



## APPLICATION FOR DISCRETIONARY USE PERMIT

### Introduction

If your property is within an area with an established and regulated development area under the administration of the Government of Yukon and you wish to commence a use listed as a discretionary use in Schedule A of the development area regulation that applies to the subject property, then you require a discretionary use permit.

Discretionary uses listed in Schedule A may be permitted with the approval of a development officer after public consultation. Discretionary uses may be generally appropriate for a particular area, but may or may not be compatible with specific site conditions or neighbouring uses. The development officer may issue a development permit for a discretionary use as proposed in the application, with conditions, or deny it.

Prior to submitting an application, we recommend that you consult with the Land Planning Branch to discuss your preliminary proposal and the eligibility criteria and requirements that apply to your situation. The Land Planning Branch can provide information sheets that explain local area planning, zoning, development permits and other land management programs.

To proceed with making a formal application, it is important that you read the following instructions and information carefully.

### Land Planning Branch

Department of Energy, Mines and Resources  
Government of Yukon  
Box 2703 (K-320LP)  
Whitehorse, Yukon, Y1A 2C6  
Phone: 867-667-3515  
Email: [landplanning@yukon.ca](mailto:landplanning@yukon.ca)



## Application and review process

Complete the attached application form and make sure that the information you provide is thorough and accurate. Submit all required information and documentation with your application.

You must pay a non-refundable application fee of \$25.00.

On receipt, the Land Planning Branch will review your application to ensure that it is complete and complies with applicable legislations. The Branch will assess your application with respect to compatibility of existing uses, applicable development regulations, socio-economic and environmental impacts, and suitability of the land for the proposed use.

As part of the Government of Yukon's review process, your application is distributed to various governments, First Nations and community agencies, for consultation and comment. The Government of Yukon will also notify neighbouring property owners and the public of the proposed discretionary use. The Government of Yukon may issue a public notice. (Refer to the *Access to Information and Protection of Privacy Act* disclaimer on the application form.)

Depending on the nature, magnitude or local interest in your application, the Government of Yukon may hold a public meeting. If a meeting is held, you are expected to present and explain your proposal at the meeting.

Following the review and consultation process, the development officer will decide whether to issue or not to issue a development permit for a discretionary use within the timeline specified in the applicable development area regulation.

A development officer may, upon issuing a development permit for a discretionary use, attach terms or conditions to the permit to ensure the proposed use:

- (a) conforms with acts and regulations of Yukon and Canada;
- (b) has minimal adverse effects on the use of adjacent lots; and
- (c) is consistent with the list of discretionary uses for the zone in which the lot is located.

You will receive a formal notice of the development officer's decision including the reasons for the decision.

If your application is denied or you do not agree with the conditions in your approved application, you may appeal the decision to the Zoning Appeal Board under the *Zoning Appeal Board Regulations*.

It is important to note that any person who undertakes, or who permits to be undertaken, development in relation to this Development Permit within the 30 days following its issuance or, if an appeal has been filed in relation to this Development Permit, prior to the appeal decision made by the Zoning Appeal Board, does so at their own risk.

If you have questions about the application and review processes, contact the Land Planning Branch.

Retain a copy of your application package for future reference and for your records.

### OFFICE USE ONLY – Receipt of completed application form

Applicable development area regulation

Existing zoning

Proposed discretionary use

Application information complete? ☐ Yes ☐ No

All other required information provided? ☐ Yes ☐ No

Is a public meeting expected? ☐ Yes – date (if known): \_\_\_\_\_  
☐ No ☐ To be determined (will advise)

For livestock or abbatoir contact: ☐ Environmental Programs Branch, Department of Environment  
☐ Agriculture Branch, Department of Energy, Mines and Resrouces

Completed application accepted? ☐ Yes ☐ No

Application fee paid (\$25.00)? ☐ Yes – receipt # \_\_\_\_\_ ☐ No

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments**



## APPLICATION FOR DISCRETIONARY USE PERMIT

Land Planning Branch  
Department of Energy, Mines and Resources  
Box 2703 (K-320LP), Whitehorse, Yukon Y1A 2C6  
Phone: 867-667-3515 • Email: landplanning@yukon.ca

Department use only

Application/file no.	Quad/location
Date received	
Community or jurisdiction	

### General information

Name of applicant	Email	Phone		
Address	City/town	Terr./prov.	Postal code	
Name of registered owner(s) of lands	Email	Phone		
Address	City/town	Terr./prov.	Postal code	
Name of person or agent authorized to act on owner(s) behalf	Email	Phone		
Address	City/town	Terr./prov.	Postal code	
General location of application land/project				
Legal description of land that is subject to this application				
Lot number(s)	Block/group/quad	Subdivision/area	CLSR plan #	LTO plan #
Civic address of lands included in this application (if applicable)			City/town/community	

### Project information

Name of applicable local area plan	Existing plan designation			
Name of applicable development area regulation	Existing zoning			
Proposed discretionary use				
Existing use(s) of the application lands	<input type="checkbox"/> Residential	<input type="checkbox"/> Rural residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Institutional	<input type="checkbox"/> Utility	<input type="checkbox"/> Other: _____	
Existing use(s) of adjacent lands	<input type="checkbox"/> Residential	<input type="checkbox"/> Rural residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Institutional	<input type="checkbox"/> Utility	<input type="checkbox"/> Other: _____	
Project description (Provide a site plan and additional information. Attach a separate sheet if necessary.)				

**Submittal information****Additional information – the following information may be submitted, depending on nature of request.****Additional documentation or support**

Include any additional material related to your application. Examples include: detail on existing land uses; location, size, number of proposed structures; business hours and expected number of clients; parking; and any other information required to assess the proposed discretionary use.

Depending on the nature, magnitude or local interest in your application, the Government of Yukon may hold a public meeting. If a public meeting is held, you are expected to present and explain your proposal at the meeting.

☐ Attached  
☐ N/A

**Site plan**

Include a site plan, drawn at a legible scale, showing lot dimensions, existing and proposed structures, setback distances relative to property lines, driveways and parking areas.

☐ Attached  
☐ N/A

**Applications on public lands**

If your application is proposed to occur on public lands, prior written authorization from the Government of Yukon's Land Management Branch, or the land management authority having jurisdiction, is required for the discretionary use application to be received.

☐ Attached  
☐ N/A

**Applications involving livestock**

If your application proposes the keeping and raising of livestock for personal or commercial purposes, detailed information related to the number of each species, existing and proposed, and associated information (i.e.: pasture size and location, fencing, etc.) is required. Applicants are advised to review associated animal health fact sheets (available at: [www.yukon.ca/livestock-health](http://www.yukon.ca/livestock-health)) prior to submitting a formal application.

☐ Attached  
☐ N/A

**Other information, assessments or approvals may be required**

If your application is approved you may require other permits to complete the development (e.g., building permit, highway access permit, sewage disposal system permit). 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, further public consultation, etc.

☐ Attached  
☐ N/A

**Applicant/owner consent**

I/we certify that I am/we are the registered owner(s) of the land described in this application.

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

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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