvironment@yellowknife.ca) in a PDF format.

Deliver or mail to: City Hall, 4807-52 St, P.O. Box 580,

Yellowknife, NT, X1A 2N4

Phone: 867-920-5600

**\*Attach to Form A**

## Development Incentives Application\*

### ABATEMENTS

- Development of Vacant Property
- Downtown Mixed-Use Development
- Residential Central Mixed-Use Development
- Residential Development
- Industrial Relocation

### GRANTS

(Section 5.3.5 of By-law No. 5097)

- Commercial Development for Universal Design
- Secondary Dwelling
- Affordable Secondary Dwelling
- Affordable Non-Profit
- Universal Dwelling Units
- Missing Middle Price
- Missing Middle Conversion

### Describe your proposed development in detail, including current conditions of the site.

Please include any relevant drawings or documents. Note that Development Officers may request additional information.

### GRANTS

(Section 5.3.6 of By-law No. 5097)

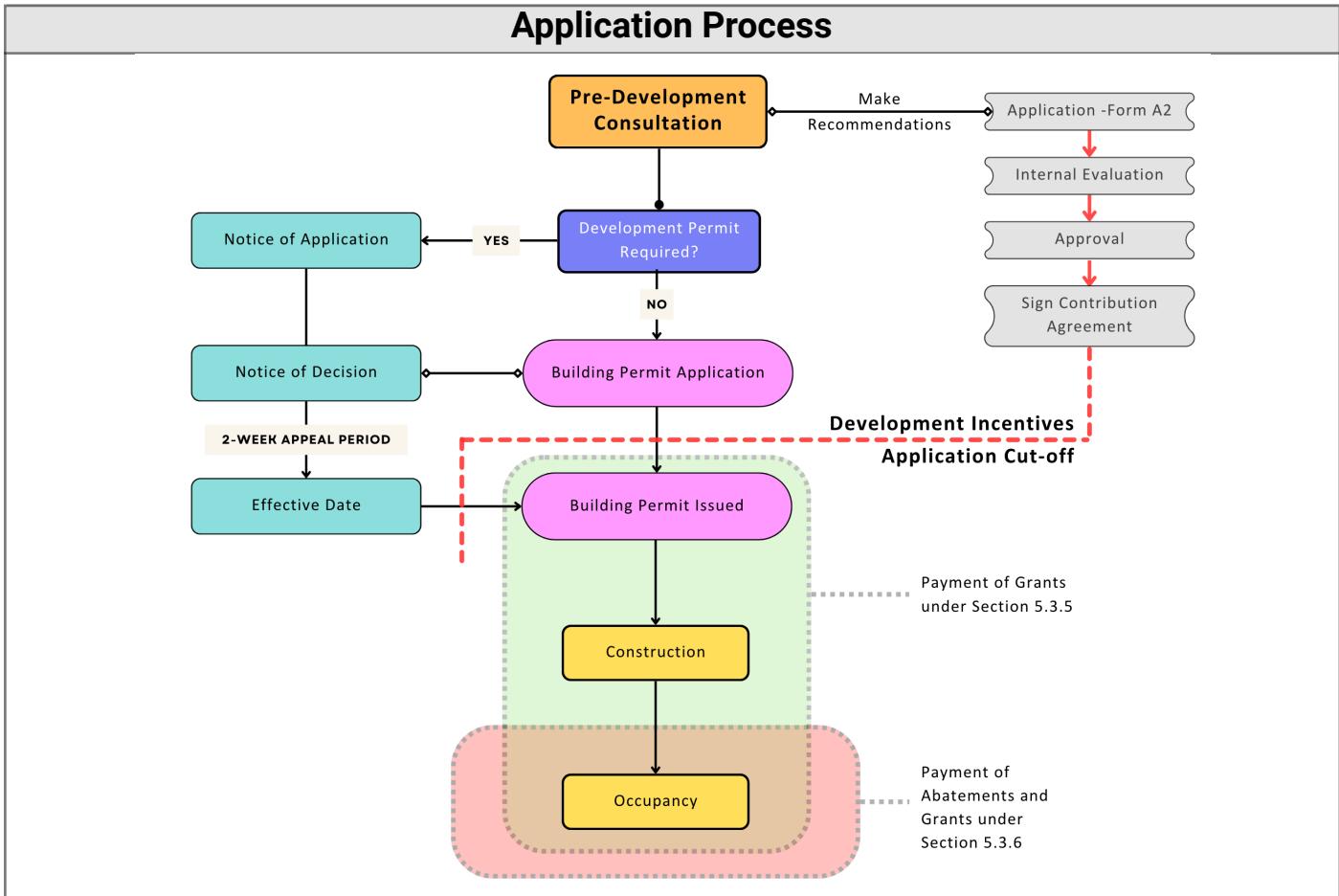
- Environmental Impact Study (EIS)
- Bicycle Racks and Storage
- Vehicle Share
- Intensification Servicing
- Ventilation Systems
- Development Permit and Building Permit Fees

### Important Note:

**Applicants can apply for multiple types of grants but only for one type of abatement.**

All of the above grant incentives and all of the above abatement incentives will require an “Agreement” contract, which shall be signed between the property owner and the City of Yellowknife.

## General Information for Applicants



Your Development Incentive application shall include all of the following:

- Application Form A - General Information Form
- Application Form A1 - Authorization of Agent/Applicant (if applicable)
- Application Form P - Development Permit Application (if applicable)
- Banking Information (Electronic Payment Information Form and Void Cheque)
- An approved Easement Encroachment Agreement (if applicable)
- Detailed Site Plan, which shall include the following:
  - Setbacks for all existing and proposed buildings to property lines, property lines and street names
  - Location and dimensions of existing and proposed structures or uses, and any easements on-site
  - Location and dimensions of existing and proposed driveways, entrances and exits and any access route, on-site loading areas, parking areas, and emergency vehicle access
  - Location of outdoor fuel storage facilities
- All other drawings required through the Development or Building Permit Application process

**Please Note:** Development Officers may require additional information to verify compliance with the requirements of Zoning By-law No. 5045

## **Declaration of Applicant:**

I, \_\_\_\_\_, print name \_\_\_\_\_, the applicant for this application, certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

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**Signature**

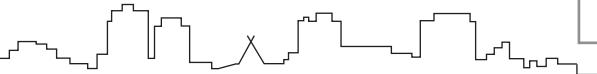
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Date



**Planning and  
Development  
Department**

CITY OF YELLOWKNIFE



**A**

**PL-**  
**PR-**  
**Fee Paid:**

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## General Information Form

### Property Information

Property Owner Name: (List all current Property Owners)			
Telephone:		Email:	
Civic Address:			
Legal Description	Lot:	Block:	Plan:

### Applicant Information

Applicant Name:	
Company Name (if applicable):	
Telephone:	Email:
Mailing Address:	
Authorization of Agent/ Applicant	If Property Owner is different from Agent/Applicant, please fill out and attach the "Authorization of Agent/Applicant" form A1, to be signed by the Property Owner.

### Important Note:

In accordance with the provisions of the *Community Planning and Development Act* (for Planning applications) and the provisions of the *Cities, Towns and Villages Act* (for Lands and Building applications), the City Planning and Development Department provides public access to all development applications and supporting documentation as required or allowed by the legislation. By submitting this application and supporting documentation, you acknowledge and consent that the information on this application and any supporting documentation provided by you, your agents, solicitors, and consultants will be part of the public record and may also be used for preparing documents made available to the general public. If you have any questions or concerns about the collection, use, disclosure or destruction of the information collected on this form, please contact the Director of Planning & Development, City of Yellowknife, 4807 52 St, Yellowknife, NT X1A 2N4, 867-920-5600.

### Declaration of Property Owner:

I, \_\_\_\_\_, the Property Owner(s) for this subject Lot(s), certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

Signature

Date

Signature

Date

## Application Guide

### Planning and Development Department

#### Form A - General Information Form

(Form A is required to be filled out and attached to all applications across both divisions)

#### Form A1 - Authorization of Agent/Applicant

(When Property Owner is different from Applicant/Agent, Form A1 is required to be filled out, signed by the Property Owner, and included in the application package)

#### Form A2 - Development Incentives Application

(For all tax abatements and grants, as outlined in the Development Incentives By-law No. 5097)



### Planning and Environment Division

#### Form P - Development Permit Application / Development Permit Amendment Application / Change of Use Application

#### Form P1 - Variance Request Application

#### Form P2 - Zoning By-law and/or Community Plan Amendment

#### Form P3 - Heritage Application

#### Form P4 - File Information Letter Request / Certificate of Compliance Letter Request

### Lands and Building Services Division

#### Form B - Building Permit

#### Form B - Mechanical Permit

#### Form B - Water/Sewer - Connect/Disconnect

#### Form B - File Information Letter Request

#### Form L1 - Land Application

#### Form L2 - Encroachment on Municipal Land

#### Form L3 - Geotechnical Testing on Municipal Land



## Application Forms

Each application must be filled out completely and clearly, and must be accompanied by a development sketch with all relevant information. Incomplete applications and sketches will be returned without further processing until the corrected material is filed. At minimum, development sketches shall include all abutting lands and property lines, all existing and proposed structures (labeled) including any natural and artificial features, location and nature of any restrictive covenant or easement affecting the subject lands. Dimensions and measurements shall be expressed in metric units. Applications are encouraged to be made online, through our City of Yellowknife Portal: <https://cityview.yellowknife.ca/Portal>

## Application Fee

The fee for processing an application or permit shall be paid to the City in accordance with the [Fees and Charges By-law No. 4436](#), as amended. Where the application involves more than one type of development or service, the fee shall be the sum of all applicable fees. Where development proceeds without a permit being first obtained, the appropriate fees shall be doubled. Where a demolition application is separate from an application for construction on the same site, the demolition permit application shall be based on the type of building/structure to be demolished. Where more than one variance is requested, one application is to be made per property and may include more than one variance.



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## Authorization of Agent/Applicant

### Authorization of Agent / Applicant

I/We, \_\_\_\_\_, \_\_\_\_\_, am/are the registered owner(s)  
print name(s)

of the property described as \_\_\_\_\_, \_\_\_\_\_  
print address (civic or legal)

and hereby authorize the Agents/Applicants listed below to submit information in regards to this permit and/or application. From the date of signature, and until such time as the Owner provides written revocation of the Agent's appointment to the City of Yellowknife, the Owner:

1. Consents to the Agent(s) accessing information related to this application and the property that may be in the custody or control of the Department of Planning and Development, of the City of Yellowknife;

2. Authorizes the Agent(s) to act in accordance with the City of Yellowknife's Building and Zoning By-laws, including to endorse applications, documents, and/or permits related to this application on behalf of the Owner;

3. Accepts and understands that the Owner is fully responsible for the Agent(s)' acts or omissions related to this application, the City of Yellowknife's Zoning By-law, Building By-law, and all other enactments;

4. Accepts and understands that the Appointment of an Agent(s) in no way alters or diminishes the Owner's responsibilities as expressed in the City of Yellowknife's Zoning and Building By-laws, or any other enactment and in no way modifies any waiver, indemnification, or release provided by the Owner to the City of Yellowknife or its authorized Agent(s).

List of Authorized Agent/Applicant (s) and their role in regard to this application :

\_\_\_\_\_  
print name

\_\_\_\_\_  
role

\_\_\_\_\_  
print name

\_\_\_\_\_  
role

\_\_\_\_\_  
print name

\_\_\_\_\_  
role

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

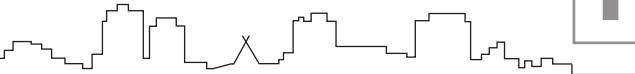
\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



**Planning and  
Development  
Department**

CITY OF YELLOWKNIFE



**P**

**PL-**  
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## Development Permit Application

### Proposed Development

What are you proposing? (select all that apply)

Change of Use: from: \_\_\_\_\_ to: \_\_\_\_\_

Single Detached Dwelling       Secondary Suite       Duplex Dwelling       Sign

Multi Unit Dwelling or Townhouse Dwelling       Commercial, Industrial Use or other Non-Residential Use (includes non-residential additions and accessory structures)

Residential Addition       Request for an amendment to an effective Development Permit

Grading       Other (please specify): \_\_\_\_\_

Describe your proposed development in detail, including current conditions of the site:

In the respective zone, the proposed Use is:	<input type="radio"/> Permitted	<input type="radio"/> Discretionary
Does this application require a variance?	<input type="radio"/> No	<input type="radio"/> Yes ( <b>attach Form P1</b> )
Does this property have an existing utility account?	<input type="radio"/> No	<input type="radio"/> Yes, account number: _____
How will this property be serviced?	<input type="radio"/> Piped Service	<input type="radio"/> Trucked Service

Additional Comments:

## Confirmation of Compliance with Easements, Caveats, or Contracts

For those developments involving new structure(s), increased land use intensity or change of land use, an applicant for a Development Permit shall ensure that the proposed development complies with any easements, caveats or contracts which affect the development of the site. It is the responsibility of the applicant to ensure that services can be provided to all new development.

I hereby confirm that the proposed development, as outlined in the application for Development Permit, complies with any easements, caveats or contracts which affect development of the site.

Applicant Name (if different from Owner)

Applicant Signature

Date

## Your Development Permit application shall include all of the following:

- Application Form A - General Information Form
- Application Form A1 (if applicable) and any required Application Form, to be completed, signed, and dated
- Application Fee (as listed in the Fees and Charges By-law No. 4436, as amended)
- Landscaping Plan showing existing and proposed landscaping and plant selection (can be part of the Site Plan if the required landscaped area is less than 500m<sup>2</sup>)
- Grading Plan showing drainage gradient, existing and proposed final grades (can be part of the Site Plan)
- Servicing Plan showing location and size of water and sewage tanks, water and sewer lines, water fill point, and sewage pump-out point (can be part of the Site Plan)
- Elevation Drawings of all proposed structures showing exterior finishing material and dimensions
- Floor Plans, if required, including total floor area of each floor in the proposed development
- An approved Easement Encroachment Agreement (if applicable)
- Detailed Site Plan, which shall include the following:
  - Setbacks for all existing and proposed buildings to property lines, property lines and street names
  - Location and dimensions of existing and proposed structures or uses, and any easements on-site
  - Location and dimensions of existing and proposed driveways, entrances and exits and any access route, on-site loading areas, parking areas, and emergency vehicle access
  - Location of outdoor fuel storage facilities

**Please Note: Development Officers may require additional information to verify compliance with the requirements of Zoning By-law No. 5045**

## **Important Note:**

In accordance with the provisions of the *Community Planning and Development Act*, the City Planning and Development Department provides public access to all development applications and supporting documentation as required or allowed by the legislation. By submitting this application and supporting documentation, you acknowledge and consent that the information on this application and any supporting documentation provided by you, your agents, solicitors, and consultants will be part of the public record and may also be used for preparing documents made available to the general public. If you have any questions or concerns about the collection, use, disclosure or destruction of the information collected on this form, please contact the Director of Planning & Development, City of Yellowknife, 4807 52 St, Yellowknife, NT X1A 2N4, 867-920-5600.

## **Declaration of Applicant:**

I, \_\_\_\_\_, print name \_\_\_\_\_, the applicant for this application, certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

Signature

Date