

# Subdivision of Land and Change of Use Application



This application is to be used for any of the following:

- 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 Verified:	<input type="checkbox"/>

**Property Information:**

Property Tax Number:	Lot Number - if applicable:
Civic Address Number:	Street Name:
Route No:	Community:

**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  
  Agricultural  
  Aquaculture/Fisheries  
  Forestry  
 Recreational  
  Resource  
  Home-Based Business  
  Other: \_\_\_\_\_

**Proposed use of the land:**

**A. 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, please move onto B) SUBDIVISION OF LAND SECTION below

**If Yes, what would the new use of the property be?**

- Residential (Single-unit)     Residential (Duplex)     Residential (Multi-unit)     Rental accommodation  
 Commercial     Industrial     Institutional     Agricultural     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 his 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:**

**B. SUBDIVISION OF LAND SECTION:**

**Are you looking to subdivide the parcel of land into multiple lots?**     Yes     No

**If yes, how many new 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 or 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 well     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

## 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 structures 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. Staff may also carry out a site inspection to complete their application review.**

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**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		Date
Written confirmation from the current property owner(s) allowing this Subdivision of Land and Change of Use Application to proceed. This documented proof must be supplied at time of application.		Date
		Date
		Date
Applicant:		Date

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**Submit Applications To:**

- Land Division – 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

<b>Office Use Only</b>	
<b>SUBDIVISION &amp; CHANGE OF USE FEES</b>	
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 _____	= _____

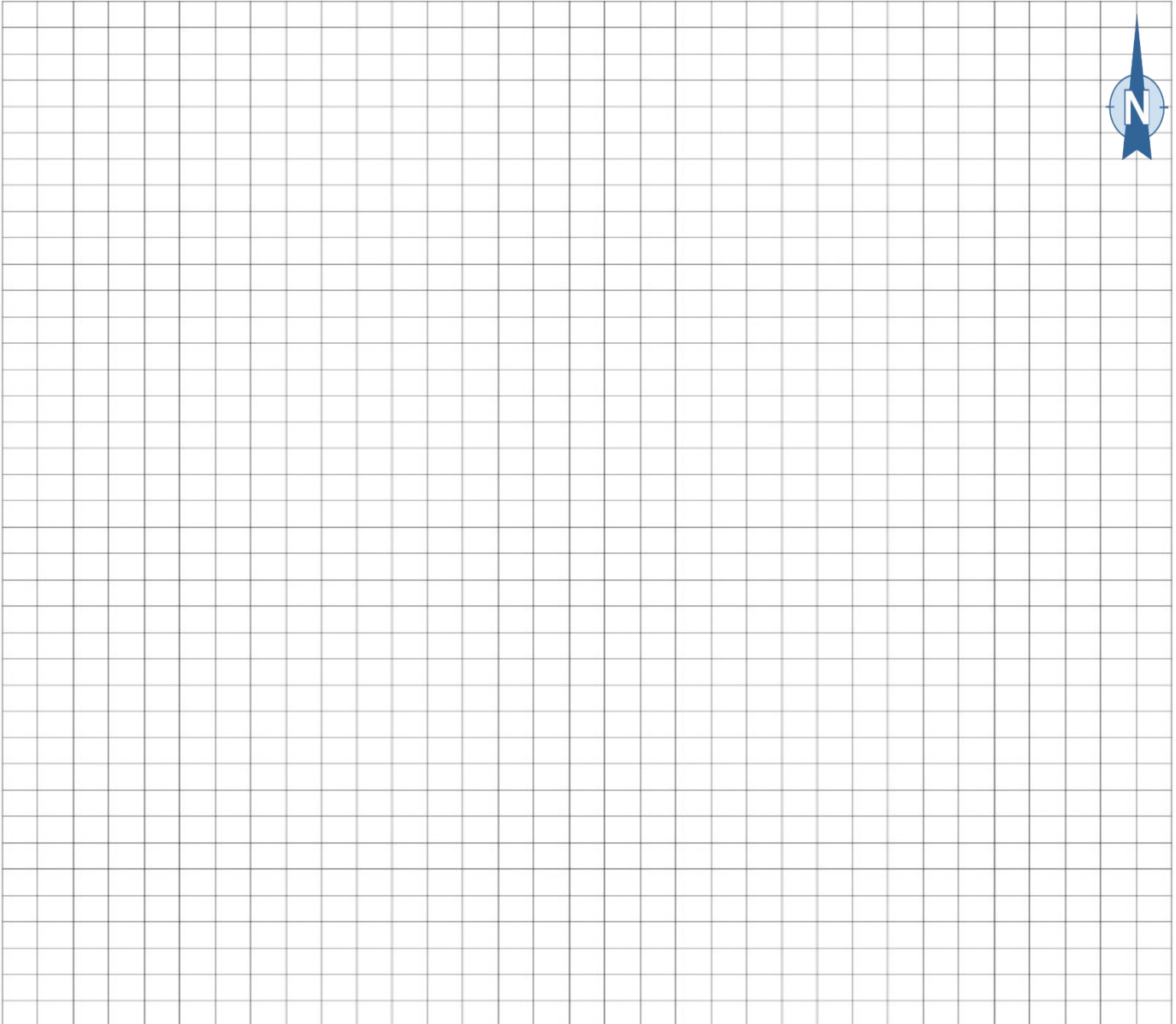
Personal Information on this form is collected under section 8 (1)(d) of the Planning Act. If you have any questions about the collection of personal information, you may contact [landdivision@gov.pe.ca](mailto:landdivision@gov.pe.ca) for more information.

# Subdivision of Land Application Sketch – 5 Lots or Less

Pursuant to the Planning Act

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

- Property lines with their lengths (in ft)
- Lot boundaries, including the **size** of proposed lots
- Road(s), including their name(s)
- All Buildings with their sizes listed (in ft)
- Distance from centre of road to buildings (in ft)
- Distance from buildings to property lines (in ft)
- Distance from septic tank/field to property lines (in ft)
- Distance from well to building (in ft)
- Distance between well and septic system (in ft)
- All land proposed to be use for open space, parks, recreation or other common areas
- Right-of-ways on or adjacent to property
- 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)
- Arrow showing the natural slope of the land
- Proposed stormwater drainage patterns for water within and leaving the subdivision
- Location of driveway(s)
- Distance from the centre of driveway(s) to the nearest neighbouring property line (in ft)



\_\_\_\_\_  
Property Owner's Signature or Applicant

\_\_\_\_\_  
Date