

COMMUNITY OF NORTH SHORE

Prince Edward Island

REQUIREMENT FOR SUBDIVISION APPROVAL

All subdivision of land within the Community, whether one lot or more, shall follow section 6.0 of the Community of North Shore 2014 Land Use Bylaw.

Please note that the subdivision approval process includes the provision of official survey plans to be provided. (www.stanhopecovehead.pe.ca).

SUBDIVISION APPROVAL APPLICATION PROCESS

1. Complete the subdivision application form.
2. Any person seeking Council's approval of a subdivision shall first make application for preliminary approval, and shall be required to submit, along with the application in the form approved by Council, five (5) copies of a preliminary subdivision plan, prepared by a licensed land surveyor and/or registered engineer, drawn to scale showing:
 - a) the true shape and dimensions of every lot;
 - b) the location of every existing building or structure on the parcel;
 - c) existing and proposed services and utilities;
 - d) proposed widths and locations of all streets;
 - e) location of land proposed for open space and parks use; and
 - f) the existing use of the land and all immediately adjacent properties, showing buildings, fields, streams, rivers, swamps, wooded areas and areas subject to flooding or erosion.
3. The above-noted documentation may be dropped off at the North Shore Community Office, 2120 Covehead Road between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday, or mailed to:

Development Officer
Community of North Shore
2120 Covehead Rd.
York, PE COA 1P0
4. All received subdivision approval applications will be submitted to the North Shore Community Council for their review at the first Council meeting immediately following receipt of the completed application. The North Shore Community Council currently meets the second Wednesday of each month. Council may require the property owner to enter into a subdivision agreement as a requirement of "final approval", as per s. 6.9 of the Community of North Shore 2014 Land Use Bylaw.
5. Upon receipt of notification that Council has granted "preliminary approval" of the proposed subdivision, you must go to or contact the Building & Development Section, 31 Gordon Drive, Charlottetown, 1-902-368-4867 and arrange to have test pits dug on the property being subdivided, in order to ensure that it is suitable for on-site sewage disposal systems. If the

proposed subdivision is not suitable for on-site sewage disposal systems, you will have to negotiate with the Building & Development Section respecting the type and size of sewage disposal system required.

B. Final approval:

1. Once you have determined the type and size of sewage disposal system(s) permitted or required for the proposed subdivision, you will need to contact a certified Prince Edward Island land surveyor to prepare six (6) copies of a detailed survey plan of the proposed subdivision showing:

- a) the depth and width of all proposed lots, including survey pins with co-ordinates;
- b) the names and location of all proposed roads or rights -of-way, as well as the names and locations of 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 in the area;
- c) all natural and artificial features such as buildings, existing roads, watercourses, drainage ditches, swamps, wooded areas, etc. within or adjacent to the subdivision;
- d) the nature and extent of any restrictive covenants or easements affecting the land being subdivided;
- e) the size and location of any public recreation and public open space land parcels**;
- f) the boundaries of all lots to be subdivided outlined in red.

2. Your “final approval” application should consist of the following

- a) the completed “final approval” portion of the “preliminary approval” notification you received,;
- b) six (6) copies of the detailed survey plan;
- c) either a copy of a letter from the Building & Development Section indicating that the land being subdivided is suitable for on-site sewage disposal systems, or a copy of the engineering prospectus of the sewage disposal system required for the proposed subdivision;
- d) the appropriate recreation and public open space fee, as determined by Council;
- e) a copy of a homeowners association documentation (as required); and a subdivision permit fee.

3. The above-noted documents may be dropped off at the North Shore Community Office, 2120 Covehead Road between the hours of 9:00 a.m. and 4:00 p.m. Monday through Thursday, or mailed to:
Development Officer, Community of North Shore, 2120 Covehead Rd., York, PE C0A 1P0

Note: Failure to complete any of the above-noted documentation could result in a delay in the issuance of your subdivision approval. Please make sure that all relevant information requested on the forms is provided. It is the responsibility of the application to ensure that they are familiar with all relevant sections of the Community of North Shore 2014 Land Use Bylaw pertaining to subdivision of land within the Community (go to www.stanhopecovehead.pe.ca). If you have any questions respecting the subdivision approval application process, please contact the Community’s Development Officer c/o the North Shore Community Office at 902-672-1586 or email nsc@pei.aibn.com

**COMMUNITY OF NORTH SHORE
SUBDIVISION APPROVAL APPLICATION**

NOTE: Please refer to the Community of North Shore 2014 Land Use Bylaw (www.stanhopecovehead.pe.ca) for information regarding subdivision of land within the Community of North Shore.

I. Property Information:

Property owner's name: _____

Property tax no: _____ Location of property (street name): _____

Subdivision lot no: (if applicable): _____ Civic no: _____ Acreage _____ Existing use of property (check):

single family dwelling ___	duplex ___	cottage rentals ___
commercial ___	institutional ___	recreation ___
forestry ___	fisheries ___	vacant ___
agricultural(active) ___	agricultural (idle) ___	other (explain) _____

II. Applicant information:

Applicant's name (if not owner): _____

Mailing address: _____

Postal code: _____ Phone no: (h) _____ (w) _____

Cell _____ Email: _____

Correspondence: Correspondence in connection with this application should be addressed to:

Name: _____ Tel: _____ Email: _____

Property owner's signature: _____ Date: _____

III. Subdivision information: Proposed number of lots _____

The proposed use of land:

single family dwelling ___ duplex ___ seasonal dwelling ___ rental cottage ___

agriculture ___ commercial ___ public service/institutional ___ recreation ___ non-commercial

garage ___ non-commercial storage ___ resource-based industrial ___

other (explain) _____

NOTE: The Community Development Officer may contact you for any other information considered relevant to this application.