Development Permit Application

Where you live will determine what Development Permit Application you will need to complete.

If you live **outside** of a municipal area, you will need to complete this application. As per the **Provincial *PLANNING ACT* SUBDIVISION AND DEVELOPMENT REGULATIONS,** no person shall, without first obtaining a development permit:

- commence the construction of any building or structure;
- locate any building or structure, or change the location of any building or structure on a lot;
- make any structural alterations that will change the exterior dimensions of any building or structure;
- change the use of any building or structure or land, or part thereof; or intensify any non-conforming use;
- locate a travel trailer on any lot as the main or accessory use, other than in a travel trailer park where utility services are provided; or create a mobile home park

Office Use Only	
Sub. Case File #:	
Permit #:	
PID #:	
Permit Fee:	
Received:	
PIC Reviewed:	☐

If you live **inside** a Municipal Area with planning authority you will need to apply for a **Development Permit from that local Municipal Office.**

Are you wanting to subdivide your parcel of land into smaller lots or change the official use of the property? If **yes,** you are required to complete the **Subdivision of Land/Change of Use Application** before completing this Development Permit Application and any Building Permit Applications.

Property Information:

Property Tax Number:	**Community Name:**
Civic Address Number:	**Street Name:**
	Lot Number— if applicable:

Property Owner Information:

Full Legal Name:		
Company Name:		
Street Address:		
Community:	**Province:**	**Postal Code:**
Email:	**Phone:**	

Applicant Information if different from Owner:

Full Legal Name:		
Company Name:		
Street Address:		
Community:	**Province:**	**Postal Code:**
Email:	**Phone:**	

What is the property currently used for?

☐Residential (Single-unit) ☐Residential (Duplex) ☐Residential (Multi-unit) ☐Rental Accommodation

☐Commercial ☐ Industrial ☐Institutional ☐ Agriculture ☐Aquaculture/Fisheries ☐Forestry

☐ Recreational ☐Resource ☐ Home-Based Business ☐ Vacant ☐ Other:_____

Describe the current land use in detail. If the property is used for livestock operation, include the type of livestock, the number of animals, whether there is a manure storage facility, and complete and attach a "Project Information Form—Commercial Livestock Operations".

Are there existing buildings on the property? ☐ Yes ☐ No

Please describe the use of each building in detail:

What type of development or activity are you proposing? Please check all that apply:

☐ New detached structure ☐ Addition to existing structure ☐ Relocation of structure

☐ Change of use of existing structure

What will the proposed development be used for? Please check all that apply:

☐Residential (Single-unit) ☐Residential (Duplex) ☐Residential (Multi-unit) ☐ Accessory Dwelling Unit

☐Rental Accommodation ☐Commercial ☐ Industrial ☐Institutional ☐ Agriculture ☐Aquaculture/Fisheries

☐Forestry ☐ Recreational ☐Resource ☐ Home-Based Business ☐ Vacant ☐ Other:_____

Will the proposed structure be the main structure on the property? ☐ Yes ☐ No

Please describe how the proposed structure will be used in detail:

Will the proposed development require the creation of a new driveway or the relocation of an existing driveway to the road/highway? ☐ Yes ☐ No

How will the new proposed structure receive sewer services?

☐ New on-site septic wastewater system ☐ Existing on-site system

☐ Municipal wastewater treatment ☐Private central wastewater treatment

Was a Site Suitability Assessment completed?

☐ Yes ☐ No ☐ N/A

How many bedrooms are in the proposed/existing structure? _____

Are you proposing to add any additional bedrooms? If so, how many? _____

What type of foundation are you proposing for the structure?

☐ Standard Concrete ☐ Insulated Concrete Form (ICF) ☐ Wood posts ☐ Other:_____

What siding material are you proposing for the structure?_____

What roofing material are you proposing for the structure?_____

What are the dimensions of the structure that you are proposing?

Width (ft):		**Number of Storeys:**	
Depth (ft):		**Main Floor Area (ft²)**	
Height of Structure:		**Total Floor Area (ft²):**	

If your proposed development is <u>Multi-unit residential,</u> how many units are you proposing?_____

If your proposed development is <u>Industrial, Commercial, Institutional, Recreational or Home-Based Business</u> please answer the following:

- What will be the hours of operation? _____
- How many staff are you intending on having at this location?_____
- Will there be onsite parking for staff ? ☐ Yes ☐ No ☐ N/A
- Will there be shipping and/or receiving operations? ☐ Yes ☐ No ☐ N/A

Describe in detail the Industrial, Commercial, Institutional, Recreational or Home-Based Business operations you will be undertaking at this site:

Please provide the name, email and phone number for the various individuals that will be involved in your proposed development:

	Name	Email Address	Phone Number
Surveyor:			
Site Assessor:			
Septic Contractor:			
Lawyer:			
Engineer:			
General Contractor:			

Please Note: Your application will be considered incomplete and will be returned if any of the requirements outlined are missing, unclear, illegible, or if fees have not been paid. For applications to be given adequate consideration, it may be necessary for staff to consult with various departments and agencies. Staff may also carry out a site inspection.

Declaration

I, _____ hereby certify that I am (select one)

☐ the registered owner of the land proposed for development

☐ authorized to act on behalf of the registered owner of the land proposed for development

And hereby declare that all statements contained within this application are complete and true.

Signatures

Registered Owner(s) _____ Date: _____

or

_____ Date: _____

Written confirmation from the current property owner(s) allowing this Development Permit Application to proceed. This documented proof must be supplied at time of application.

_____ Date: _____

Applicant: _____ Date: _____

Submit Applications to a Land Division Office located at:

- Elmer J. Blanchard Building – 31 Gordon Drive, Charlottetown, PE
- Access PEI O'Leary – 45 East Dr, O'Leary, PE
- Access PEI Summerside – 120 Heather Moyse Dr, Summerside, PE
- Access PEI Montague – 41 Wood Islands Rd, Montague, PE

Office Use only

DEVELOPMENT PERMIT FEES

Residential ($250).....	=
Industrial/Commercial/Institutional/Recreation ($600).....	=
Resource ($500).....	=
Other Applicable Fees _____	=
Total _____	=

Personal information on this form is collected under section 31 of the *Freedom of Information and Protection of Privacy Act* for the purpose of land development and services as expressly authorized under the *Planning Act*, R.S.P.E.I. 1988, Cap. P-8. If you have any questions about this collection of personal information, you may contact the Land Division Office at (902) 368-5280 or inspections@gov.pe.ca for more information.

Disclaimer: This application may be transferred to the subject municipality for processing if jurisdictional planning areas change from the Province to the municipality.

Development Permit Application

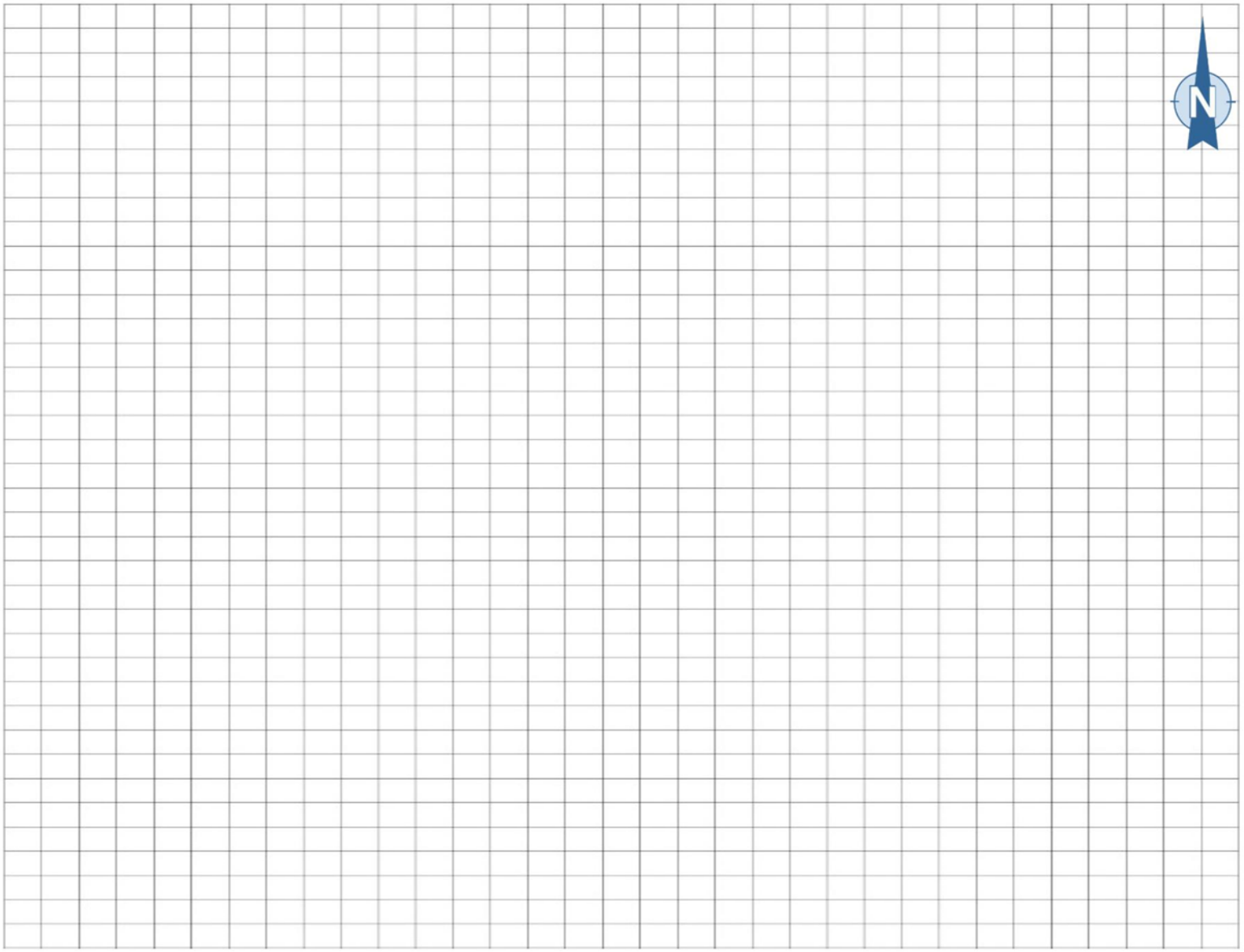
Pursuant to the Planning Act

This sketch is required as part of the Development Permit Application and must include the following:

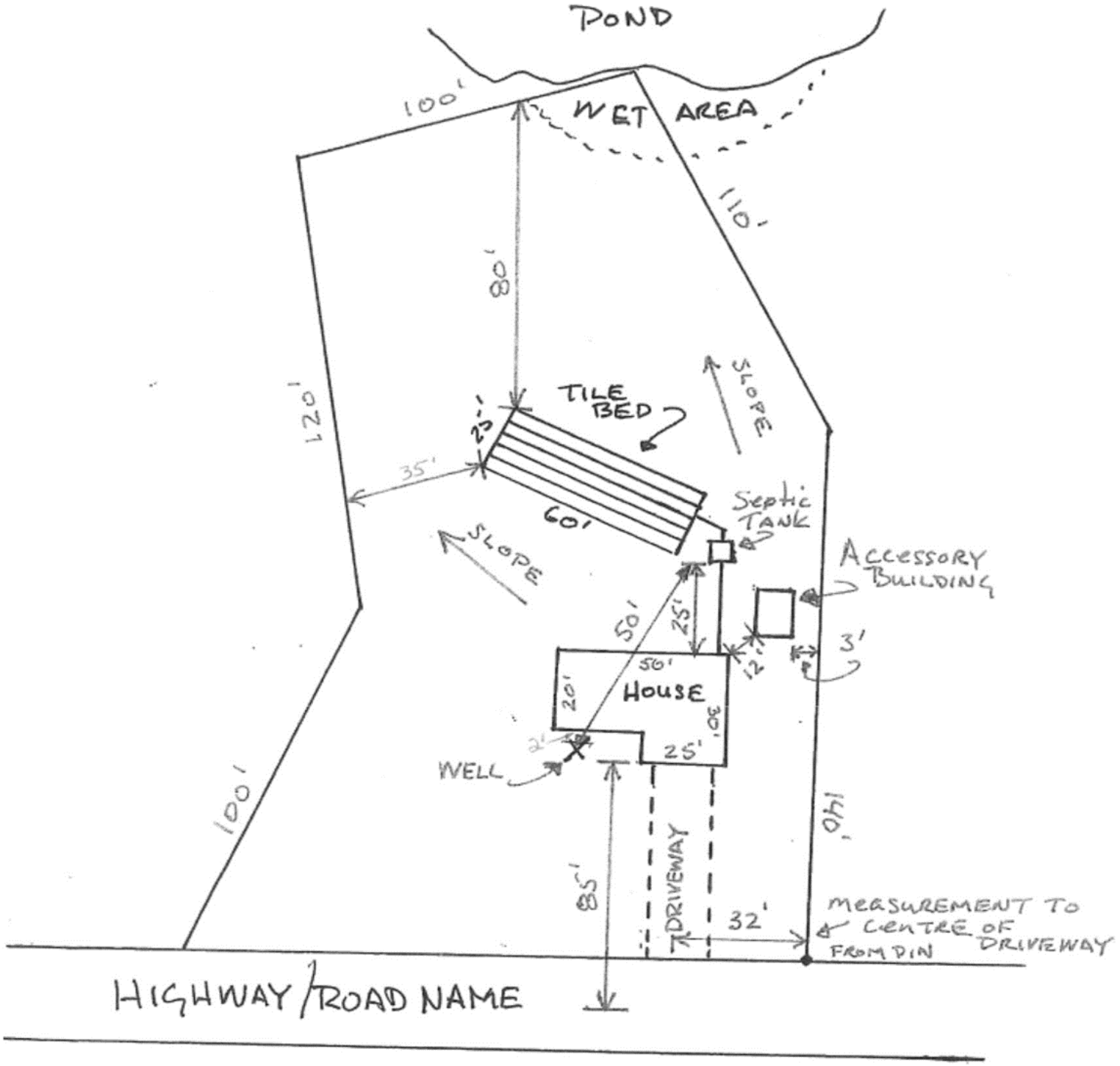
- ☐ All Property lines with their lengths (in ft)
- ☐ All Buildings with their sizes listed (in ft)
- ☐ Road(s), including their name(s)
- ☐ Arrow showing the natural slope of the land
- ☐ Distance from Septic Tank to Well (ft): _____
- ☐ Distance from Septic Field Tile to Well (ft): _____

Provide the minimum distance from your proposed structure to the following:

- ☐ Centre of Road (front yard) (ft): _____
- ☐ Rear Yard Property Line (ft): ____
- ☐ Left Side Property Line (ft): _____
- ☐ Right Side Property Line (ft): _____
- ☐ Shoreline or Top of Bank (ft): _____
- ☐ Wetland or Watercourse (ft): _____
- ☐ Dunes (ft): _____
- ☐ Water Well (ft): _____
- ☐ Septic Tank (ft): _____
- ☐ Septic Field Tile (ft): _____



Property Owner's Signature or Applicant **Date**

Example Drawing—All dimensions listed are specific to this example only

- ☒ All Property lines with their lengths (in ft)
- ☒ Road(s), including their name(s)
- ☒ All Buildings with their sizes listed (in ft)
- ☒ Distance from centre of road to building (in ft) (85’)
- ☒ Distance from buildings to property lines (in ft) (3’)
- ☒ Distance from septic tank/field to property lines (in ft) (35’)
- ☒ Show any watercourse, wetlands, top of bank, or sand dune located on the property
- ☒ Distances from watercourse, top of bank, or sand dune to any structures (building or septic) (in ft) (80’)
- ☒ Arrow showing the natural slope of the land
- ☒ Distance from the centre of driveway to the nearest neighboring property line (in ft) (32’)
- ☒ Distance between well and septic system (in ft) (50’)