

RURAL MUNICIPALITY OF WEST RIVER DEVELOPMENT PERMIT FORM

Within the former Municipality of New Haven – Riverdale

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

- | | |
|---|---|
| <input type="checkbox"/> new structure | <input type="checkbox"/> change of use of existing structure |
| <input type="checkbox"/> apartment within an existing dwelling | <input type="checkbox"/> addition/extension to existing structure |
| <input type="checkbox"/> moving a structure onto an existing property | <input type="checkbox"/> expansion of existing use of a structure |

I. Property Information:

Property tax no: _____ Existing use of property: _____

Location of property (Civic Address) : _____

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

Width _____ Depth _____ Acreage _____

II. Applicant information:

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

Mailing address: _____ Postal code: _____

Phone no: (Home): _____ (Work) : _____ (Cell): _____

Email: _____

III. Development permit information:

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

If applicable, number of bedrooms? _____

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

___ single family dwelling ___ duplex dwelling ___ accessory building

___ mini home ___ agricultural ___ commercial

___ public service/institutional ___ recreational ___ industrial

___ other (please state what the proposed use will be) _____

IV. New structure/addition information:

length _____ height _____ width _____ stories _____ foundation type _____

V. Location of new structure/addition on property:

- distance to centre of nearest road, street, lane way or right-of-way? _____
- distance to nearest property line? _____
- 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

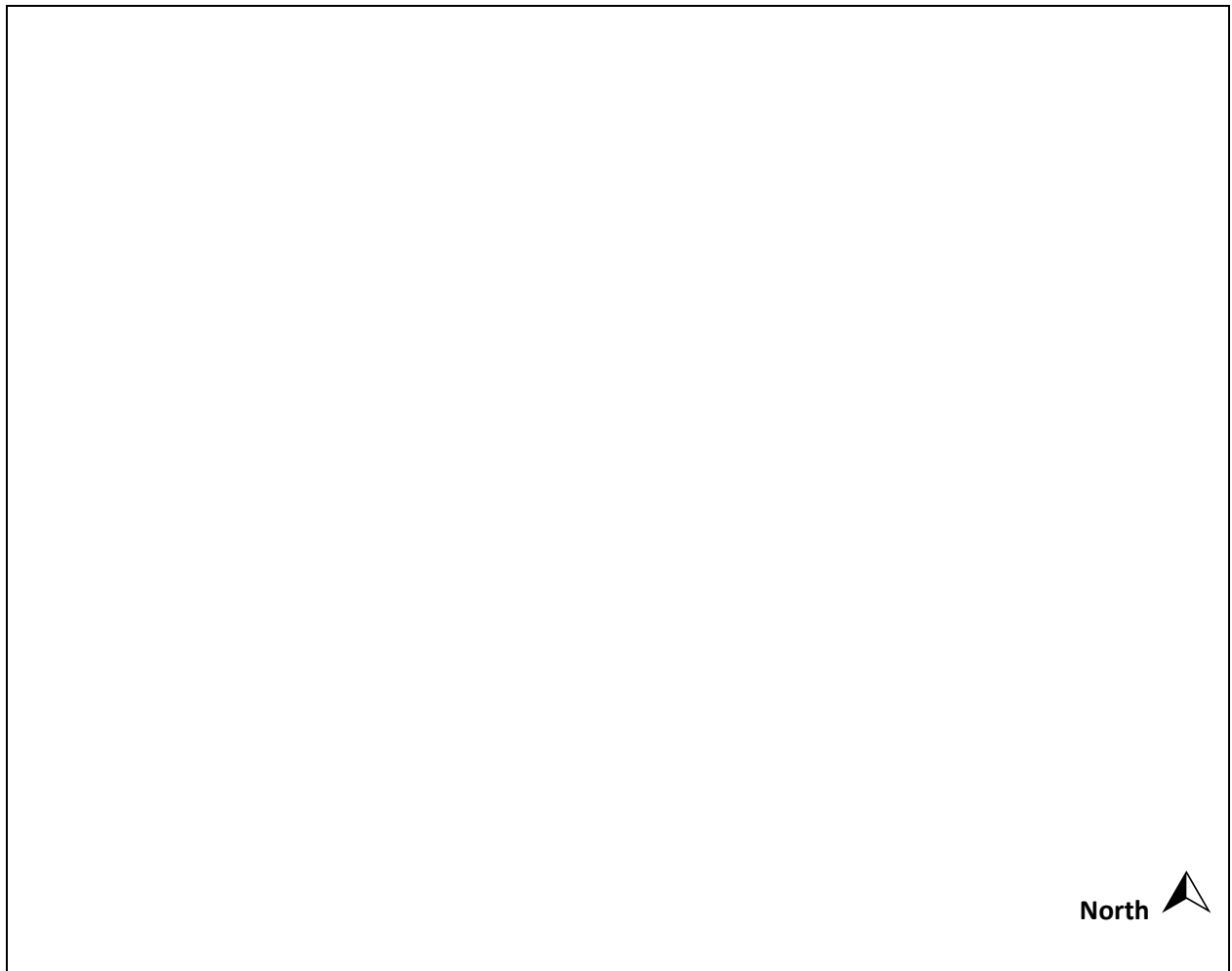
VIII. Cost of Project:

Estimated Cost of Project: \$ _____

IX. Site plan:

Draw a sketch of property showing the following:

1. dimension of lot (width and depth)
2. location or proposed location (distance from all boundary lines) of new or existing structure(s)
3. location of existing or proposed driveway (including the distances from nearest boundary line)
4. general slope of property (indicate by arrows)
5. location of existing or proposed on-site septic tank and absorption field (including setback distance from dwelling, well and property boundaries)
6. location of existing or proposed well (including setback distance from dwelling and nearest portion of septic tank and disposal field)
7. distance of structure from any adjacent watercourse or wetland



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 signature (print): _____

Development Permit Application Process

1. Failure to complete any of the above-noted forms (as required), could result in a delay in the issuance of your development permit. Please make sure that you, or your building contractor on your behalf, have provided all relevant information requested on the forms, paid all required fees and received all required permits.
2. Your application will be considered incomplete and will be returned if any of the requirements outlined in section A are missing, unclear or illegible, or if fees in section B have not been fully paid.
3. A development permit will not be issued until an on-site sewage disposal system permit has been paid for and issued.

A. Complete the Application and Provide the Supporting Documents:

1. Complete, or have your building contractor complete on your behalf, the enclosed Development Permit Application Form.
2. Pay the permit fee according to the [Fee Schedule of Permit Application](#).
3. If the structure you are erecting requires a new or expanded septic system, you will require either:
 - An On-site Sewage Disposal System Permit from the PEI Communities, Cultural Affairs and Labour. Contact the Building & Development Section at

31 Gordon Drive, Charlottetown (902-368-4867) for a list of on-site sewage disposal system contractors., or

- Arrange with a contractor to complete the required form and to pay the required fee on your behalf.
- 4. If you require an entrance way permit or a new culvert for your property, contact: PEI Department of Transportation, Infrastructure and Energy, Charlottetown, 902-368-5100
- 5. If your new structure requires a civic address, contact, Civic Address Coordinator, 902-894-0385, 911@gov.pe.ca.

B. Pay the Application Fee:

- Via e-transfer to admin@westriverpe.ca with "Permit Fee" in the message box, or
- By cheque payable to "Rural Municipality of West River," the applicant's name or the lot address must also be mentioned on the cheque:
 - Mail it to 1552-B Rte. 19, New Dominion, PE COA 1H6, or
 - Deliver it to the Rural Municipality of West River located at 1552 Rte. 19, New Dominion, PE COA 1H6.

C. Submit Your Application

- Online submission on the website: <https://www.westriverpe.ca/submit-application>
- Via email to admin@westriverpe.ca with "Rezoning Request" in the subject line, or
- Mail it to 1552-B Rte. 19, New Dominion, PE COA 1H6, or
- Deliver it to the Rural Municipality of West River located at 1552 Rte. 19, New Dominion, PE COA 1H6.

NOTE - Your application will be considered incomplete and will be returned if any of the requirements outlined in section A are missing, unclear or illegible, or if fees in section B have not been fully paid.

Municipality Use Only:

Date application received: _____ Application no. _____

Application complete? Yes ___ No ___

Appropriate development permit fee attached? Yes ____ No ____