



# 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 #:	

## AMENDMENT APPLICATION

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

### PROPOSED DEVELOPMENT

- Official Community Plan Amendment (OCPA)
  Zoning Bylaw Amendment (ZBA)
  Joint OCPA/ZBA

### 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 #: \_\_\_\_\_

### PROPOSED AMENDMENT

A.) REDESIGNATION/REZONING:

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

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

PROPOSED AMENDMENT: FROM DESIGNATION: \_\_\_\_\_ TO DESIGNATION: \_\_\_\_\_

REASON FOR PROPOSED AMENDMENT: Please provide justification of the proposed amendment.



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**B.) TEXT AMENDMENT:** (Attach additional sheets if required)

**DESCRIPTION OF PROPOSED AMENDMENT:** Please provide a description of the proposed amendment.

**REASON FOR PROPOSED AMENDMENT:** Please provide justification of the proposed amendment.

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## DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw #2018-19 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 Development 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application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.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

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 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
  - proposed rezoning/re-designation
  - 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)
- Other as required by the CDO: \_\_\_\_\_

## OFFICE USE ONLY

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 OR OTHER BYLAWS/LEGISLATION, THE BYLAW/LEGISLATION PREVAILS.**

### 1. Bylaw Amendments:

- a) Any person may apply for an amendment to the text of the OCP/ZBL by paying the required application fee, as specified in the Fees and Charges Bylaw, and submitting a written statement that describes and justifies the proposed amendment.
- b) An owner of a parcel in the City, or an authorized agent of an owner, may apply to have the designation of the land amended to another designation.
- c) An application for a re-zoning/re-designation shall be made in writing to the development officer using the form provided and accompanied by the following:
  - a. documentation of ownership;
  - b. a written statement to describe and justify the proposal;
  - c. a map showing the proposed change in the context of adjacent land;
  - d. the necessary processing and advertising fees as set out in the Fees and Charges Bylaw;
  - e. permission for right of entry onto the land by City staff for reasonable inspection; and
  - f. any additional information a development officer may require in order to prepare, evaluate, and make recommendations on the proposed amendment.
- d) A development officer may request the applicant provide an analysis by a qualified professional of the potential impact on land use, traffic, utilities, and other City services and facilities if the amendment proposes an increase in density or other
- e) intensification of use.
- f) An application may not be considered to have been received until all requirements have been submitted to the satisfaction of a development officer.
- g) Notwithstanding these requirements, the application may be considered if, in the opinion of a development officer, it is of such a nature as to enable a decision to be made without some of the required information.
- h) If it appears that the proposed amendment is one that is applicable to most of the persons affected in the area and/or will benefit the City at large, Council may direct that the application fee be returned to the applicant.

### 2. Review Process

- a. Upon receipt of a completed application for a text amendment or re-zoning, a development officer shall initiate or undertake an investigation and analysis of the potential impacts of development under the proposed zone. The analysis shall be based on the full development potential of the uses and development regulations specified in the proposed zone and not on the merits of any particular development proposal.
- b. The analysis shall, among other factors, consider the following criteria:
  - i. relationship to, and compliance with, the OCP and other approved municipal plans and Council policy
  - ii. relationship to, and compliance with, municipal plans in preparation
  - iii. compatibility with surrounding development in terms of land use function and scale of development
  - iv. traffic impacts
  - v. relationship to, or impacts on, services (such as water and sewage systems or public transit), utilities, and public facilities (such as recreational facilities and schools)
  - vi. relationship to municipal land, rights of way, or easement requirements
  - vii. effect on the stability, retention, and rehabilitation of desirable existing uses, buildings, or both in the area
  - viii. necessity and appropriateness of the proposed text amendment or re-zoning according to the stated intentions of the applicant
  - ix. analysis of any documented concerns and opinions of area residents and land owners regarding the application
- c. Subsequently, the development officer shall:
  - i. prepare a report on the proposed amendment; and
  - ii. submit a copy of the application and the development officer's recommendation and report to Council.
- d. Before approving a text amendment or re-zoning, Council shall comply with the requirements and notification procedures set out in the Act.



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3. Resubmission Interval
  - a. When an application for an amendment to this bylaw has been refused by Council, another application for the same, or substantially the same, amendment shall not be submitted within 12 months of the date of the refusal unless Council directs otherwise.
4. Before a second reading of a bylaw proposing amendments is heard, Council shall hold a public hearing to hear and consider all submissions respecting the proposed amendments.
5. The public hearing shall be held no earlier than seven days after the last date of publication of the notice.
6. A notice must be circulated, in the method approved by Council, once a week for two successive weeks prior to the public hearing.
7. Methods of notice circulation may include the City of Dawson website, local newspapers, the City and Post Office Bulletin Boards, and written notification letters.
8. The notice shall:
  - a. describe the area affected by the proposed amendment;
  - b. state the date, time, and place for the public hearing respecting the proposed amendment; and
  - c. include a statement of the reasons for the amendment.
9. Written notification letters shall be mailed to all applicable properties within the following radii of the subject property prior to the public hearing:
  - a. 100 m (328.1 ft.) for properties within the historic townsite
  - b. 1 km (3,280.8 ft.) for properties in all other areas
10. For amendments proposed for one property, a notification sign shall be placed on the subject property following first reading until such time as Council has ruled on the application.
  - a. The sign shall state the details of the amendment; the date, time, and place of the public hearing; and the City's contact information.
  - b. The sign shall be provided by the City and shall be returned to the City on the day following the public hearing.
  - c. Signs not returned will be subject to an advertising fee equal to the replacement of the sign materials.