



Planning and Development Department

CITY OF YELLOWKNIFE

L1

PL-

GL #: 6100-1-4400

Fee Paid:

Email: permits@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

Land Application Form

Land Information

| | | |
|---------------------------------------|--|-----------------------------------|
| Purpose of Application: | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase |
| Area of Land (in square metres) | | |
| Description of Land (attach a map) | If the land you are applying for is un-surveyed, describe the location and attach a map. | |

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

Important Note:

In accordance with the provisions of the *Cities, Towns and Villages 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.

1. An application fee, the value of which is listed in the Fees and Charges By-law No. 4436, as amended, must be submitted with this application. In the event that a Land Application is not processed, 60% of the Land Application Fee shall be refunded.
2. This application must be attached to Form A - General Information. Any application which does not include the required information will be held until all information has been received.
3. All applications will be reviewed pursuant to the Land Administration By-law, and any other relevant City By-laws.

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



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CITY OF YELLOWKNIFE



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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, _____, print name(s) _____, 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**

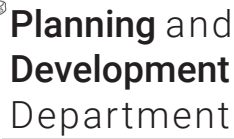


Application Forms

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.



A1

PR-

Phone: 867-920-5600

Authorization of Agent/Applicant

Authorization of Agent / Applicant

Date _____



Encroachment on Municipal Land Application

License Agreement Request:

Your application shall include all of the following:

- ☐ 1. Recent copy of the Certificate of Title for the Property.
- ☐ 2. Real Property Report. This is a detailed map of the specific property prepared by a Canada Lands Surveyor.
- ☐ 3. Sketch of the encroachment. This sketch (A4 size) must show the dimensions, in metric, and elevations to scale of the encroachment, along with a north arrow, and adjacent street names.
- ☐ 4. Photographs of the encroachment(s) and the immediate surrounding area.
- ☐ 5. Fee as prescribed by the Fees and Charges By-law No. 4436, as amended.

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

Important Note:

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Declaration of Applicant:

I, _____, 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



Geotechnical Testing On Municipal Land Application

Geotechnical Testing Information

| | |
|-------------------------------------|--|
| Commencement Date of occupancy | |
| Completion Date of occupancy | |
| Contractor/Party - name and contact | |

Describe your request in detail, including whether an Environmental Site Assessment (ESA) has been done, or will be done, for this land:

Important Note:

In accordance with the provisions of the *Cities, Towns and Villages 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, _____, 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

For Office Use Only:

Pre-Occupancy Inspection Date: _____

Post-Occupancy Inspection Date: _____



Geotechnical Testing On Municipal Land Agreement

Temporary Occupancy Terms and Conditions

After due consideration of the Applicant's proposal, the City hereby grants permission to the Applicant for the temporary occupancy of the subject Municipal Land for the purpose of Geotechnical Testing only, subject to the following terms and conditions:

1. This agreement shall expire at 5:00 p.m. on the Completion Date.
2. The Applicant shall:
 - a. prior to undertaking any activities on the Land, contact the Planning and Lands Division and arrange a joint pre-occupancy inspection of the Land;
 - b. repair, at the Applicant's own expense, any damages to municipal or other infrastructure and utilities resulting from the activities of the Applicant, their employees, agents, and contractors arising from or related to the Applicant's occupancy of the Land;
 - c. restore the Land, at the Applicant's own expense, to the satisfaction of the City, acting reasonably, to the condition they were in prior to the Applicant's occupancy thereof, including but not limited to the removal of any equipment and materials, the filling in of all holes and excavations and the removal of all contaminants placed on the Land, accidentally or otherwise, during the term of the Applicant's occupancy;
 - d. not cut, remove, or otherwise damage any trees without the explicit written permission of the City of Yellowknife;
 - e. complete the Geotechnical Testing, including all repairs and restoration of the Land, not later than one (1) week following the commencement date of occupancy; and
 - f. contact the Planning and Lands Division, at (867) 920-5614 for a post-occupancy inspection of the Land, within twenty-four (24) hours of completion of the Geotechnical Testing.
3. The Applicant shall, within two (2) weeks of the Completion Date, submit to the Planning and Lands Division, in writing all test results obtained by the Applicant pursuant to the program or purpose for which Permission to Occupy the Land has been granted. The test results will be retained by the City for its use only and will not be disclosed to other parties without the written consent of the Applicant.
4. The Applicant hereby agrees to indemnify and save harmless the City from and against all actions, claims, demands, cost, and damages whatsoever that may be brought, made, or sustained against the City by reason of anything done, or omitted to be done by the Applicant, their employees, agents, and contractors, arising from or connected with the granting of this approval to occupy.
5. Provided that the Applicant restores the Land to the satisfaction of the City, acting reasonably, to the condition they were in prior to the Applicant's occupancy thereof, the deposit required herein shall be refunded to the Applicant within fourteen (14) calendar days of written notice from the Applicant that restoration of the Land has been completed.

6. In the event that the Applicant does not restore the Land to the satisfaction of the City by the Completion Date:
 - a. all deposits required hereunder shall be forfeited absolutely to the City as liquidated damages, not as penalty, and may be used by the City to restore the Land to the condition they were in prior to occupancy by the Applicant; and
 - b. the Applicant shall remain liable to the City for all costs in excess of the deposit required hereunder that may be incurred by the City in restoring the Land they were in prior to occupancy by the Applicant and the City may rely on all remedies provided in law to recover such excess costs from the Applicant.
7. The Applicant hereby acknowledges that:
 - a. the permission granted hereunder is only for the temporary occupancy of the Land for Geotechnical Testing, subject to the terms and conditions herein, and nothing herein shall be construed as to be a grant to the Applicant of any interest in the Land;
 - b. the Land will be withdrawn from disposal to other parties only during the term of occupancy as identified above;
 - c. in the event that the Applicant decides to purchase the Land, the Applicant must, on or before the Completion Date herein, enter into a Purchase Agreement with the City and submit any deposits required thereunder;
 - d. in the event that the Applicant does not enter into a Purchase Agreement for the Land by the Completion Date herein, the Land will be returned to the City's Land inventory on the next business day, without further notice to the Applicant, for sale to the general public on a first-come first-served basis in accordance with the policies and practices of the City of Yellowknife.
8. It is the responsibility of an applicant to obtain all other approvals or licenses that may be required by the City, Territorial or Federal departments or agencies, including but not limited to Mackenzie Valley Land and Water Body (MVLWB).
9. Nothing herein contained shall preclude the City from resorting to any remedy provided by law in respect of any breach hereof or any right, interest, or claim of the City hereunder, and the waiver of any term of this agreement in any instance shall not be deemed to be a general waiver of any term of this agreement.
10. The undersigned, as the Applicant or agent thereof, hereby agrees to the aforementioned terms and conditions and acknowledges that Permission to Occupy the Land shall not be deemed to have been granted unless and until this request form has been signed on behalf of the City of Yellowknife.

Declaration

| WITNESS | APPLICANT or AGENT |
|------------------|--------------------|
| <hr/> Signature | <hr/> Signature |
| <hr/> Print Name | <hr/> Print Name |
| <hr/> Date | <hr/> Date |

