

Subdivision Application/Change of Use



A. Before You Apply

All applicants should read through the application form carefully to determine if they have all of the information on hand to complete it.

If you are applying to create lots for anything other than a residential use, please contact us at (902) 368-5280 to schedule an appointment with a senior development officer. Make sure to have this application completed prior to meeting with our staff.

B. Application Package Requirements

Before an application is considered complete and will be accepted for review, it must contain:

- A subdivision application form that has all of the questions answered and is signed and dated by the registered owners of the property, or someone authorized to act on their behalf, as well as the applicant.
- A Subdivision Proposal Map, drawn to scale and including a north arrow, showing the following, as applicable to your proposal:
 - The boundaries of the property involved, including dimensions
 - All existing roads and rights-of-way on and adjacent to the property
 - All existing structures on the property or within 100 feet (30.4 metres) of the property, including exterior dimensions
 - Any existing well or septic system (tank and field tile) on the property involved
 - Any watercourse, wetland, beach, sand dune, forested area, designated natural area or conservation zones on, or adjacent to, the land proposed to be subdivided
 - The shape, dimensions, area and use of any proposed lot, including lot numbers
 - All proposed roads or rights-of-way to provide access to the lots from a public highway
 - All land proposed to be use for open space, parks, recreation or other common areas
 - The location of any existing and proposed driveways, including the distance from the centre of the driveway to the nearest property boundary
 - Proposed stormwater drainage patterns for water within and leaving the subdivision
 - Any special planning areas affecting the site

C. How to Submit Your Application

Once you have completed the application form, and reviewed it to ensure all questions have been answered, and that all information provided is clear and accurate, deliver your application to Inspection Services, located at 31 Gordon Drive, Charlottetown. Alternatively, you can deliver your application form to one of the Access PEI locations listed below:

- O'Leary - 45 East Dr, O'Leary, PE, COB-1V0
- Summerside - 120 Heather Moyse Dr, Summerside, PE, C1N-5Y8
- Montague - 41 Wood Islands Rd, Montague, PE, COA-1R0

Your application will be considered incomplete and will be returned if any of the requirements outlined in section B are missing, unclear or illegible, or if fees have not been paid.

Personal information on this form is collected under section 31 (c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the review of your application. If you have any questions about this collection of personal information, you may contact (902) 368-5280 for more information.



1. Property Information

Property Tax Number: _____	Property Acreage: _____
Community: _____	Property Depth: _____
Street Name: _____	Property Width: _____
Civic Address Number (if applicable): _____	Lot Number (if applicable): _____

2. Applicant Information

Name: _____
First Middle Initial Last

Company Name: _____

Street Address or PO Box: _____

Community: _____

Province: _____

Postal Code: _____

Email: _____

Phone: _____

3. Registered Owner Information—If Different From Above

Name: _____
First Middle Initial Last

Company Name: _____

Street Address or PO Box: _____

Community: _____

Province: _____

Postal Code: _____

Email: _____

Phone: _____

4. Existing Land Use

a. How is the property currently used? Please check all that apply.

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Single-unit residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Multi-unit residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Forestry |
| <input type="checkbox"/> Rental accommodations | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other |

Describe the current land use in detail. If the property is used for a livestock operation, include the type of livestock, the number of animals, and whether there is a manure storage facility.

b. Are there existing buildings on the property? Yes No

If there are existing buildings on the property, please describe the use of each building in detail.

c. What is the physical nature of the land? Please check all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Wooded or treed | <input type="checkbox"/> Pasture | <input type="checkbox"/> Along the coast |
| <input type="checkbox"/> Low or swampy | <input type="checkbox"/> Hilly | <input type="checkbox"/> Near a waterbody |
| <input type="checkbox"/> Cultivated | <input type="checkbox"/> Level or flat | <input type="checkbox"/> Other |

Describe the physical nature in detail.

d. Are any of the following located within one kilometer of the proposed development?

- | | | |
|--|--|---|
| <input type="checkbox"/> Livestock operation | <input type="checkbox"/> Waste disposal site | <input type="checkbox"/> Residential lots |
| <input type="checkbox"/> Quarry or pit | <input type="checkbox"/> Airport | <input type="checkbox"/> Shellfish processing |
| <input type="checkbox"/> Sewage treatment facility | <input type="checkbox"/> Cemetery or Burial Ground | <input type="checkbox"/> Active wharf |

5. Proposal Information

a. What type of subdivision are you proposing? Please select all that apply.

- Dividing a parcel into two or more lots
- Joining two or more parcels together
- Attach part of one or more parcels to another parcel
- Reconfiguring multiple lots in an approved subdivision
- Changing the use of one or more lots

b. Are you planning to subdivide the land in phases?

Yes

No

If yes, how many phases are you proposing? There is a maximum of 20 lots per phase. _____

c. What is the intended use of the proposed lots? Please check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Single-unit residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Multi-unit residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Aquaculture/Fisheries |
| <input type="checkbox"/> Rental accommodations | <input type="checkbox"/> Institutional | <input type="checkbox"/> Forestry |

d. Describe the proposed land use in detail.

e. Describe your reasons for making this application and provide any other information that you think may be helpful.

6. Access and Servicing Information

- a. Will the proposal require the creation of a new public road? Yes No
- b. Will the proposal require the creation of a new private road? Yes No
- c. Will the proposal require the creation of new driveways or the relocation of existing driveways? Yes No
- d. Was a soil assessment (perc test) completed for the proposed subdivision? Yes No
- e. How will the proposed subdivision receive sewer services?
- New on-site system(s) Municipal Central Waste Treatment
- Existing on-site system(s) Private Central Waste Treatment
- f. How will the proposed subdivision receive water services?
- New on-site well(s) Municipal Central Water System
- Existing on-site well(s) Private Central Water System

7. Contracting Information

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

	Name	Email Address	Phone Number
Surveyor:			
Site Assessor:			
Lawyer:			
Soils Engineer:			

8. Declaration

I, _____ hereby certify that I am

- the registered owner of the land proposed for subdivision **OR** authorized to act on behalf of the registered owner of the land proposed for development

and hereby affirm that all statements contained within this application are complete and true, and I make this declaration conscientiously believing it to be true.

Registered Owner(s) Signature: _____ Date _____
 _____ Date _____
 Applicant Signature: _____ Date _____

Subdivision Application Sketch

Pursuant to the Planning Act

Note: This sketch is required as part of the Subdivision Application. The information below must be checked, where applicable, and shown to scale in the sketch provided.

- Show property boundaries and dimensions
- All structures including exterior dimensions
- Distance of structures from centre of roads
- Location of driveway from the centre to the nearest property boundary
- Location of well, septic tank, and field tile and show distances from structures
- Show roads
- Setback from side and rear yard property lines
- Distance from watercourse, top of bank, and sand dune
- Natural slope of the land
- Separation distance between well and septic system

SKETCH



Property Owner's Signature or Applicant

Date

