

# Draw Guidelines for Allocation of Designated Subdivision Lots



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## Introduction

When CAFN develops a subdivision, new building lots are offered for allocation to Citizens through a draw. These *Draw Guidelines for Allocation of Designated Subdivision Lots* explain the process and requirements for the draw. Successful applicants will be assigned a building lot and a temporary allocation subject to certain requirements. Interested Citizens should review the *Lot Allocation Policy*.

## What Lots are Offered?

Information about the number and location of available lots can be found in the *Lot Package* issued for each draw.

Also, any lots not selected in a draw become available for open application on a first-come, first-served basis. Information about lots available for open application can be obtained by contacting Property Services (867-634-4200).

## The Lot Draw Process

Council designates lots for allocation and approves allocations to successful applicants. Property Services administers the draw. A public notice informs Citizens that a draw for newly designated building lots is being held.

The key steps in a draw are:

1. The **Application Period**: The period of time when applications to enter a draw are accepted and reviewed by Property Services. Property Services must approve applications for entry into the draw. Applications submitted after the application period will not be considered for the draw. On the application form, applicants show how they will fulfill the building requirements.

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- Application Deposit:** There is an application deposit of \$2500.00. Applications may be submitted for review before payment of the deposit. However, the deposit must be paid by the end of the application period. This deposit is refundable according to terms in the *Lot Allocation Policy*. If an applicant receives a temporary allocation and does not follow through in building a residence within the time limit or in compliance with other Building Requirements, the deposit may not be refunded
- Withdrawals:** In all cases, an applicant may withdraw an application up to 5 days after the draw date. Withdrawals after this time will forfeit the deposit.
- The Draw:** A draw of the approved applications will be held at the designated date and time. The draw will be open to the public, but attendance by applicants is not required. The order of the draw will determine the assignment of lots. Draw entries will be informed of the results immediately after the draw.  
The draw will not be necessary if there are no applications for the same lots. The chosen lots will be recommended to Council for allocation without a draw in this case.
- Conclusion of the Draw:** The draw will conclude when the applicants have accepted all lot assignments. If an applicant does not accept a lot assignment, the assignments may be adjusted according to the lot choice priorities on the applications.
- Recommendation to Council and Decision:** Assigned lots will be recommended to Council for allocation. Council will approve or modify each recommendation.
- Letter of Offer:** A letter of offer will be sent to each assigned applicant. The offer will contain the final terms of the temporary allocation. The applicant can agree to the terms of the offer by returning the signed letter. Applicants who decline the offered terms may receive a refund of their deposit.
- Certificate of Temporary Allocation:** A Certificate of Temporary Allocation will be issued confirming the allocation subject to the offered terms and Building Requirements. The allocation holder is now free to exercise their rights to construct or install a residence on the lot subject to the agreed upon terms.

### Who is Eligible?

The basic eligibility requirements are:

1. A CAFN citizen for at least one year
2. At least 18 years old
3. A Yukon resident (a requirement of the *Lands Act*)
4. In Good Standing with CAFN

Only one application may be in process at a time. Joint applications are allowed, but all applicants must meet the eligibility requirements.

### What Else is Required for Application Approval to Enter a Draw?

1. **Construction Plan:** The application form asks for a Construction Plan. Your Plan must outline the physical size and characteristics of the house plan to build. Alternatively, purchasing a modular home could establish a home on the lot. Some lots may allow the installation of mobile homes, which may require the submission of a variance request.

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The Construction Plan must also show a realistic estimate of the cost of your new home. You will need to show how these costs will be paid for. This funding could be a combination of your savings, grants (such as the CAFN Homeowner Grant), borrowed money (debt) such as a mortgage, or the sale of an asset such as real estate or a business. In some cases, the value of your own unpaid labor can be included.

2. **Application Deposit:** Before approval for draw entry, you must deposit with CAFN an application deposit of \$2500.00.

This deposit is refundable if/when:

- a. you withdraw your application, or
- b. 50% when you complete your foundation, and
- c. 50% when you obtain conditional occupancy approval from the Yukon building inspector.

If you are allocated a lot in the draw and do not establish a home on the lot within 5 years, you may lose your deposit.

## Can I Get Help With My Application?

Yes. Property Services can assist you in the preparation of a successful application for draw entry. You can also appoint another person (an agent) to represent you in preparing and submitting your application.

The allocation of a subdivision lot comes with certain requirements that support a healthy community.

All subdivision allocations are temporary until occupancy is approved. Within 5 years, you must obtain conditional occupancy approval. This requirement means you must obtain a building permit from Yukon Building Safety and have the construction inspected by a building inspector.

If you do not follow through on the building commitment, the temporary allocation may be canceled, and you would lose the right to build a home on the lot.

Once your new home is approved for occupancy, you can apply to convert to a regular allocation.

## What are the Requirements for My New House?

The *Standard Building Requirements and Permitted Uses of Subdivision Lots* details the requirements for what you can build and where it can be located on the lot, such as:

1. Size of living area
2. Maximum height
3. Setbacks from property lines
4. A building permit and inspections are required for all occupied buildings

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In addition, there are limits for other improvements to the lot, and other responsibilities you must agree to, such as:

5. Accessory buildings
6. Drainage and driveway requirements
7. Minimum parking
8. Property taxes and insurance
9. Connections to municipal water/sewer, and electricity

These requirements are similar to those in the Village of Haines Junction.

In addition, each lot may have specific requirements particular to the unique characteristics of the lot. Be sure to check these requirements on the *Lot Package* for each lot you may be interested in.

### **Are There Limits on What I Can Do on a Subdivision Lot?**

Yes. Subdivision lots are intended for single family residential use. Some accessory uses are allowed, but you may not use the lot primarily for a business or as an industrial site. Multi-family lots may sometimes be designated by Council.

### **Can I Get a Variance to Build a House That Does Not Meet the Standard or Specific Building Requirements?**

Possibly. You may apply to Council for a variance or exception to the Building Requirements. A variance request must be submitted to Property Services before the end of the application period. However, a variance request should be submitted as soon as possible for the best results. Contact Property Services to discuss your situation.

### **How Do I Apply for a Homeowner Grant?**

Information and an application may be obtained from Property Services or at [www.cafn.ca](http://www.cafn.ca)

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## *Designated Subdivision Lot Allocation Process*

