

## Landowner Declaration

I, \_\_\_\_\_ residing at,  
*Land owner's name*

\_\_\_\_\_,  
*No. Street Place Province Postal Code*

do solemnly declare:

1. THAT I am the owner(s) of the property or properties having Property Identification Number(s) (PID) \_\_\_\_\_, with respect to the attached application;
2. THAT the declaration contained herein is completely true and made with full knowledge of all circumstances connected therewith;
3. AND I make this solemn declaration that \_\_\_\_\_,  
*Name of Agent/Applicant*

representing the following agency (if applicable) \_\_\_\_\_,  
*Name of Agency*

is/are authorized to act as my agent / applicant and do assign hereto full authority in dealing with the subject application.

Signature: \_\_\_\_\_  
*Owner's Signature*

Owner's contact information: (tel) \_\_\_\_\_ (email) \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
*Place date month year*

*\*In the case of multiple ownership, each property owner must sign a Landowner Declaration so that an application can be considered complete.*

# Development Permit Application

## For Office Use Only

File # _____	Zone _____
Permit # _____	Permit Fee: <input type="checkbox"/> Paid
PID # _____	Date of Application (complete)

### Type of Work

- New building   
  Renovate existing   
  Addition   
  Change of use   
  Other:

### Use of Proposed Structure (check one)

- |                                                   |                                                    |                                                      |
|---------------------------------------------------|----------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Single Detached Dwelling | <input type="checkbox"/> Secondary Suite           | <input type="checkbox"/> Commercial                  |
| <input type="checkbox"/> Duplex                   | <input type="checkbox"/> Mini-home   Tiny Home     | <input type="checkbox"/> Commercial Storage Building |
| <input type="checkbox"/> Semi-detached            | <input type="checkbox"/> Commercial Rental Cottage | <input type="checkbox"/> Industrial                  |
| <input type="checkbox"/> Townhouse                | <input type="checkbox"/> Agricultural              | <input type="checkbox"/> Recreational                |
| <input type="checkbox"/> Apartments: # units      | <input type="checkbox"/> Accessory Structure       | <input type="checkbox"/> Institutional               |
| <input type="checkbox"/> Home-based business:     | <input type="checkbox"/> Not listed:               |                                                      |

### Contact Information

Applicant	Name			
	Address			Postal Code
	Email			Phone

If different than above:

Property Owner	Name			
	Address			Postal Code
	Email			Phone

### Property Information

Parcel ID		Lot #		Community Name	
Civic Number				Street Name	

### Project Information

Estimated value of construction (statistical purposes only) \$			Corner lot: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Proposed use:	Current Use:	Other buildings on lot? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, identify use:			
Lot category:	Date of site assessment:				
Description of work					

Square Footage	x _____ ft	x _____ ft	No. Stories	= Sq Ft
Main building (if applicable)	x _____ ft	x _____ ft	x _____ ft	= _____
Accessory Building	x _____ ft	x _____ ft	x _____ ft	= _____
Accessory Building	x _____ ft	x _____ ft	x _____ ft	= _____
Addition	x _____ ft	x _____ ft	x _____ ft	= _____
Addition	x _____ ft	x _____ ft	x _____ ft	= _____
<b>Number of bedrooms</b>				

Other Site Requirements	New	Included	Existing	N/A
Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> explain:
Sewage Disposal System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> explain:
Date of site suitability test (perc test)		Test conducted by:		Lot category:
Entrance Way (driveway) Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> explain:
Coastal Hazard Assessment (if site is 4.22m or less in elevation)		<input type="checkbox"/>		<input type="checkbox"/> explain:
<b>**Important**</b>				
<i>It is the responsibility of the land owner or agent to secure documented proof that all other site requirements are met prior to a Development Permit being issued by the Municipality.</i>				

**Stormwater Management Plan included:**

Yes:

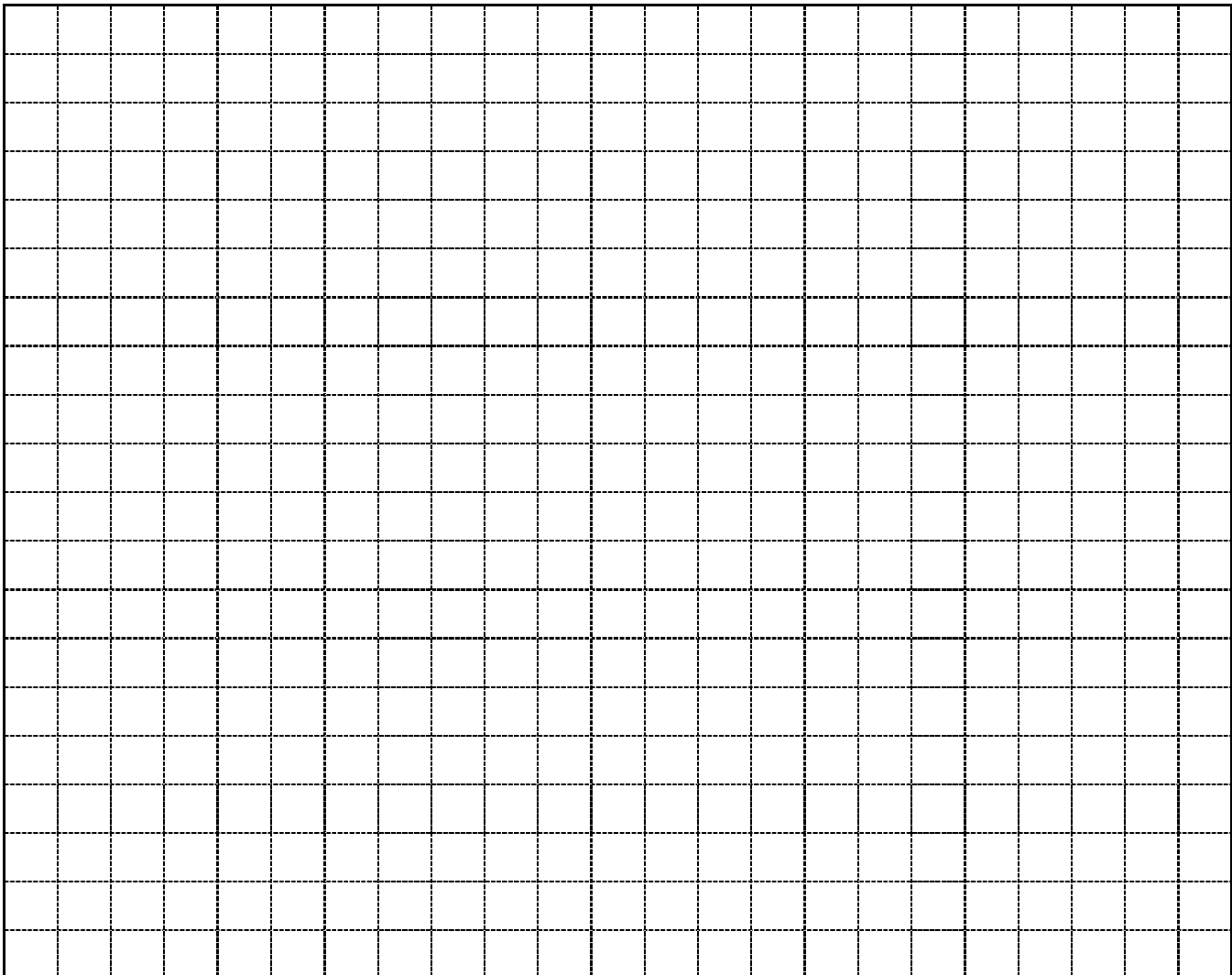
No:  As per Section 3.8(2) of bylaw, if there is no alteration or change to grade within required setbacks AND one of the following applies:

<input type="checkbox"/> Conforms to stormwater management plan from subdivision of lot;	<input type="checkbox"/> Structure is less than 65 m <sup>2</sup> (698 ft <sup>2</sup> ) AND all setbacks are more than 15 m. (50 ft.) from all lot lines and existing buildings/structures;
<input type="checkbox"/> Total lot coverage will be less than 10%;	<input type="checkbox"/> Structure is less than 20 m <sup>2</sup> (215 ft <sup>2</sup> );
<input type="checkbox"/> Structure will be on raised sono-tubes, posts or piles and will not affect water flow;	<input type="checkbox"/> Structure replaces one of the same size and in the same general location with no grade of the lot under or around the structure.

## Site Plan

Please sketch below or attach separately. Please include the requirements of section 3.5 of the Land Use Bylaw:

- Lot boundaries, including dimensions and area;
- General location and use of every existing building or structure on the lot, and on abutting lots within 15.2 m. (50 ft.) of the location of the proposed building or structure;
- Location and proposed use of each new building;
- Location of the sewerage disposal system and well or water service, and distance between any existing or proposed well and sewerage disposal system;
- the location of any well, sewerage disposal system, and driveways within 30 m (98.43 ft) on adjacent lots;
- the proposed and existing location and dimensions of any entrance way, parking space, and parking lot on the lot; incl. distance from centre of the driveway to the nearest property boundary;
- all existing streets, rights-of-way, and easements on and adjacent to the lot;
- the location and exterior dimensions of the proposed building or structure, including any attached deck, porch or veranda;
- the distance from the proposed building or structure to all property boundaries;
- the distance from the proposed building or structure to any existing buildings or structures;
- elevation plan(s) of each exterior wall of the proposed building or structure;
- slope and direction of surface drainage;
- the distance from the proposed structure to the boundary of any wetland, watercourse, sand dune, or the top of the bank adjacent to a wetland or watercourse and the location of the watercourse and wetland buffer zone; and
- north arrow and scale



## Certification and Notes

### I HEREBY AFFIRM AND DECLARE TO THE MUNICIPALITY THAT:

- (1) I am the owner or authorized agent of the owner of the property named in this application.
- (2) The statements contained in this application are true, complete, and made with full knowledge of the circumstances connected with this application.
- (3) The plans and specifications submitted with this application are prepared for the development described, and the development will be constructed or carried out in accordance with the plans and specifications submitted in this application.
- (4) To the best of my knowledge, information and belief, all measurements and dimensions for the development described in this application, including but not limited to the site plan for the property, are correct.
- (5) I know of no reason why the permit should not be granted, and I make this declaration conscientiously believing it to be true.
- (6) I waive all rights, claims, actions, and/or causes of action against the Municipality, including members of council, officers, employees, agents and/or volunteers, for any damages or losses which may be caused through the operation of any provision(s) in any of the bylaws or for the refusal of a permit and/or approval or for any other cause, irregularity, and/or nonconformity with the bylaws or regulations adopted by the Municipality.
- (7) I assume responsibility for any damage caused to any property belonging to the Municipality as part of this development, and I agree to bear the cost of remediation, repair, or replacement of any municipal property damaged by myself or any contractors, agents, and/or employees working on the development which is the subject of this application to the complete satisfaction of the Municipality.
- (8) I acknowledge that the payment of monies for this application does not constitute approval of a permit nor an approval to commence any part of the work applied for.
- (9) By submitting this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the Municipal Government Act, including the Access to Information and Protection of Personal Information Regulations. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.
- (10) I agree to comply with all federal and provincial laws, regulations, and orders pertaining to the development applied for herein.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner name (print): \_\_\_\_\_

Authorized agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized agent (print): \_\_\_\_\_

**Note:** *As of March 31, 2020, all construction projects, unless exempt under the Building Codes Act Regulations, are required to receive a building permit from the Province of Prince Edward Island before commencing construction. It is the responsibility of the applicant to ensure they are in possession of any required permits.*