

# COMMUNITY OF NORTH SHORE

## Prince Edward Island

### REQUIREMENT FOR SUBDIVISION APPROVAL

In accordance with s. 10.1 of the Community of North Shore Zoning & Subdivision Control Bylaws, all subdivision of land within the Community, whether one lot or more, shall require subdivision approval from Council.

Please note that the subdivision approval process is a two-step process, consisting of “preliminary approval” and “final approval”. Please refer to s. 10 of the Community of North Shore Zoning & Subdivision Control Bylaws ([.www.stanhopecovehead.pe.ca](http://www.stanhopecovehead.pe.ca)).

### SUBDIVISION APPROVAL APPLICATION PROCESS

#### A. Preliminary approval:

1. Complete the enclosed “preliminary approval” subdivision application form.
2. Check with the Island Regulatory & Appeals Commission (IRAC), Suite 501, 134 Kent Street, P.O. 577, Charlottetown, PE C1A 7L1, 1-902-892-3501, to see if your property is designated as non-development under the PEI Lands Protection Act. If it is designated as non-development, you will have to negotiate with them to have it de-designated.
3. Along with the completed “preliminary approval” subdivision permit application form, attach six (46 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.
4. The above-noted documentation may be dropped off at the North Shore Community Office, 2120 Covehead Road between the hours of 9:00 a.m. and 5:00 p.m. Monday through Thursday, or mailed to:

Development Officer  
Community of North Shore  
PO Box 134,  
York, PE C0A 1P0

5. All received subdivision approval applications will be submitted to the North Shore Community Council for their review at the first Council meeting immediately following receipt of the completed application. The North Shore Community Council currently meets the second Wednesday of each month. Council may require the property owner to enter into a subdivision agreement as a requirement of “final approval”, as per s. 9.6 and s. 9.7 of the Community’s Zoning and Subdivision Control Bylaws.

6. Upon receipt of notification that Council has granted “preliminary approval” of the proposed subdivision, you must go to or 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.

(over)

## **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\*\*;
- e) the boundaries of all lots to be subdivided outlined in red.

(\*\* Any subdivision of more than four (4) may, as per s. 9.8 of the Community of North Shore Zoning & Subdivision Control Bylaws, be required to either dedicate a percentage of the proposed subdivision as recreation and public open space or to pay a percentage of the assessed value of the subdivision as a whole in lieu of that dedication. Lots of up to four (4) lots will, as per s.9.10 of the Community of North Shore Zoning & Subdivision Control Bylaws, be assessed a recreation and public open space fee of \$100.00 per lot.

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); and
- e) a subdivision permit fee of \$100.00 + \$5.00 GST per lot.

3. The above-noted documents may be dropped off at the North Shore Community Office, 2120 Covehead Road between the hours of 9:00 a.m. and 5:00 p.m. Monday through Thursday, or mailed to:

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Community of North Shore  
PO Box 134  
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**Note:** 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.

It is the responsibility of the application to ensure that they are familiar with all relevant sections of the Community of North Shore Zoning & Subdivision Control Bylaws pertaining to subdivision of land within the Community (go to [www.stanhopecovehead.pe.ca](http://www.stanhopecovehead.pe.ca)).

If you have any questions respecting the subdivision approval application process, please contact the Community’s Development Officer c/o the North Shore Community Office at 902-672-1586 or email [nscc@pei.aibn.com](mailto:nscc@pei.aibn.com)

**COMMUNITY OF NORTH SHORE  
SUBDIVISION APPROVAL APPLICATION**

**NOTE:** Please refer to the Community of North Shore Official Plan and Zoning & Subdivision Control Bylaws ([www.stanhopecovehead.pe.ca](http://www.stanhopecovehead.pe.ca)) for information regarding subdivision of land within the Community of North Shore.

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**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) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**III. Subdivision information:**

Proposed number of lots \_\_\_\_\_  
The proposed use of land:  
single family dwelling \_\_\_ duplex \_\_\_ seasonal dwelling \_\_\_ rental cottage \_\_\_  
agriculture \_\_\_ commercial \_\_\_ public service/institutional \_\_\_ recreation \_\_\_  
non-commercial garage \_\_\_ non-commercial storage \_\_\_ 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) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**Community Use:**

Date application received: \_\_\_\_\_, 200\_ Application no. \_\_\_\_\_  
Application complete? yes \_\_\_ no \_\_\_  
Appropriate subdivision permit fee attached? yes \_\_\_ no \_\_\_  
Person who received the fee? (please print) \_\_\_\_\_  
Was a receipt issued? no \_\_\_ yes \_\_\_ Receipt no. \_\_\_\_\_