



Application for Permission to Subdivide or Consolidate Land or Change of Land Use

Application For:

- Tentative Approval
Final Approval

Application to:

- Subdivide a parcel of land
Consolidate two or more lots
Change use of an approved Subdivision

1. Location of the Land

Community Name: _____

Highway Route Number or Street Name: _____

Property Identification Number: _____

2. Existing Land Use

- Single Family Dwelling
Duplex Dwelling
Multiple Family Dwelling
Summer Cottage
Mobile Home
Agricultural Active
Other
Commercial
Industrial
Institutional
Forestry
Public Utility
Idle

3. Number of Lots Proposed _____ Proposed Land Use: _____

Subdivision Case # _____ Lot(s) Number: _____

4. Present Owner of Land

Name: _____

Address: _____ Postal Code: _____

Phone: _____ or _____

5. Correspondence in Connection with this Application should be Addressed to:

Name: _____

Address: _____ Postal Code: _____

Phone: _____ or _____

Owners Signature

Date

APPLICANTS PLEASE REFER TO SECOND PAGE FOR REQUIREMENTS PERTAINING TO THE TYPE OF APPLICATION SUBMITTED

Office Use Only:

Date Received _____ Examination Fee Attached _____

Application for Permission to Subdivide or Consolidate Land or Change of Land Use

For Tentative Approval:

1. Application for tentative approval must be accompanied by a sketch plan drawn to a scale of not less than 1 centimeter equals 10 meters (1 inch equals 100 feet), showing the proposed subdivision with the estimated dimensions of the several parcels, the location of proposed streets, the location of natural and artificial features such as buildings, railways, watercourses, drainage, ditches, swamps, wooded areas within or adjacent to the land proposed to be subdivided.
2. The Council shall examine such application and shall advise the applicant in writing, within 30 working days from receipt of such application either that the subdivision can be approved in principle, or that it cannot be approved. The reason for so deciding shall be stated.
3. Approval in principle of any proposed subdivision shall not be construed as final approval of such subdivision for land registration purposes or for legal conveyance.
4. Approval in principle shall only be effective for a period of six months, during which time an application for final approval must be submitted.

For Final Approval:

1. Applications for final approval must include the following information:
 - a. The name of the owner of the property being subdivided;
 - b. The tax number of the property being subdivided;
 - c. The date on which the survey was carried out, and the date of which the plan was prepared;
 - d. A small key plan showing the location of the property in relation to nearby communities, roads and geographical features;
 - e. The scale of the main drawing and key plan. The scale of the main drawing should be no smaller than 1-inch equals 100 feet;
 - f. A north point
2. All lots and blocks of land within the subdivision must be clearly dimensioned and numbered, and the location of all survey pins must be shown with their coordinates.
3. The plan must indicate the location and width of proposed roads or rights-of-way and must show all adjacent roads and rights-of-way upon which the subdivision abuts to a sufficient distance to indicate the relationship of the property to the general road pattern.
4. All natural and artificial features such as buildings, existing roads, watercourses, drainage ditches, swamps, wooded areas, etc. within or adjacent to the subdivision must be clearly shown.
5. The nature and extent of any restrictive covenants or easements affecting the land being subdivided must be shown or noted on the plan.
6. The boundaries of all lots to be included in the final approval must be clearly outlined in red.
7. The plan must be certified by a Professional Land Surveyor. The certificate must read as follows:

I name , Prince Edward Island Surveyor, do hereby certify that this survey was executed under my direction and supervision, and that this plan is a true and correct representation of said survey.

P.E.I. Land Surveyor

8. In addition to the information listed above, plans should incorporate a sufficient amount of empty space to accommodate an approval stamp and approval condition. For this reason, photocopies on legal or smaller sizes of paper will usually be considered not acceptable.
9. FIVE (5) copies of the plan must be submitted for final approval stamping. Following approval, one stamped copy will be returned for the applicant's records.
10. An examination fee equal to \$100.00 or \$25.00 per lot in the subdivision plan, whichever is greater, must be submitted with an application for final approval.