



Village of Carmacks  
Box 113 Carmacks, YT Y0B 1C0  
PH: 867-862-6271 FAX: 867-863-6606  
[www.carmacks.ca](http://www.carmacks.ca)

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

## DEMOLITION/MOVE PERMIT APPLICATION

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

### PROPOSED DEVELOPMENT

Demolition

Building Move

**CURRENT LOCATION:**

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

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

**MOVE TO (if applicable):**

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

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

Yukon Historic Sites Inventory ID (if applicable): \_\_\_\_\_

**AGE OF STRUCTURE:** *Please provide the age of the structure you wish to demolish/move and attach supporting evidence.*

**RATIONALE:**

**PROPOSED RE-DEVELOPMENT:** *Please provide a description of your redevelopment plan, and attach a development permit application for the redevelopment, if applicable.*



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**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 Village of Carmacks Zoning Bylaw and applicable territorial and federal legislation.

**DECLARATION**

- I/WE hereby make application for a Development Permit under the provisions of the Village of Carmacks Zoning Bylaw #277-22 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 Village of Carmacks 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 Village of Carmacks will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the Village of Carmacks on inaccurate information may be rescinded at any time.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. 5.2.1 of ZBL #277-22, a permit will be granted, granted with conditions, or refused within 15 business 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 & Redevelopment Deposit as per Village of Carmacks 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)
- 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): \_\_\_\_\_

REDEVELOPMENT DEPOSIT AMOUNT: \_\_\_\_\_

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. Demolitions

- a. Demolition of a structure will only be permitted if the proposed demolition and/or replacement would improve the quality of the built environment.
- b. All service connections must be removed before demolition begins.
- c. An acceptable security deposit of \$1.00 per square foot of the lot under consideration shall be posted by the developer upon issuance of a development permit for a demolition in order to ensure that the intended re-development proceeds.
- d. Demolition must be accompanied by an approved redevelopment plan to the satisfaction of the development officer.
- e. Demolition of a structure listed in the Yukon Government Historic Sites Registry shall occur only in extenuating circumstances, and must be approved by Council in consultation with the Yukon Government Historic Sites.

9. Building Moves

- a. When a structure is being moved off of a lot within the Village, the application must be accompanied by an approved redevelopment plan to the satisfaction of the development officer.
- b. When a structure is being moved off of a lot within the Village, an acceptable security deposit of \$1.00 per square foot of the lot under consideration shall be posted upon issuance of a development permit for the move to ensure that the intended redevelopment proceeds.
- c. Moving of a structure listed in the Yukon Government Historic Sites Registry will occur only in extenuating circumstances and in consultation with Yukon Government Historic Sites.
- d. No person shall move a mobile home from a location within the Village to another location within the Village without an approved development or redevelopment permit.
- e. In deciding on the moving of a building or buildings to a parcel within the Village, a development officer may:
  - i. refer the application to a Yukon building inspector for a recommendation confirming the structure's compliance to the National Building Code
  - ii. require such renovations and alterations as may be necessary for the building to conform to the requirements of the zone into which the building is proposed to be moved, and to conform to the territorial building and plumbing codes
  - iii. refuse to issue a permit if:
    - 1. there are any taxes or other charges due to the Village with respect to the building or the lot on which it is situated, unless arrangements satisfactory to the Village's chief administrative officer have been made for payment of such taxes or other charges
    - 2. the building fails to conform to the requirements of this bylaw, the OCP By-Law or the Sewer Bylaw
    - 3. the building is not compatible, in the opinion of the development officer, with the character and appearance of existing buildings in the area in which the building is to be located
- f. The development officer may require a performance bond to be posted or a certified cheque in the amount of the established cost of the required renovations or alterations.