

RURAL MUNICIPALITY OF NORTH SHORE DEVELOPMENT PERMIT APPLICATION

Rural Municipality of North Shore Official Plan and Landuse Bylaws can be found online at www.stanhopecovehead.pe.ca

This is a development permit application for (check appropriate section):

- | | |
|---|--|
| <input type="checkbox"/> new structure | <input type="checkbox"/> change of use of land or existing structure |
| <input type="checkbox"/> demolition of an existing structure | <input type="checkbox"/> Wind energy system |
| <input type="checkbox"/> apartment within an existing dwelling | <input type="checkbox"/> gravel pit |
| <input type="checkbox"/> addition/extension to existing structure | <input type="checkbox"/> other |
| <input type="checkbox"/> moving a structure onto an existing property | |

I. Property Information:

Property tax no: _____ Location of property (Civic Address): _____

Subdivision lot no: (if applicable): _____ Civic no: _____

Existing use of property: _____ Depth _____ Width _____ Acreage _____

Current Value of Property _____ Estimate cost of Project _____

II. Applicant information:

Applicant's name: _____ Property owner's name: _____

Mailing address: _____ Postal code: _____

Phone no: (h) _____ (w) _____ (c) _____

Email: _____

III. Development permit information:

If existing, what is the present use of the structure on the property? _____

If applicable, number of bedrooms in proposed development? _____

The proposed use of the "new" or "existing" structure is:

- | | |
|---|---|
| <input type="checkbox"/> single family dwelling | <input type="checkbox"/> recreation |
| <input type="checkbox"/> duplex | <input type="checkbox"/> non-commercial garage |
| <input type="checkbox"/> summer cottage | <input type="checkbox"/> non-commercial storage |
| <input type="checkbox"/> rental cottage | <input type="checkbox"/> agricultural |
| <input type="checkbox"/> commercial | <input type="checkbox"/> other |
| <input type="checkbox"/> public service/institution | (please state what the proposed use will be) |
| <input type="checkbox"/> resource-based industrial | |

IV. New structure/addition information:

length _____ height _____ width _____ stories _____ foundation type _____ Square Footage _____

V. Location of new structure/addition on property:

a. distance to centre of nearest road, street, lane way or right-of-way? _____

b. distance to nearest property line? _____

c. Is there a watercourse or wetland on or near the proposed structure no _____ yes _____

If yes, what is will be the separation distance between the new structure/addition and the landward boundary of the watercourse or wetland? _____

VI. Driveway:

Will the new structure/addition require the creation of a new driveway or the relocation of an existing driveway? no__ yes__

VII. Septic system information:

Type of septic system to be installed on site or connected to?

new _____existing _____private _____central _____

If existing private, what is the capacity of the existing holding tank?____gallons_liters

VIII. Site plan and Grade elevation Plan Bylaw section 2.8:

Draw a sketch of property (or all can be located on the required Grade elevation plan) showing the following:

a. dimension of lot (width and depth)

b. location or proposed location (distance from all boundary lines) of new or existing structure(s)

c. location of existing or proposed driveway (incl. distances from nearest boundary line)

d. general slope of property (indicate by arrows)

e. location of existing or proposed on-site septic tank and absorption field (incl. Setback distance from dwelling, well and property boundaries)

f. location of existing or proposed well (incl. Setback distance from dwelling and nearest portion of septic tank and disposal field)

g. location of wells and septic sewerage systems within a minimum of 30m on abutting lots

h. distance of structure from any adjacent watercourse or wetland

Affirmation:

I, _____, hereby affirm to the best of my knowledge and ability, the information that I have provided on this form is true and complete.

Applicant's signature: _____ Date: _____, 20____, or

Agent for applicant signature: _____ Date: _____, 20____

NOTE: In order for your building permit to be issued, you must attach a copy of your registered septic permit and site suitability assessment to this application. The Development Officer may contact you for any other information considered relevant to this application.

Municipal Use:

Date application received: _____, 20____ Application no. _____

Application complete? yes___no ___

Appropriate development permit fee attached? yes___ no ___

Person who received the fee? (please print) _____

Was a receipt issued? no ___yes___

Receipt no. _____

REQUIREMENT FOR A DEVELOPMENT PERMIT

In accordance with s. 2.4 of the Community of North Shore 2014 Landuse Bylaws, no person shall:

- a) change the use of a parcel of land or a structure;
- b) commence any development;
- c) construct or replace any structure;
- d) make structural alterations to any structure;
- e) make any water or sewer connection;
- f) make any underground installation such as a septic tank, a fuel tank, a foundation wall or the like;
- g) move or demolish any structure;
- h) construct a driveway;
- i) place, dump any fill or other material over 10 cubic metres; or
- j) subdivide or consolidate a parcel or parcels of land;
without first applying for and receiving a permit from Municipality's Development Officer. A development permit shall be valid for up to 12 months. Council may grant an extension not greater than six (6) months from the date of expiry

DEVELOPMENT PERMIT APPLICATION PROCESS

1. Complete, or have your building contractor complete on your behalf, the development permit application form and submit, with payment based on the fee schedule, cash, cheque (made out to the Rural Municipality of North Shore) or e-transfer to administrator@northshorepei.ca.

2. **Septic System** If your structure requires a new or expanded septic system, you will require a Sewage Disposal System Registration Form completed by a licensed septic contractor and registered with the PEI Planning Lands Division at 31 Gordon Drive, Charlottetown. **(** Note: a development permit will not be issued until an on-site sewage disposal system form has been registered with the Province). Please be aware of regulations on undersized lots Section 8.7 of the 2014 Landuse Bylaw**

3. **Site Plan and Elevation Plan**, Section 2.8 of the 2014 Landuse Bylaw requires an elevation plan completed by a licensed surveyor, landscape architect or engineer for any permanent structure. A site Plan is also required for your development and may be completed on the Elevation plan.

4. **Driveway Access** If you require a new culvert to your property or if your property fronts on a public road, you will require an Entranceway Permit. Contact a) the PEI Transportation & Public Works, 3rd floor Jones Bldg, 11 Kent St., Charlottetown, or
b) the Government Garage (corner of Park St. And Riverside Drive, Charlottetown), to complete the required form and to pay the required fee.

5. **Civic Address** If your new structure requires a civic address, fill out the online Civic Address form: www.princeedwardisland.ca/en/service/apply-civic-address

All properties that fall within provincial civic addressing (most rural areas) are required by law under the Emergency 911 Act to display the number using a standardized blue reflective civic number sign. Every building in the Municipality of North Shore that has been assigned a civic number should be displaying this type of civic number sign. Some properties under provincial civic addressing may also be displaying

additional signs, such as the numbers that are included in rural mail box kits, hardware store numbering kits, etc., however, the legislation mandates that they must also have the standardized blue reflective sign clearly posted.

6. Attach a copy of the approved on-site sewage disposal system registration, entranceway permit (if required) and culvert permit (if required), elevation and site plan to the completed development permit application form.

a) drop the documents off at the North Shore Municipal Office, 2120 Covehead Road 8:30 am - 4:00pm Monday to Thursday or in the drop box at the side of the Community Centre after hours. 902-672-2600

b) applications can be scanned and emailed to administrator@northshorepei.ca

c) or mail the documents to: Administrator, Rural Municipality of North Shore
2120 Covehead Road
York, PE C0A 1P0

****Please Note:** You should be aware that there may be existing covenants in place. The Official Plan does not enforce covenants, however, as a courtesy, we wish to advise you that you should be prudent in determining whether there are covenants in place and contact the respective Home Owners Association.

You should also be aware that many roads in the municipality are "private roads". Land owners on a private road are directly responsible for the upkeep of the private road

IMPORTANT INFORMATION REGARDING NEW NATIONAL BUILDING CODE

PROVINCIAL BUILDING PERMIT

In addition to being issued a Development Permit by the Rural Municipality of North Shore, you are required to apply for the Provincial Building Permit before embarking on any development, except for developments described below that are exempted from the building regulations and Codes;

(a) sewage, water, electrical, telephone, rail or similar systems located above, below or on an area of land which has been dedicated or deeded for public use;

(b) public utility towers and poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached to buildings;

(c) flood control, dams for public water supply, hydroelectric dams and their related structures, not including buildings;

(d) mechanical or other equipment and appliances not specifically regulated by the codes;

(e) above-ground or below-ground bulk storage tanks not regulated under Part 6 of the Building Code or the National Farm Building Code of Canada, 1995, issued by the Canadian Commission on Building and Fire Codes, National Research Council of Canada;

(f) a building that is within the scope of the National Farm Building Code of Canada, 1995, issued by the Canadian Commission on Building and Fire Codes, National Research Council of Canada;

- (g) free-standing signs;
- (h) fences;
- (i) retaining walls or exterior steps not attached to, and forming part of a building's construction;
- (j) in respect of a building within the scope of Division B of Part 9 of the Building Code, interior and exterior non-structural material alterations and material repairs such as
 - (i) removing and replacing roofing with similar materials,
 - (ii) removing and replacing cladding with similar materials,
 - (iii) replacement or repair of drywall or other interior finish,
 - (iv) installation of additional insulation or replacement of insulation,
 - (v) replacement of a furnace or boiler,
 - (vi) installation or replacement of an air-conditioning unit or heat pump,
 - (vii) replacement of windows or doors, where there is no change in location or size of the window or door and the structural support for the opening is not affected,
 - (viii) installation or replacement of cabinets, shelving, millwork or flooring, and
 - (ix) waterproofing or damp-proofing of foundation walls or repair or replacement of foundation drainage;
- (k) a building used for a resource use as that term is defined in the Subdivision and Development Regulations (EC693/00) made under the Planning Act R.S.P.E.I. 1988, Cap. P-8, where the occupant load is expected to be not more than one person for each 40 square metres of floor area during normal use;
- (l) an accessory building not greater than 20 square meters in area;
- (m) a single-storey exterior wooden deck for residential use that is less than 600 millimetres above ground level and less than 55 square metres in area and does not support a roof;
- (n) a tent with a floor or ground area of less than 223 square metres that is erected for a temporary purpose;
- (o) in respect of a building within the scope of Division B of Part 3 of the Building Code, interior and exterior non-structural material repairs or maintenance with a monetary value of \$10,000 or less. (EC177/20)

For information on Building Codes Regulations, visit https://www.princeedwardisland.ca/sites/default/files/legislation/b05-1-1-building_code_act_building_code_regulations.pdf.

For the Provincial Building Permit application and submission process, please contact the Land Division, Department of Agriculture and Land;

Email: landdivision@gov.pe.ca

Tel: 902-368-5590