



CITY OF DAWSON

PLANNING AND DEVELOPMENT DEPARTMENT

Development and Construction Guide

This document is intended as a 'plain language' guide to how City of Dawson Bylaws affect your property, including its use and any development or construction on that property.

ZONING

All lands within the City limits have been divided into zones. Each zone has specific regulations that stipulate permitted uses and conditions specific to that zone, such as minimum setbacks. Zoning regulations are found within the Zoning Bylaw.

HISTORIC ZONES

Additional architectural regulations apply to properties within the Historic Townsite, which specify a requirement to conform to Heritage Design Guidelines and Guidelines for Infill: the Dawson Style.

DEVELOPMENT PERMITS

A City of Dawson development permit is required for any development of a property, construction on a property or change of use or intensity of use of a property unless specifically exempted by the bylaw.

Note that this is **not a building permit!**

DEVELOPMENT PERMITS

unsure if you need a development permit?

See below for a list of projects that require a permit (and what type of permit you'll apply for). Note: this is not a comprehensive list of projects that require a permit. See s.4.0 of the Zoning Bylaw for more details on when a development permit is and is not required and reach out the Planning Department for any clarification.

GENERAL DEVELOPMENT PERMIT APPLICATIONS

- New construction - apply for a **new build** permit
- Building an addition - apply for a **minor alteration** permit
- Erecting signage in the Historic Townsite - apply for a **sign** permit.
- Adding a secondary suite / garden suite - apply for a **major alteration** permit
- Changing the use of a building (ex: retail to multi unit residential) - apply for a **change of use** permit
- Making a structural alteration (see below for definition) - apply for a **major alteration** permit
- Undertaking repairs or regular maintenance that do not constitute a structural alteration (see below) - apply for a **minor alteration** permit

A 'structural alteration' means any change to structural supporting elements of a structure including but not limited to foundations, exterior load-bearing walls, door and window openings, roof, and access/egress components (such as decks or porches), which does not increase the exterior dimensions of height or footprint. For the purposes of this bylaw, full removal of a structure or structural component and replacing it in its entirety constitutes structural alteration. Repairs, maintenance, or installations that do not alter the size of the building or other structure or involve the rearrangement or replacement of structural supporting elements does not constitute structural alteration.

Major vs. minor alterations: a comprehensive site plan is required for all major alterations (minor alterations must show only the part(s) of a structure or property being altered). Minor alterations located within the Historic Townsite that replace a historically compliant element of a building like-for-like do not require review by the Heritage Advisory Committee.

BUILDING MOVES AND DEMOLITIONS

- Moving a building off of your lot - apply for a **building move** permit and a **new build** permit for your original lot
- Moving a building onto your lot - apply for a **major alteration** permit (and a **building move** permit, if not already submitted by the property owner of the lot the building is moving from).
- Demolitions - apply for a **demolition** permit and a **new build** permit (if the *principal* structure is subject to the demolition).

Deposit requirements apply to primary structures being moved/demolished within the Historic Townsite.

TEMPORARY PERMIT APPLICATIONS

- Road closures - apply for a **right of way closure** permit
- Boardwalk removals - apply for a **right of way closure** permit

SUBDIVISION APPLICATIONS

- Putting more than one lot together to make one lot - apply for a **consolidation** permit.
- Changing your lot division - apply for a **boundary adjustment**
- Breaking up your lot into smaller lots - apply for a **subdivision** permit

ALTERNATIVE PROCESSES

feeling like your unique circumstances do not accommodate a simple development permit application?

Under some circumstances, there are ways of being the exception to a rule. See the alternative processes below for information on what alternative options might be if you find yourself in a unique situation.

Note: application to one of these alternative processes does not guarantee approval or an exemption of the rules.

VARIANCE

A person may apply to the board of variance for a variance or exemption from an official community plan or zoning bylaw if there are practical difficulties or unnecessary hardships in meeting the requirements of the official community plan or zoning bylaw because of the **exceptional narrowness, shortness, shape, topographic features, or any other unusual condition of the property.**

According to the Municipal Act s.307, the board of variance shall not approve an application for a variance if:

1. the unusual condition is the result of the applicant's or the property owner's action;
2. the adjustment requested would constitute a special privilege inconsistent with the restrictions on the neighbouring properties in the same district;
3. the variance or exemption would be contrary to the purposes and intent of the official community plan or zoning bylaw and would injuriously affect the neighbouring properties; or
4. the variance or exemption would allow a change to a use that is not similar to a permissible use in the area.

The Development Officer will assess the application and refer it to the Board of Variance for consideration.

ZONING BYLAW AMENDMENT

The law also makes allowance for a property owner to apply for a bylaw amendment to re-zone the property or make changes to the zoning regulations. The Development Officer will assess the application and make a recommendation to City Council. A bylaw amendment is drafted and passed to City Council - it can be considered passed after three readings of the bylaw.

HERITAGE WAIVER

If, through the development permitting process for a structural alteration, it is found that a historic structure is legally non-conforming, as per the Municipal Act, and does not meet the zone's minimum parcel requirements, the application may be forwarded to the Heritage Advisory Committee at the discretion of the development officer.

The objective of the Heritage waiver process is to prevent owners of non-compliant registered historic structures from not being able to upkeep and maintain their building, resulting in structural disrepair over time.

APPLICATION PROCESS

keeping it simple

STEP 1 Fill out the Development Permit Application form, found here: <https://cityofdawson.ca/Home/DownloadDocument?docId=b04ef1c4-f346-456a-8c32-6dccb929477b> (for general applications).

See the City of Dawson website for all other types of application forms - or visit the City office for a physical copy and to speak with our Planning staff.

STEP 2 Ensure that p.2 is signed (if you are not the owner of the property, have the owner sign as permission to undertake the project).

STEP 3 Ensure that all submission requirements on p.3 are submitted. See our 'How to find your zone', 'How to make a site plan', and 'Storm water Management Plan' guides for more details on what information our Planning Department is looking for.

Note: minor alterations do not require a comprehensive site plan, foundation and drainage (storm water management) plan, floor plans, or environmental health approval. Minor alteration applications must show only the part(s) of a structure or property being altered.

STEP 4 Submit your application to the Planning & Development Assistant using the following contact information:

in person at 1336 Front Street
Email: planningassist@cityofdawson.ca
Phone: 867-993-7400 Ext. 438

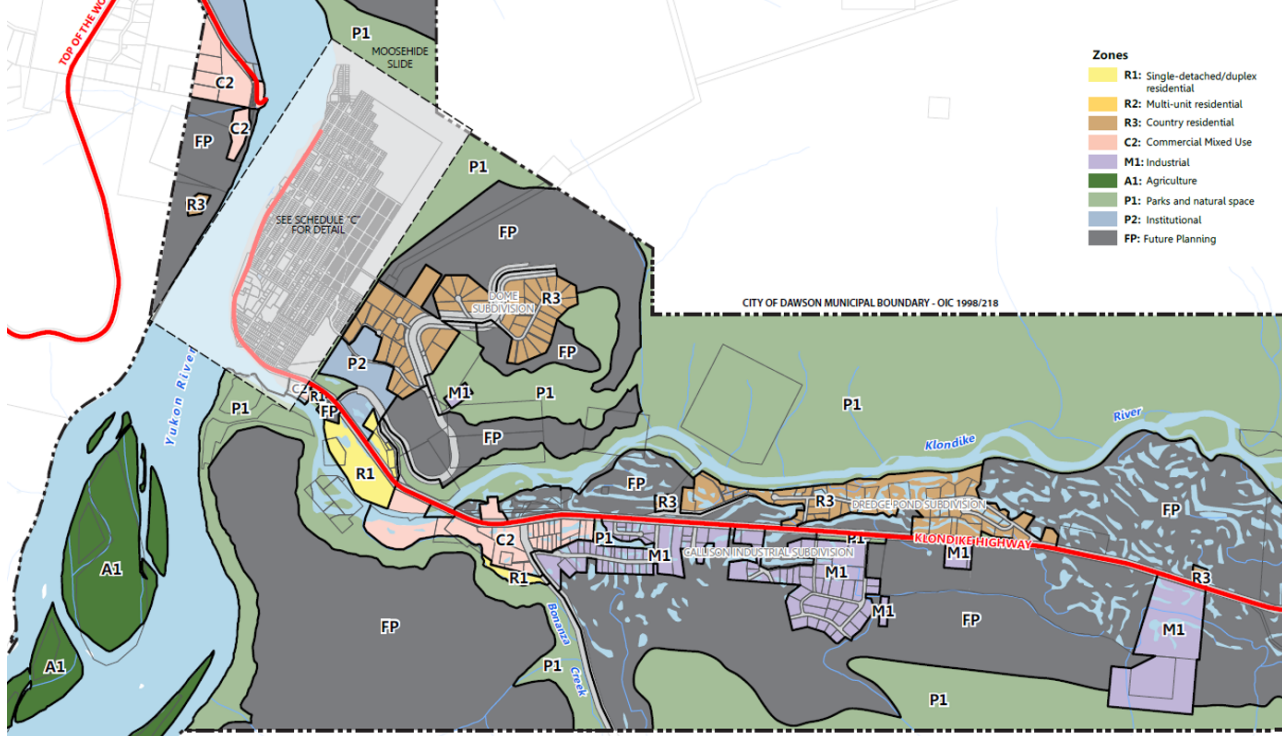
Step 5 Upon receipt of all applicable information and payment of the fee as prescribed in the **Fees and Charges Bylaw**, the Planning Department will begin processing your application. See the 'Application Timelines' page for more information on the time required for processing applications.

The City of Dawson does not issue building permits within the municipality. Yukon Government (YG) Building Safety does this. Contact the Building Inspector at 993-5803 for further information on whether a building permit is required. A City of Dawson development permit will however be required before the building permit will be issued.

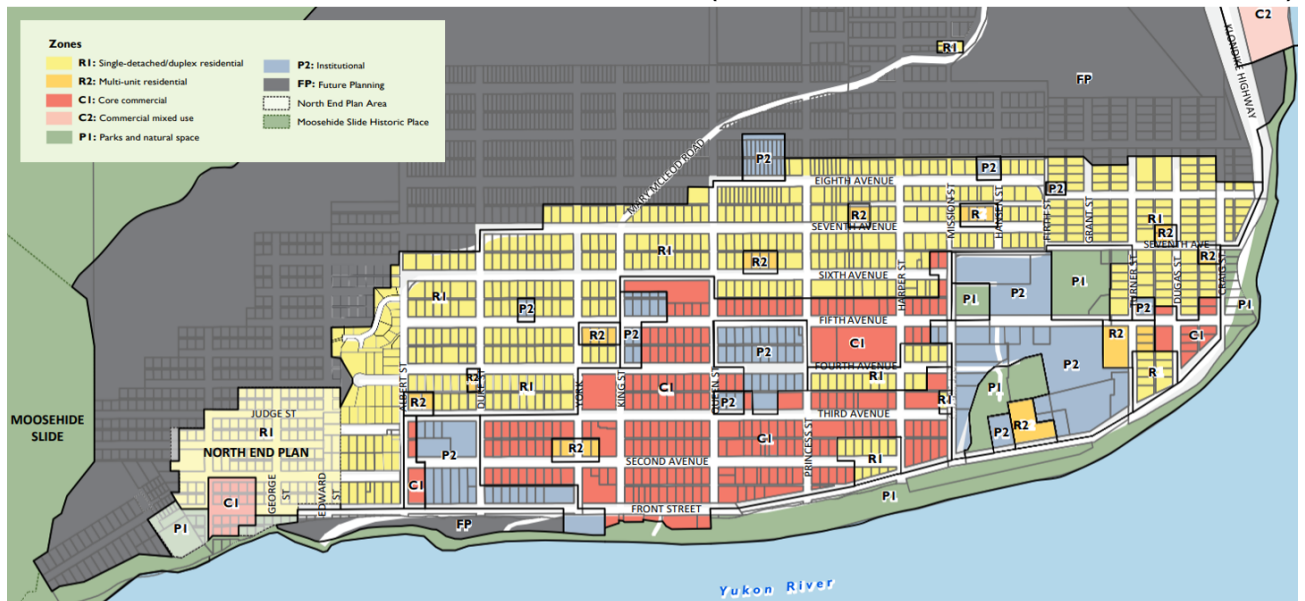
HOW TO FIND YOUR ZONE

1. See the Zoning Bylaw, located on the City of Dawson website for higher resolution maps: <https://cityofdawson.ca/p/zoning-bylaw> (follow this link, scroll down, and select the 'CONSOLIDATED' version of the Bylaw to show all amendments).
2. Is your property located outside of the Historic Townsite? Use 'Schedule B'.
3. Is your property located in Town? Use 'Schedule C'.
4. Find your property and determine its' zone based on the zoning color classifications outlined in the legend.

ZONING MAP (ZONING BYLAW NO. 2018-19: SCHEDULE B)



ZONING MAP (ZONING BYLAW NO. 2018-19: SCHEDULE C)



HOW TO MAKE A SITE PLAN

ONCE YOU HAVE FOUND THE ZONING CLASSIFICATION OF YOUR PROPERTY

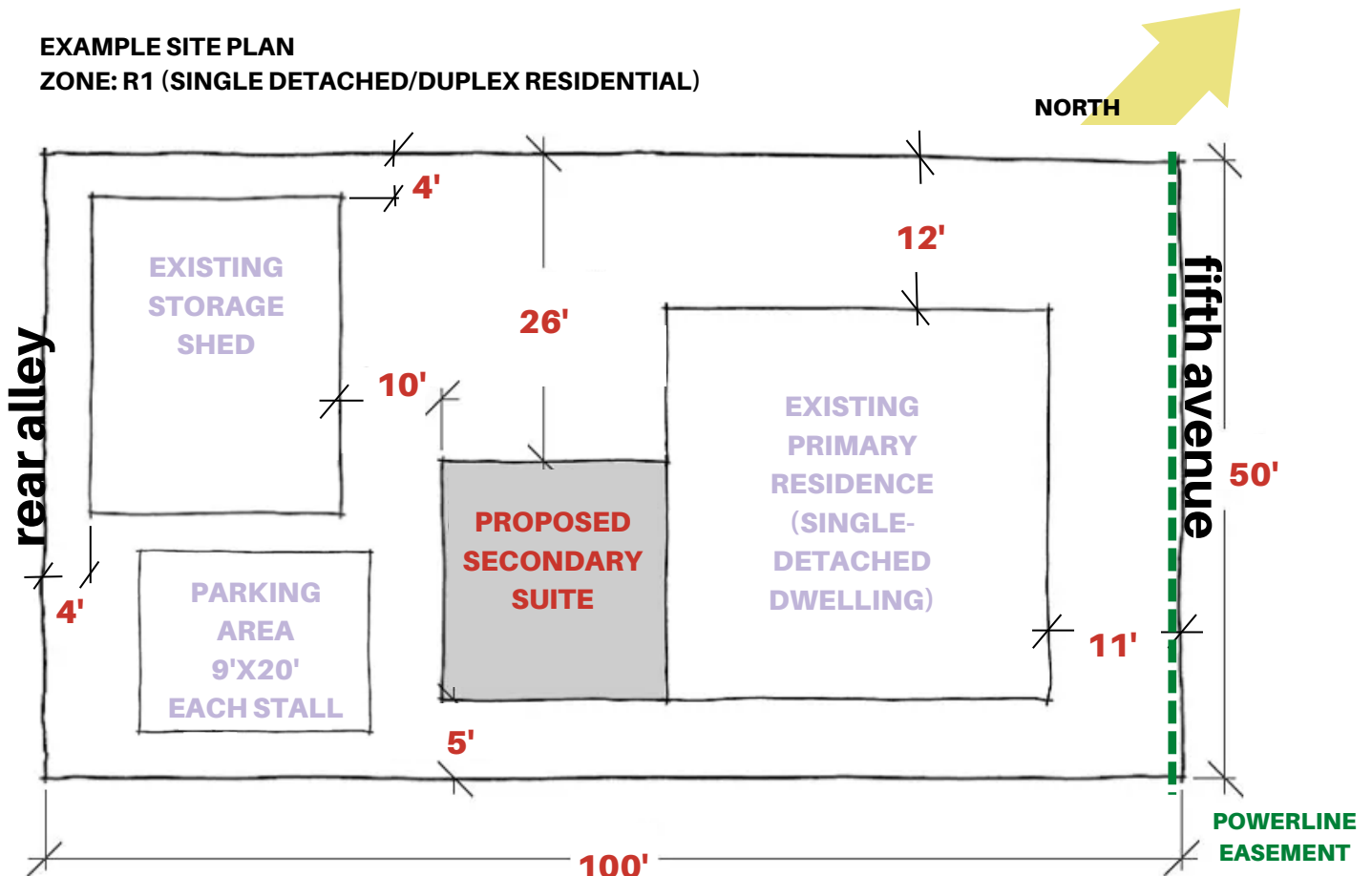
1. Find the section in the Zoning Bylaw that outlines the specific use and parcel requirements for your zone.
 - a. For example, s.11.1: *R1 Zone (Single Detached and Duplex Residential)*
2. Locate the 'minimum parcel requirements' table (found under 'zone specific regulations') to determine required setbacks.
3. Draw all required info on your site plan.

ENSURE THAT ALL OF THE FOLLOWING ELEMENTS ARE ILLUSTRATED

- a north arrow
- property lines as per the most recent legal survey
- the location and labelling of all abutting streets, lanes, highways, sidewalks, water bodies, and vegetation
- any easements that might exist
- all existing and proposed buildings on the lot
- proposed building-to-building, and building-to-property line setbacks
- location and size of parking areas / loading facilities, and the location(s) of access

EXAMPLE SITE PLAN

ZONE: R1 (SINGLE DETACHED/DUPLEX RESIDENTIAL)



STORMWATER MANAGEMENT

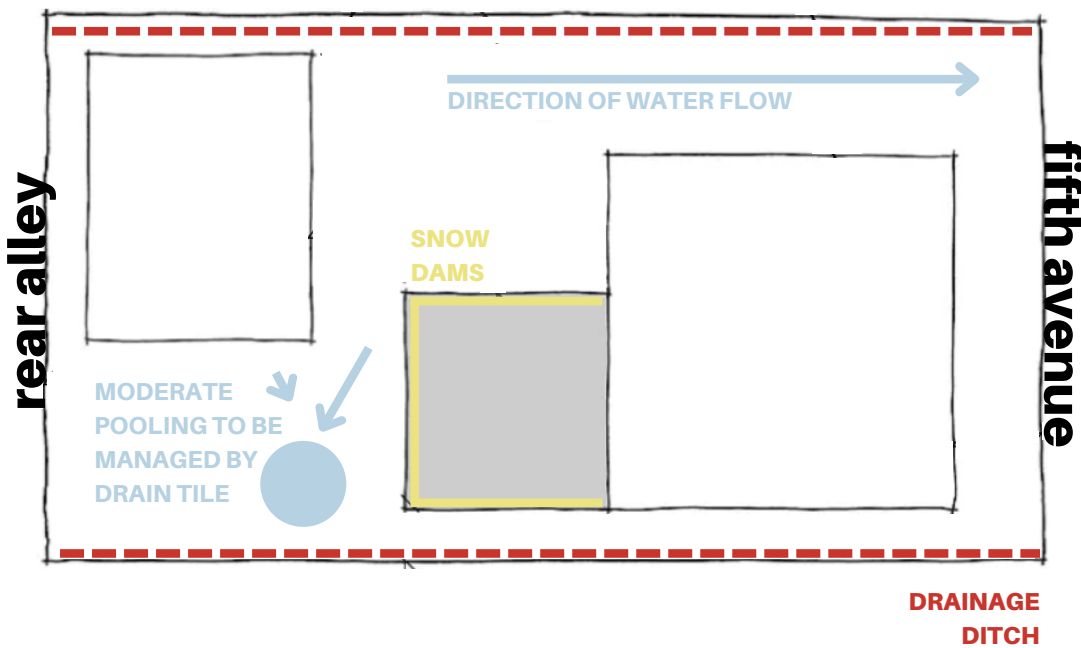
how to make a 'foundation and drainage plan'

GOAL

To direct runoff to main road (and specify in the plan how will this be accomplished on site)

ADVICE for typical Townsite lots: pack pads at a slightly higher grade than the road (but at even grade with adjacent properties when sensible) and on a diagonal, slope the lot gradually to be at an even grade with the main road.

EXAMPLE STORM WATER MANAGEMENT PLAN



The lot is packed x" higher than the adjacent roads and gradually sloped to promote surface drainage runoff onto the street.

Buildings have snow dams and gutters, as shown in detailed plans. Small areas of pooling at lower natural elevations will be managed with drain tile. Ditching to be implemented adjacent neighboring properties.

Some examples of storm water management infrastructure include the following:

BUILDING INFRASTRUCTURE

- gutters
- snow dams / avalanche guards
- eavestrough

GROUND INFRASTRUCTURE

- ditching
- drain tile
- culverts
- french drain
- drainage swale

Note: Snow dams are required on all new builds.



not to scale

HERITAGE

Preserving and showcasing Dawson's heritage, as well as celebrating its transforming culture is a crucial element for Dawson's long-term sustainability.

The heritage of Dawson City and its region are managed in accordance with the **Dawson City Heritage Management Plan**, while using the **Design Guidelines for Historic Dawson** as a guide for reconstruction of Gold-Rush Era buildings, and to contribute to a contemporary interpretation of the Gold Rush style for infill development, known as the 'Dawson Style'.

HERITAGE CHARACTER AREAS

The Heritage Management Plan divides Dawson into 'character areas' for the purposes of understanding each area's individual features, establishing principal character-defining elements, and providing a basis for management. Refer to the Heritage Management Plan for more detailed

Within the Historic Townsite are 5 Heritage Character Areas, which have varying character-defining design elements:

1. Downtown Character Area
2. Downtown Transitional Character Area
3. Government Reserve Character Area
4. East Slope Character Area
5. North End Character Area

HERITAGE ADVISORY COMMITTEE

The Heritage Advisory Committee (HAC) is a council appointed citizen committee.

The HAC:

- considers and makes recommendations to the Development Officer regarding:
 - heritage aspects of a development permit applications in the historic townsite,
 - historic resource permit applications, and
 - nominations for designation of a Municipal Historic Site based on publicly available evaluation criteria.
- provides a list of proposed heritage-related projects once per fiscal year for consideration in the Council annual operating budget process;
- provides feedback and input to the Development Officer to assist with the development and maintenance of a development & heritage guide to provide a consistent framework for decision making.

DAWSON'S HISTORIC TOWNSITE



HERITAGE

historically compliant materials

SIDING

Wood

- 1x6 or 1x8 cove siding
- 1x6 or 1x8 'angular' cove siding
- 1x4 beveled siding
- vertical board and batten
- 1x6 or 1x8 shiplap horizontal or vertical
- sawn shingle
- log

Metal (limited to 1/3rd of a residential block with metal siding)

- corrugated steel, horizontal or vertical
- pressed tin
- flattened tin cans

Finish = galvanized, baked enamel, or painted

ROOFING

Metal

- corrugated steel 1.(1/2"- 1" corrugation height)
- standing seam tin
- flattened seam
- flattened tin cans

Finish = galvanized, baked enamel, or painted

Wood

- sawn shingles
- board and batten

Other

- sod

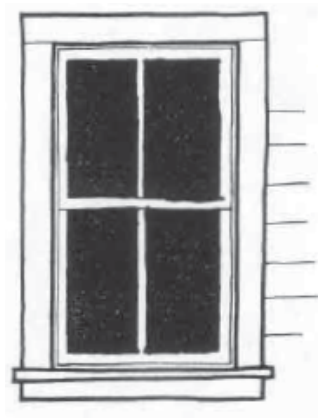
WINDOWS

Vinyl

Wood

- vertical sliders preferred
- casements and fixed are acceptable but always need a mullion/mutton.
- single hung
- residential picture windows as per historic precedent
- commercial storefront as per historic precedent
- awning windows are not permitted

Metal windows not permitted (but can have metal sills)



DOORS

Metal

Wood

- panel
- glazed with panel below
- industrial: vertical/horizontal/diagonal board as per historic precedent

Avoid fibreglass (as it is an artificial material)

BALUSTRADES, NEWEL POSTS AND COLUMNS

Wood (turned or square)



HERITAGE

historically compliant materials continued

FLASHINGS

- painted aluminum
- galvanized flat steel

EAVES TROUGHS, GUTTERS AND DOWN SPOUTS

- painted steel, tin, aluminum
- wood

SOFFITS

Wood

- 1x4 or 1x6 v-joint T&G boards
- 1x4 or 1x6 or 1x8 shiplap boards

VENTS

Wood

- rectangular recommended on gable ends
- cupolas on roof ridge

SKIRTING

Sawdust box form (suggested)

Wood

- 1x4 or 1x6 vertical v-joint T&G boards
- 1x6 or 1x8 shiplap/boards horizontal or vertical
- vertical board and batten

Metal

- corrugated steel
- flattened tin cans

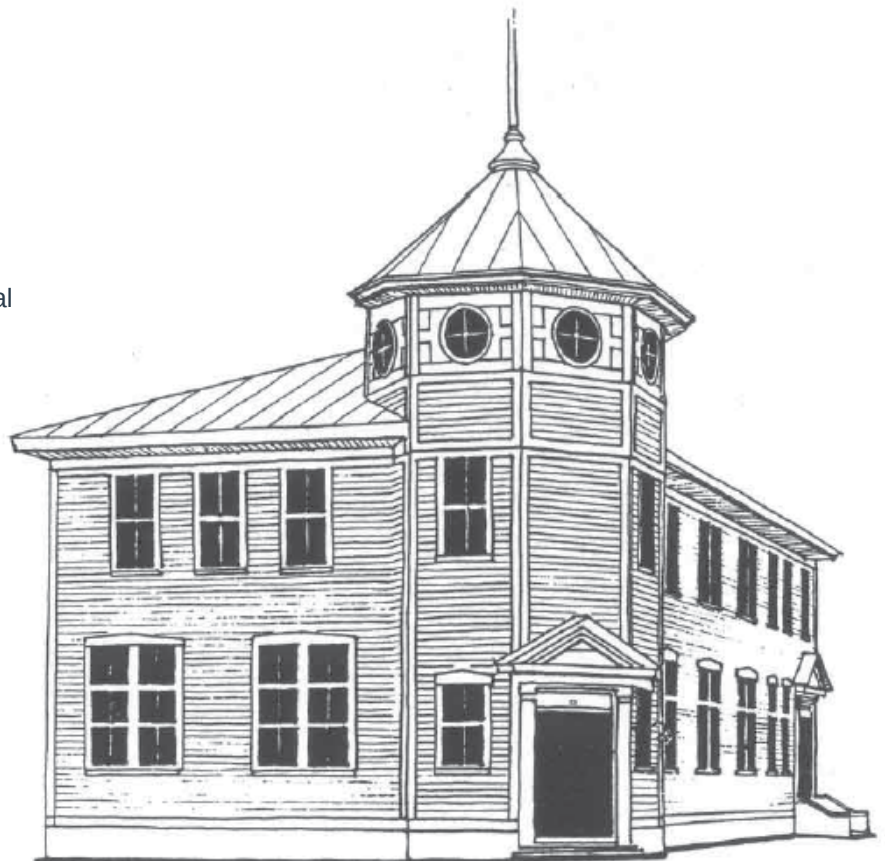
Finish = galvanized, baked enamel, or painted

TRIM

Wood

- 1x4 or 1x6 or 1x8 or 1x10 or 1x12 corner boards
- 1x4 or 1x6 or 1x8 or 1x10 or 1x12 vertical trim
- 1x4 or 1x6 or 1x8 or 1x10 or 1x12 horizontal trim
- as appropriate 10" wide or 12" wide pilasters
- 1x4 or 1x6 window and door trim
- gingerbread
- brackets
- moldings
- bay and oriel windows
- balconies
- awnings
- flag pole holders

Note: sizing requirements vary, regulated as a function of the building. For example, taller buildings could have 1x8, normal houses have 1x6, and small shed/cabin 1x4.



APPLICATION TIMELINES

upon receipt of all applicable submission requirements

An application that requires a referral to the Heritage Advisory Committee, Board of Variance, or City Council must be submitted at minimum 7 working days in advance of the meeting to be considered. This allows time for research and an assessment of the proposal prior to the meeting, as well as time to distribute the meeting package to voting members for review.

DEVELOPMENT PERMIT TIMELINE OF APPROVAL

According to the Yukon Municipal Act, s.299:

on receipt of such an application, the development officer shall, within **30 days**,

- grant the permission;
- refuse the permission;
- grant the permission with specified conditions;
- defer making a decision in respect of the application for a period not exceeding 60 days from the date of the application.

Note: review by the Heritage Advisory Committee may impose additional time to processing permits. Regularly scheduled HAC meetings take place only twice monthly.

SUBDIVISION TIMELINE OF APPROVAL

According to the Yukon Municipal Act, s.320:

An application for subdivision of land shall be considered approved if a decision has not been made by the approving authority within **90 days** of the submission of the application.

- However, with the applicant's consent, the approving authority may extend the time allowed for the consideration of an application.

ZONING BYLAW AMENDMENT TIMELINE OF APPROVAL

According to the Yukon Municipal Act, Division 2, the following timeline must apply:

- 1st reading of the Bylaw
- Public notification - 2 weeks
- Public hearing - 7 days after the last date of public notification
- 2nd reading of the Bylaw
- 3rd reading of the Bylaw

Approximately **4 weeks to 2 months** will be required to undertake a Zoning Bylaw Amendment. The timeline is subject to the specific complexities and research required.

BOARD OF VARIANCE APPROVAL

According to the Municipal Act, s.307:

Within **30 days** of receipt of an application, the board of variance shall approve, disapprove, or approve with conditions an application that in its opinion will preserve the purposes and intent of the official community plan and zoning bylaw.

DEVELOPMENT INCENTIVES

because we appreciate your contribution to Dawson's much needed housing supply!

There is currently a need for rental housing in the City of Dawson. In order to address land constraints and high construction costs, the City is providing financial incentives for projects for market rentals, affordable rental housing, supportive housing, secondary suites, and vacant properties. Depending on the project, the City is providing tax grants, waiving of development charges, and load capacity charges.

Details of the Development Incentives Program are outlined in the **Development Incentives Policy**.

See here for eligibility criteria and conditions: <https://cityofdawson.ca/Home/DownloadDocument?docId=62a099b3-0d91-4806-8fad-9c42c5a391e8>

Note: development incentive applications must be submitted simultaneously to your development permit application. Development Incentives will not be applied retroactively for projects which have already received a Development Permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an incentive.

| TYPE | ELIGIBILITY | INCENTIVE |
|---------------------------------------|--|---|
| Vacant and/or Underdeveloped Property | Development with a minimum construction value of \$75,000 in the Historic Townsite | <ul style="list-style-type: none"> • 5 years Standard Tax Grant |
| Market Rental Housing | Minimum of four Market Rental Housing units in the Historic Townsite | <ul style="list-style-type: none"> • 10 years Standard Tax Grant |
| Supportive Housing | Minimum of four Supportive Housing units located anywhere within the municipality | <ul style="list-style-type: none"> • 10 years Standard Tax Grant • Waiver of Load Capacity Charge • Waiver of Development Fees |
| Affordable Rental Housing | Minimum of four Affordable Rental Housing units in the Historic Townsite | <ul style="list-style-type: none"> • 10 years Standard Tax Grant • Waiver of Load Capacity Charge • Waiver of Development Fees |
| Secondary Suite | Secondary suite located anywhere within the municipality | <ul style="list-style-type: none"> • 3 years Preferred Tax Grant • Waiver of Load Capacity Charge • Waiver of Development Fees • Waiver of parking requirements for secondary suite |

ONCE APPROVED

- An Agreement must be signed to authenticate the incentive
- Annual requests must be submitted, and the subject property must remain in compliance in order to receive the incentive.



THANK YOU FOR READING

If you suspect you may need a development permit, or have any development related questions or concerns, please reach out to our Planning and Development Department using the following contact information:

PLANNING AND DEVELOPMENT ASSISTANT
(867)993-7400 x. 438
planningassist@cityofdawson.ca

PLANNING AND DEVELOPMENT OFFICER
(867)993-7400 x. 420 (subject to change)
planningofficer@cityofdawson.ca

PLANNING AND DEVELOPMENT MANAGER
(867)993-7400 x. 414
planningmanager@cityofdawson.ca