



# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)

OFFICE USE ONLY	
APPLICATION FEE:	
DATE PAID:	
RECEIPT #:	
PERMIT #:	

## HISTORIC RESOURCES PERMIT APPLICATION

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES, AND SUBMISSION REQUIREMENTS PRIOR TO COMPLETING FORM.

### PROPOSED DEVELOPMENT

- Major Alteration
  Minor Alteration
  Sign

CIVIC ADDRESS: \_\_\_\_\_ VALUE OF DEVELOPMENT: \_\_\_\_\_

LEGAL DESCRIPTION: LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ ESTATE \_\_\_\_\_ PLAN# \_\_\_\_\_

MUNICIPAL HISTORIC SITE ID # \_\_\_\_\_ YUKON HISTORIC SITES ID # \_\_\_\_\_

**PROPOSED DEVELOPMENT:** Please provide a brief description of the proposed development.

**AGE OF STRUCTURE:** Please provide the age of the structure you wish to alter.

**SITING:** Please describe the siting of the proposed alteration in relation to the existing structure and other buildings.



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**MASSING, SCALE, & FORM:** Is the proposed alteration of a similar scale & massing, or subordinate to, the existing structure? Will the addition be visible from the street?

**RYTHYM:** Are openings (windows & doors), cornices, signage, and eaves in alignment with existing elements? Are the openings oriented vertically and do they follow traditional proportions (taller than wider)?

**MATERIALS:** Please list the condition of the original materials and any materials the addition will use. Are these materials significantly different from the materials used on the existing structure? If the materials are significant



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## SIGNAGE DIMENSIONS & DESCRIPTION (SIGN PERMITS ONLY)

HEIGHT OF SIGN: \_\_\_\_\_ WIDTH OF SIGN: \_\_\_\_\_

TOTAL SIGN AREA: \_\_\_\_\_ MATERIALS: \_\_\_\_\_

**TYPE OF SIGN:**

- FIXED
  FREE-STANDING
  PROJECTING
  WALL PAINTING
  BANNER
  SANDWICH BOARD

## APPLICANT INFORMATION

APPLICANT NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

OWNER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the City of Dawson Zoning Bylaw and applicable territorial and federal legislation.

### DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw #2018-19, Heritage Bylaw #2019-04 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a Historic Resources Permit and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

**I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.**

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE OF OWNER(S)



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## COMPLETE APPLICATION SUBMISSION REQUIREMENTS

As per s. 4.4.1 of ZBL #2018-19, and s. 11.00 of the Heritage Bylaw #2019-04, a permit will be granted, granted with conditions, or refused within 30 days of receipt of a complete application. An application is not deemed complete until the following information is submitted to the satisfaction of a Development Officer.

- Application Form (completed in full)
- Application Fee & Security Deposit (if applicable) as per City of Dawson Fees and Charges Bylaw & Zoning Bylaw
- Site Plan that includes:
  - a north arrow and scale
  - property lines shown and labelled as per the most recent legal survey
  - all easements and rights of way shown and labelled
  - the location and labelling of all abutting streets, lanes, highways, road rights of way, sidewalks, water bodies, and vegetation
  - the topography and other physical features of the subject land
  - the location, size, type, and dimensions of all existing buildings and/or structures on the subject land, as well as the distance of the buildings and/or structures from the property lines
  - the location, size, type, and dimensions of all proposed buildings and structures on the subject land, as well as the proposed distance of the buildings and/or structures from the property lines
  - the location of retaining walls and fences (existing and proposed)
  - the location, dimensions, and number of onsite parking areas
  - the location of loading facilities
  - the date of the plan
- Certificate of Title (if owner does not match Assessment Roll)
- Elevation Plans
- Floor Plans
- For Heritage Management Areas: Annotations as per s. 4.3.4 of ZBL #2018-19 and Heritage Bylaw #2019-04
- For New Builds: Foundation & Drainage Plan
- New Builds and Additions not connected to municipal servicing: Environmental Health Approval
- For signage: scaled coloured renderings/drawings of the proposed sign and inclusion of sign location on elevations
- Statements of Significance issued by the City of Dawson, Yukon Government, or Government of Canada
- Other as required by the CDO: \_\_\_\_\_

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LEGAL DESCRIPTION: LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ ESTATE \_\_\_\_\_ PLAN# \_\_\_\_\_

ZONING: \_\_\_\_\_ DATE COMPLETE APPLICATION RECEIVED: \_\_\_\_\_

TYPE OF APPLICATION: \_\_\_\_\_

APPLICANT NAME(S): \_\_\_\_\_

OWNER NAME(S): \_\_\_\_\_

APPLICATION REJECTED

APPLICATION APPROVED / PERMIT ISSUED

A letter [ ] has OR [ ] has not been attached to this permit explaining reasons and/or permit conditions. If a letter is attached, it constitutes a valid and binding component of this permit.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



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## INSTRUCTIONS AND GUIDELINES

**IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE FOR REFERENCE ONLY. IN THE EVENT OF A DISCREPANCY WITH THE ZONING BYLAW, THE ZONING BYLAW PREVAILS.**

1. Information Requirements:
  - a) An application shall not be considered to have been received until all application requirements have been submitted to the satisfaction of a Development Officer.
  - b) Notwithstanding a) above, a Development Officer may consider an application if, in a Development Officer's opinion, the development is of such a nature as to enable a decision to be made on the application without all of the required information.
  - c) Failure to complete this form and to supply the required support information may result in delays in the processing of the application.
2. Notification:
  - a) Within five working days after a decision on a development permit application, a Development Officer shall send a notice by regular mail of the decision to the applicant and indicating whether the application was approved or refused.
3. Validity of Permit:
  - a) When a permit has been issued by a Development Officer, the permit shall not be valid unless and until the conditions of the permit, save those of a continuing nature, have been fulfilled and no notice of appeal has been served on Council within a 14 day appeal period.
  - b) When a permit has been approved, the permit shall not be valid until the decision is issued in writing.
4. Permit Conditions:
  - a) A development officer has the authority to issue development permits and, when necessary, impose terms and conditions upon development permits that will bring the project into conformity with the OCP and all applicable bylaws, and will mitigate any undesired effects of the proposed development
  - b) A Development Officer may, as a condition of a permit, require the applicant to make satisfactory arrangements for the payment and supply of water, power, sewer and other services or facilities, or any of them.
  - c) A permit may be refused when, in the opinion of a Development Officer, satisfactory arrangements have not been made for the payment and supply of water, power, sewer or other services or facilities, or any of them or if taxes on the property associated with the permit application have not been paid.
  - d) A Development Officer may, as a condition of a permit, require that an applicant enter into a development agreement that may require the applicant to pay an offsite levy or redevelopment levy or both.
5. Expiry of Permit:
  - a) A development permit issued in accordance with the notice of decision is valid for a period of 12 months from the date of issue.
  - b) A development officer may grant an extension of the effective period of a permit prior to the expiry of the permit; the effective period shall not exceed 12 months and the development officer may only grant such an extension once.
  - c) When a development permit expires, a new application is required. Such application shall be dealt with as a first application and the development approving authority shall be under no obligation to approve it on the basis that a previous permit had been issued.
6. Appeals:
  - a) An applicant aggrieved by the decision of the development officer may appeal to Council within 30 days of the date of the decision.
  - b) Appeal applicants shall be limited to the original development permit applicant and landowner.
  - c) Council shall within 60 days of receipt of an appeal under this section grant permission, refuse permission, or grant permission with conditions.



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## 7. Suspension or Revocation of Permit:

- a. A Development Officer may suspend or revoke a development permit where:
  - i. the applicant fails to comply with the conditions of the issuance of the permit; or
  - ii. any person undertakes or causes or allows any development on a site contrary to the terms or conditions of a permit.
  - iii. the permit was issued on the basis of incorrect information or misrepresentation by the applicant; or
  - iv. the permit was issued in error.

## 8. Temporary Developments

- a. Where a development permit application is for a temporary, short-term, or seasonal development, the development officer may:
  - i. consider and decide upon a development for a specific period of time not exceeding one year
  - ii. impose a condition on such a permit so that the City is not liable for any costs involved in the cessation or removal of the development at the expiration of the time period stated in the permit
  - iii. require the applicant to post an acceptable security deposit that guarantees the cessation or removal of the development and is the greater of either 25% of the value of the structure or \$2,000

## 9. Signage

- a. Signage lettering must reflect heritage design guidelines if it is located in the historic townsite.
- b. Prior to erection all fixed, free-standing, or projecting types of signs shall be approved by the development officer.
- c. No sign shall be erected that, in the opinion of Council, interferes with traffic or the visibility of a traffic control device.
- d. No free-standing sign may exceed the maximum permissible height for an accessory structure in the zone in which the sign is located.
- e. An advertising sign may only be erected on the site where the service advertised is performed, or where the product advertised is made, sold, or serviced.
- f. Notwithstanding the above, campaign signs do not require development officer approval, provided they are only placed after an election has been called and are taken down within seven days after the election has ended.
- g. Notwithstanding the above, traffic type signs placed by the City (including warning signs) and real estate "for sale" signs up to 1 m<sup>2</sup> (10.8 ft.<sup>2</sup>) in size do not require development officer approval.
- h. Notwithstanding the above, temporary signs that advertise contributors to a building project do not require Development Officer approval provided they are placed only after construction has begun and taken down within 60 days following substantial completion of the building.