

Subdivision of Land And Change of Use Application



Please select the following that applies to your proposal:

- Subdivide a parcel of land into smaller lots
- Change the current use of a parcel of land
- Change the use of an approved subdivision
- Consolidate multiple lots into one
- Appendage to a parcel/lot

Office Use Only	
Sub. Case File #:	
Permit #:	
PID #:	
Permit Fee:	
Received:	
PIC Reviewed:	<input type="checkbox"/>

Property Information:

Property Tax Number:	Community Name:
Civic Address Number:	Street Name:
Route No:	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: _____

Proposed use of the land:

A. SUBDIVISION OF LAND SECTION:

How many lots are you looking to create? _____

If 1 to 5 lots—please see detailed Additional Requirements listed in Section 1 on the next page

If 6 to More lots—please see detailed Additional Requirements listed in Section 2 on the next page

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

How will the proposed subdivision receive sewer service?

New on-site septic Existing on-site system

Municipal wastewater treatment Private Central Wastewater Treatment

How will the proposed subdivision receive its water supply?

New on-site well Existing on-site system Municipal water Private Central water system

Are there Environmentally sensitive features located on the proposed lot(s)? i.e. Wetland, watercourse, sand dune, other: _____ Yes No

Is this property identified under the PEI Lands Protection Act? Yes No

B. CHANGE OF USE SECTION:

Are you looking to change the current use of the land to a new use? (i.e. Residential to Commercial)

Yes No

If yes, what would the new use of property be?

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

Commercial Industrial Institutional Agriculture Aquaculture/Fisheries Forestry

Recreational Resource Home-Based Business Other: _____

If you selected Industrial, Commercial, Industrial or Recreational please answer:

- 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

Please describe the business operations you will be undertaking on this site:

SUBDIVISION OF LAND—REQUIREMENTS

1) Five (5) Lots or Less—(1 to 5 lots)

With the completed application the following is required:

- a. Completed sketch of the property as outlined on page 5 showing the true shape and dimensions of the property being subdivided. The lot(s) must be indicated on the map, outlined in red and displaying the dimensions of the lot(s) and size of the lot(s) in acres or square feet. All proposed access roads or rights-of-way to the lot(s) must be shown on the map.**

2) More than Five (5) Lots —(6 or more lots)

With the completed application the following is required:

- a. Preliminary Survey plan completed by a surveyor. Ensure the surveyor shows the following information in their Preliminary Survey Plan:**
 - the true shape and dimensions of the property being subdivided and the proposed lots
 - all proposed access roads or rights-of-way to the lots
 - a key plan indicating the general location of the proposed subdivision
 - a North point indicator and the scale of the plan
 - the location of all existing buildings or structure on the lots being proposed, or within 100 feet (30.4 metres) of the proposed subdivision
 - existing and proposed services, including central or municipal waste treatment systems, and central or municipal water supply systems
 - proposed or existing private right-of-ways or easements, and proposed or existing entranceways to a highway
 - land proposed for buffers, walkways, open space, recreation areas, parks, or other public use
 - watercourses, wetlands, beaches, sand dunes, forested areas, designated natural areas, or conservation zones on, or adjacent to, the proposed subdivision
 - elevation contours and the drainage pattern within the proposed lots, and within 300 feet (91.4 m) of the boundaries of the proposed subdivision
 - the proposed use of the lots
 - proposed stormwater drainage patterns for water within and leaving the subdivision

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 before contacting the applicant to advise the status and required next steps.

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)

or

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: _____

Date: _____

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

SUBDIVISION AND CHANGE OF USE FEES

Subdivision of Land (\$110 for the first lot).....	=	_____
Additional Lots (\$55 for each additional lot).....	=	_____
Change of Use (\$110 for the first lot).....	=	_____
Change of Use for Additional Lots (\$55 for each additional lot).....	=	_____
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 landsdivision@gov.pe.ca for more information.

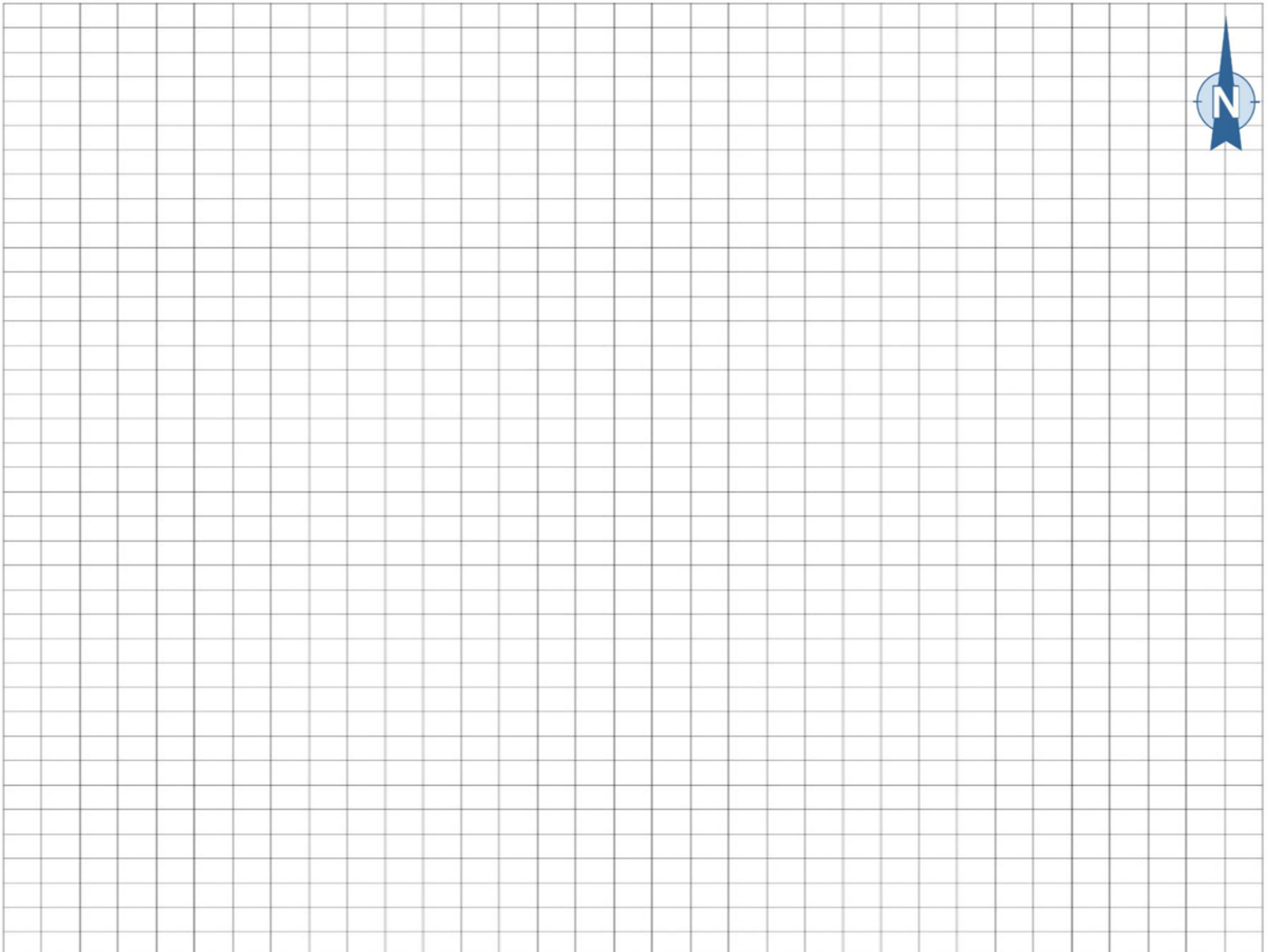
Disclaimer: This application may be transferred to the subject municipality for processing if jurisdictional planning areas change from the Province to the municipality.

Subdivision of Land (5 Lots or Less) or Change of Use Application Sketch

Pursuant to the Planning Act

This sketch below needs to show the true shape of the property and include all existing or proposed:

- Property lines with their lengths (ft)
- Road(s) including their name(s)
- Location of driveway(s)
- Distance from centre of driveway(s) to the nearest neighbouring property line (ft)
- Right-of-ways on or adjacent to property
- The location and current use of all existing buildings or structures and within 100ft of the site
- All land proposed as open space, parks, recreation or other common areas
- Any watercourse, wetlands, top of bank, or sand dune located on property
- Arrow showing the natural slope of the land and the scale
- Proposed storm water drainage patterns within and leaving the subdivision



Property Owner's Signature or Applicant

Date