

Subdivision Permit Application and Checklist

A. Before You Apply

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

B. Subdividing in the Special Planning area

Kingston is divided into two zones. Rural East A1 and Rural West A2. Properties within Rural East A1 are in the Cornwall Special Planning Area which is subject Provincial Legislation governing that area and takes precedent over the Kingston subdivision bylaws that govern areas within Rural West A2. Within the Special Planning Area only parcels of land that were in existence as of July 9, 1994, may be subdivided. Those parcels cannot exceed 5 additional lots created since July 9, 1994. It is important to learn whether your property falls within the Special Planning Area prior to making any plans or submitting subdivision applications.

C. Checklist of Items Required to apply for a Standard Subdivision Permit

Please read and check off the following list of requirements before proceeding to fill in the Subdivision Permit Application.

Ensure ALL sections within Permit Application are complete or indicate “not applicable”. Ensure the Application is signed and dated by the registered owner of the property, or someone authorized to act on their behalf, as well as the applicant

For the purposes of obtaining preliminary approval, include a detailed drawing of the property to scale containing the following information

<input type="checkbox"/>	Shape, dimensions and boundaries and all features present on the property, including structures, septic tanks and field tile systems, wells, entranceways, driveways, rights-of-way and any other manmade features.
<input type="checkbox"/>	Provide distances between all the features and between features and boundaries.
<input type="checkbox"/>	Provide the location of any watercourse or wetlands on or adjacent to the property, slope of the land and symbol indicating the north orientation.
<input type="checkbox"/>	Provide information on proposed lots with shape and dimensions, roads or rights-of-way providing access to the lots
<input type="checkbox"/>	Provide proof that a subdivision road and/or access to lots off a Provincial Road will be approved by the Province
<input type="checkbox"/>	Provide documentation on septic system categorization for each lot. Proof of categorization must be provided by a Licensed Septic System Installer.
<input type="checkbox"/>	A stormwater drainage plan may be required for subdivisions where more than one additional lot is being created.
<input type="checkbox"/>	I have read the provisions of the bylaws of the Rural Municipality of Kingston pertaining to subdivisions and understand that all aspects of those bylaws must be respected. I am also aware of the existence of the Special Planning Area and have determined which Zone my property is located.
<input type="checkbox"/>	Prior to granting final approval, the subdivision must be surveyed by a qualified Prince Edward Island Land Surveyor.

D. 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 the Rural Municipality Office co-located with the Emyvale Rec Centre at 2155 Kingston Road Route 235, Emyvale PE, C0A 1Y0. It is best to call ahead at 902-213-9030 to ensure the office is open. You may also mail the form and supporting documents to this address or alternatively you may submit your applications via email to kingstoncaopei@gmail.com

Payment for the issuance of permits can be made by e-transfer to kingstoncaopei@gmail.com or by cheque.

RURAL MUNICIPALITY OF KINGSTON APPLICATION FOR SUBDIVISION APPROVAL

1 Property Information

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

2 Applicant Information

Applicant's Name			
	First	Middle Initial	Last
Company Name (if applicable)			
Address		Community	
Province		Postal Code	
Email		Tel No:	

3 Registered Owner Information – If different from above

Not applicable

Owner's Name(s)			
Owner's Name(s)			
	First	Middle Initial	Last
Company Name (if applicable)			
Address		Community	
Province		Postal Code	
Email		Tel No:	

4 Existing Land Use

<input type="checkbox"/>	Agricultural	<input type="checkbox"/>	Forestry	<input type="checkbox"/>	Industrial/Institutional	
<input type="checkbox"/>	Single Unit Residential	<input type="checkbox"/>	Multi-Unit Residential	<input type="checkbox"/>	Rental Accommodations	
<input type="checkbox"/>	Other, please specify					
Are there existing buildings on the property?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, describe use of building in detail.						

5 Existing Land - Physical Properties

<input type="checkbox"/>	Treed or Wooded	<input type="checkbox"/>	Pasture	<input type="checkbox"/>	Low and Swampy
<input type="checkbox"/>	Hilly	<input type="checkbox"/>	Near Rivers or Streams	<input type="checkbox"/>	Cultivated
<input type="checkbox"/>	Flat or Level	<input type="checkbox"/>	Other, Specify		

6 Proposal Information

<input type="checkbox"/>	Creating one additional lot off an existing parcel				
<input type="checkbox"/>	Dividing a parcel into between 2 and 5 additional lots (total including previous subdivisions)				
<input type="checkbox"/>	Joining two or more parcels together				
<input type="checkbox"/>	Attach part of one or more parcels together				
<input type="checkbox"/>	Reconfiguring multiple lots in an approved subdivision				
<input type="checkbox"/>	Changing the use of one or more lots				
<input type="checkbox"/>	Are you planning on subdividing in phases (Note Kingston only allows a maximum of 5 lots to be created from an existing parcel?)				
What is the intended use of the Proposed Lots?					
<input type="checkbox"/>	Single Unit Residential	<input type="checkbox"/>	Multi-Unit Residential	<input type="checkbox"/>	Industrial/Institutional
<input type="checkbox"/>	Agricultural	<input type="checkbox"/>	Forestry	<input type="checkbox"/>	Rental Accommodations
<input type="checkbox"/>	Other, please specify				

7 Access and Servicing Information

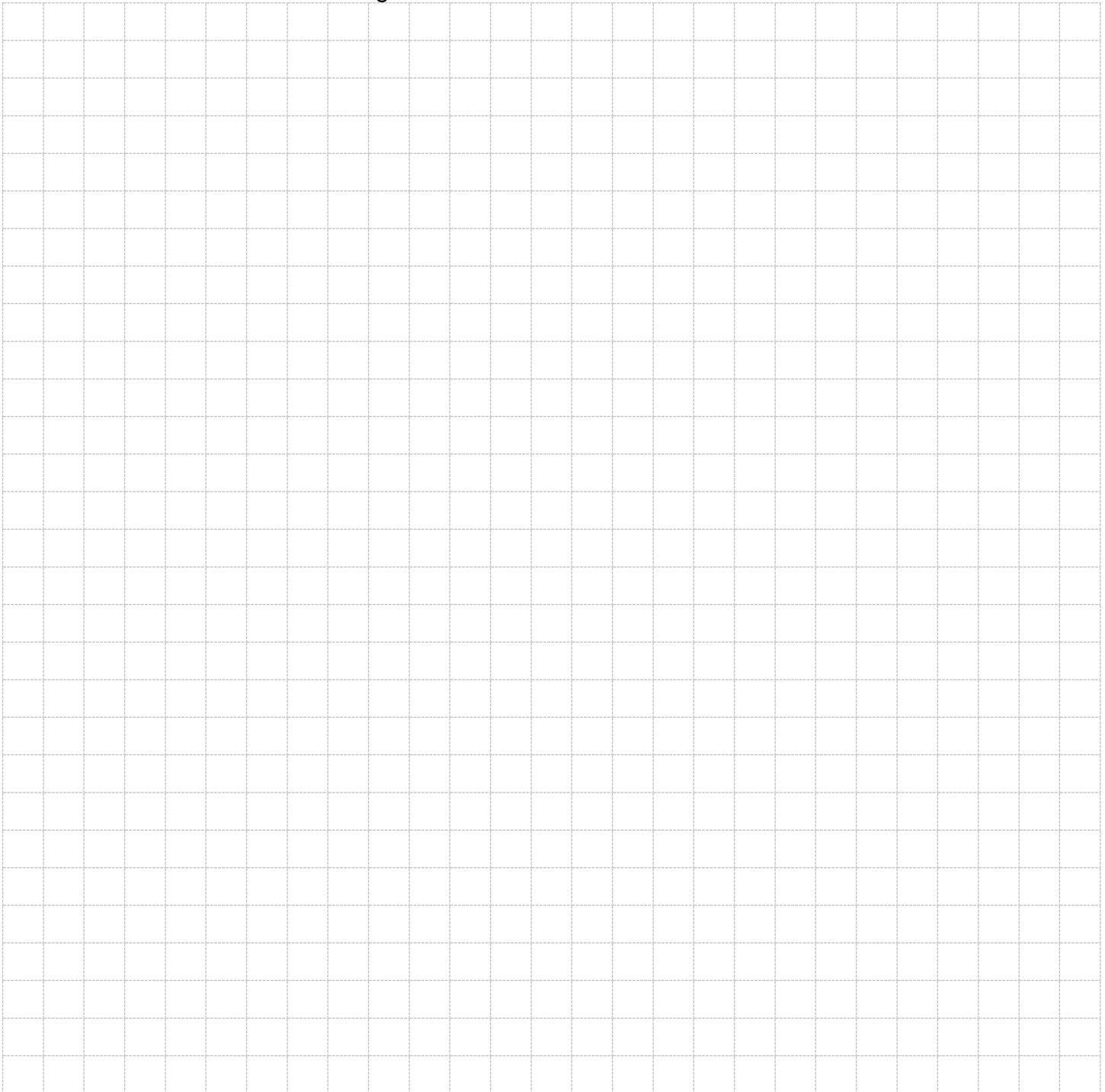
Will the proposal require access(es) to a public road?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, has confirmation from the province granting a future entranceway permit been provided in this application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will the proposal require the creation of a new Private Road?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, has confirmation from the province granting a future entranceway permit been provided in this application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will the proposal require the creation of a shared driveway?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, has confirmation from the province granting a future entranceway permit been provided in this application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has septic system classification been done for each of the proposed lots?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, has documentation from a licensed Septic System Installer been included in this application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

8 Contracting Information

	Name	Email	Phone
Surveyor			

Lawyer			
Septic Installer			
Well Installer			

9 Detailed Drawings. (Map) Space will be provided on the following page to provide detailed drawings of the proposed subdivision project. Drawings must be clear and readable. Providing separate larger format drawings is highly recommended to ensure all necessary information is included in the application. Ensure all information specified in Section C above have been included in the drawings.



I,		Hereby certify that I am	
<input type="checkbox"/>	The registered owner of the land proposed for subdivision	OR	<input type="checkbox"/> Authorized to act on behalf of the registered owner of the land proposed for subdivision.
And hereby affirm that all statements contained within this application are complete and true and make this declaration conscientiously believing it to be true.			
Registered owner(s) Signature		Date	
Registered owner(s) Signature		Date	
Applicant Signature		Date	

11. Links and helpful information. These links are current as of the production of this document. Should you find the links broken, please let us know and we will update our form.

- Note 1 - Commercial Development will require an amendment to bylaws and public consultation and input.
- Note 2 – Other Development may require an amendment to bylaws and public consultation and input.
- Information on planning and permits required by the Province can be found at their website: <https://www.princeedwardisland.ca/en/topic/municipal-governments>
- Entrance way permits are often required of new construction. Permit information can be found at: <https://www.princeedwardisland.ca/en/information/agriculture-and-land/entrance-way-permit-information>
- A list of licensed septic contractors can be found at this address: https://www.princeedwardisland.ca/sites/default/files/publications/licensed_pumper_list_november_2018.pdf
- If a new civic address needs to be created as a result of applying for a development permit, information can be found at: <https://www.princeedwardisland.ca/en/service/apply-civic-address>
- The link to our community website is: <https://kingstonpei.ca/> This website is regularly updated and can provide general information our plan and bylaws.

Non-identifying information contained in this form will be posted on the PEI property planning website and in the community website, as per provincial regulations.

12 Municipal Use only:

Date Received		Fee Received		Date Approved	
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