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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

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.