



# Master Plan Project Proposal: Application Checklist

Please confirm your application is complete by filling in the check boxes in the list below where appropriate. Planning and Sustainability Services may request items in addition to the items listed below.

Incomplete applications will not be accepted.

- Master Plan Project Proposal Application Form;**
- Certificate(s) of Title** – Copies must be provided for all properties involved which can be obtained from the Yukon Government of Land Titles Office;
- Letter of Authorization** – If the applicant/agent is not the owner of the subject property/properties, a letter must be provided from the owner(s) authorizing the applicant/agent to act on their behalf.
- Proposed Planning Area Map** – Showing the total area size (in hectares), boundaries, legal descriptions, easements, and zoning.
- Letter of Justification** – Letter should provide justification for the proposed Planning Area boundaries, the applicable master plan tier, the developable area, anticipated uses, estimated development intensity, and estimated timelines for the planning process. If applicable, it may be required that the Letter of Justification also provide the following:
  - Brief History of Planning Area** – Describe of the history of the proposed Planning Area, surrounding uses, and existing opportunities and constraints.
  - Alignment with Plans and Policies** – Describe how the proposed project aligns with City plans, policies, studies, and other approved First Nation, territorial, and federal plans and legislation.
- Public Engagement Plan** – Describing how the Master Plan Process will meet the Public Engagement and Input Requirements section of the Land Use Master Plan Policy.
- Letter of Permission for a Site Visit**

If applicable, the applicant may be required to provide the following:

- Feasibility Brief** – Demonstrating the proposed Planning Area is appropriate and suitable for development, including:
  - Heritage Assessment** – Assessing potential impacts and proposing in consultation with First Nation governments mitigation measures to protect heritage resources.
  - Environmental Site Assessment** – To determine if areas of potential environmental concern and potential contaminants of concern exist in the Planning Area.
  - Geotechnical Study and Topographical Survey** – To confirm slope stability, appropriate top-of-bank setbacks, and Planning Area Suitability.
  - Municipal Servicing Assessment** – To confirm existing infrastructure, connections for on- and off-site infrastructure, servicing capacity and the threshold where feasible infrastructure upgrades would be required.



## Master Plan: Report Checklist

Please confirm your Master Plan is complete by filling in the check boxes in the list below where appropriate. Planning and Sustainability Services may request items in addition to the items listed below.

Incomplete Master Plans will not be accepted.

- Project Proposal** – Include a summary of project proposal items.
- Vision** – Describe the overall vision for what is being proposed for the Planning Area.
- Land uses and community amenities** – Describe proposed land uses and community amenities.
  - Map(s) and shapefile(s)** – Include maps and shapefiles of the Planning Area, Development Area, proposed land uses, municipal servicing, and any other relevant information.
  - Land use area calculations** – Describe anticipated dwelling and/or commercial units, densities, and population and/or job projections.
- Policy** – Describe how the Master Plan aligns with City policies, plans, bylaws, and studies and other approved First Nation, territorial, and federal plans and legislation.
- Servicing** – Include assessment and plan to establish on- and off-site infrastructure upgrades and costs.
- Engagement** – Include a summary of public engagement activities, results, key findings and actions taken to address key findings.
- Implementation** – Describe how the Master Plan will be implemented and development build-out timelines.

If applicable, the applicant may be required to provide the following:

- Transportation Plan** – Show major internal on- and off-site roadways and connectivity to the City's surrounding transportation and mobility network.
- Transportation Impact Assessment** – Describe on- and off-site infrastructure upgrades.
- Environment and Special Places Assessment** – Describe potential impacts and propose mitigation measures to protect natural resources.
- Baseline Stormwater Modeling Assessment** – Describe the existing stormwater runoff patterns and behaviors to infrastructure planning.
- Water and Wastewater Infrastructure Assessments** – Describe off-site impacts and upgrades required.
- Engineering Grading Plan and Phasing Plans** – Show major topography and elevation changes.