

RURAL MUNICIPALITY OF WEST RIVER Subdivision Application

Within the former Municipality of New Haven – Riverdale

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 different from above): _____

Mailing address: _____ Postal code: _____

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

Fax: _____ Email: _____

III. Subdivision information:

Proposed number of lots _____

The proposed use of land:

single family dwelling _____ duplex _____ seasonal dwelling _____ rental cottage _____

non-commercial storage _____ commercial _____ public service/institutional _____ recreation _____

non-commercial garage _____ agriculture _____ resource-based industrial _____

other (explain) _____

IV. Correspondence:

Correspondence in connection with this application should be addressed to:

Name: _____ if same as applicant, check ___

Address: _____ Postal code: _____

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

Fax: _____ Email: _____

Property owner's signature: _____ Date: _____

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

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) I know of no reason why the approval should not be granted, and I make this declaration conscientiously believing it to be true.
- (4) 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.
- (5) I acknowledge that the payment of monies for this application does not constitute approval of this application by the Municipality.
- (6) 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.

(7) I agree to comply with all federal and provincial laws, regulations, and orders pertaining to the approval being sought herein.

Owner signature: _____ **Date:** _____

Owner name (print): _____

Authorized agent signature: _____ **Date:** _____

Authorized agent signature (print): _____

Municipality Use Only:

Date application received: _____ Application no. _____

Application complete? Yes ___ No ___

Appropriate development permit fee attached? Yes ___ No ___

Subdivision Application Process

1. The application will be reviewed by the Development Officer and Planning Board. The Development Officer and Planning Board shall provide a recommendation to Council.
2. Council retains the right to deny an amendment request, without holding a public meeting, if such request is deemed to be inconsistent with appropriate Land Use Planning Standards or the Official Plan.
3. The Council approval is a two-step process, consisting of a preliminary approval and a final approval.
4. 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.
5. It is the responsibility of the applicant to ensure that they are familiar with all relevant sections of the Rural Municipality of West River Zoning & Subdivision Control (Development) Bylaw pertaining to subdivision of land within the Rural Municipality.

A. Preliminary approval:

1. Complete the enclosed preliminary approval subdivision application form.
2. attach four (4) copies of a preliminary drawing (to scale) of the proposed subdivision showing the estimated dimensions of the lots, location of existing structures, any significant natural or man-made features, as well as all streets and services, both existing and proposed.
3. Pay the application fee according to the fee schedule of permit application.
4. Upon receipt of notification that Council has granted a preliminary approval of the proposed subdivision, 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.
5. If you require a new culvert or an entrance way permit for your property, contact: Kevin Campbell, Operations Manager, PEI Department of Transportation, Infrastructure and Energy, Charlottetown, tel: 902-368-5100, jkcampbell@gov.pe.ca.

6. If your new structure requires a civic address, contact Steven Dickie, Civic Address Coordinator, 902-894-0385, 911@gov.pe.ca.

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);
 - f) a subdivision permit fee of \$200.00 per lot (HST not applicable).

C. How to 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.

D. How to Submit Your Application

- Online submission on the website: <https://www.westriverpe.ca/submit-application>
- Via email to admin@westriverpe.ca with "Subdivision 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.