



Applicant Checklist Development Permit

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Development Permit Applicant Checklist

For Office Use Only			
File no.		Fee Paid	\$
Parcel ID(s)		Date received	
Zone:	Choose an item.	Received by	
Contact Information			

Always review development concepts and applications against the Subdivision and Development Control Bylaw (the Bylaw) and the Official Plan. (Numbers in brackets in tables are Bylaw section references.). To determine if an application form and development permit is required, please refer to section 2.6 of the Bylaw.

Complete Applications to include (Bylaw 2.5-2.20):	Included
Application form completed and signed as required, including by property owner if not the applicant	<input type="radio"/>
Application Fee	<input type="radio"/>
Soil Test / Site Suitability Assessment	<input type="radio"/>
Site Plan Checklist (Bylaw 2.13.1.)	<input type="radio"/>
1 copy, prepared by surveyor and drawn to scale, showing:	
the shape and dimension of the lot to be used;	<input type="radio"/>
the existing and proposed grade elevations relative to the adjoining property or properties and to the public right-of-way;	<input type="radio"/>
the distance from the lot boundaries, dimension, and height of the building or structure proposed to be erected;	<input type="radio"/>
the distance from the lot boundaries and size of every building or structure already erected on the lot and the general location of the buildings on abutting lots;	<input type="radio"/>
the proposed location and dimension of any well, sewer systems, parking space, loading space, driveway, and landscaped area on the subject lot;	<input type="radio"/>
the proposed use of the lot and any building or structure; and	<input type="radio"/>
any other information the Development Officer deems necessary to determine whether or not the proposed development conforms to the requirements of this Bylaw.	<input type="radio"/>
Buildings	<input type="radio"/>
Fields	<input type="radio"/>
Streams/rivers	<input type="radio"/>
Swamps	<input type="radio"/>
Wooded areas	<input type="radio"/>
Areas of flooding or erosion	<input type="radio"/>

Additional information	
If requested by Development Officer (Bylaw 2.14.1)	
a) proposed parking lot layout and internal circulation patterns	<input type="radio"/>
b) location of proposed solid waste containers and description of any screening or fencing;	<input type="radio"/>
c) location of proposed outdoor storage areas and description of any screening or fencing;	<input type="radio"/>
d) location of existing and proposed open space and amenity areas;	<input type="radio"/>
e) buffer zones adjacent to wetlands or watercourses;	<input type="radio"/>
f) description of existing vegetation;	<input type="radio"/>
g) existing heritage registered or designated properties;	<input type="radio"/>
h) easements;	<input type="radio"/>
i) description and location of any proposed ventilation systems and other equipment that could create excessive noise and odour;	<input type="radio"/>
j) Storm Water Management Plan;	<input type="radio"/>
k) Traffic Study;	<input type="radio"/>
l) Environmental Study; or	<input type="radio"/>
m) Landscaping Plan.	<input type="radio"/>
Development Officer may require that plans submitted be based on a survey certified and stamped by a licensed land surveyor	

Bylaw assessment criteria for developments (2.20, Zone and use-specific requirements)	NA	Conforms
Check your proposed development for the following:		
<ul style="list-style-type: none"> • conforms with the requirements of the Bylaw and any applicable Provincial statute, regulation, or other enactment; <ul style="list-style-type: none"> ○ Setbacks, lot, and height requirements for the zone and use ○ Setbacks from watercourses and wetlands and their buffers (5.2, 5.19, 5.20) ○ Conformance with existing front yards (5.5) ○ Driveway access and any provincial access-related approvals ○ Has frontage on a public road (5.8, see also 10.3.1 – if an existing private road, provide proof of right-of-way and access to public street) ○ Landscaping (5.9) ○ Parking (5.14, 5.15) ○ Pools (5.18) 	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> • would not create a hazard to the public or any resident, or injure or damage other property 	<input type="radio"/>	<input type="radio"/>

<ul style="list-style-type: none"> will not create a health or fire hazard 	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> If within 500 m of the coast, a coastal hazard assessment has been completed 		
Other Considerations and Requirements	NA	Applicable
Development Officer Considerations (10.10.3-10.10.8)		
The Development Officer may: (a) consult with Government officials and private consultants; and (b) conduct a public hearing to consider public opinion, pursuant to the provisions in the Bylaw	<input type="radio"/>	<input type="radio"/>
The Development Officer shall evaluate any proposed subdivision to determine whether appropriate street design standards and lot configurations have been used to promote the development of safe, convenient and pleasant neighbourhoods.	<input type="radio"/>	<input type="radio"/>
The Development Officer shall refuse to approve a subdivision which is unsuitable under the Bylaw (10.10.6)		
The Development Officer shall notify the applicant, in writing, if the application is incomplete or lacking in plan details and shall indicate any additional information or documentation required.	<input type="radio"/>	<input type="radio"/>
The Development Officer shall provide a decision within 6 weeks of the date of receiving the completed and accurate application and fees.	<input type="radio"/>	<input type="radio"/>
Decisions options include preliminary approval with certain specific conditions, or denial of the subdivision (with the reasons for the decision).	<input type="radio"/>	<input type="radio"/>
A subdivision agreement may be required if preliminary approval is granted.	<input type="radio"/>	<input type="radio"/>
Storm Water Management Plan (10.12.2)		
May be required for any subdivision of any lot into 2+ lots, along with proposed general location and top of foundation elevation for the main buildings to be erected on each lot	<input type="radio"/>	<input type="radio"/>

Before Receipt of Application

- Until a completed application is submitted, all conversations are considered informational only
- For Subdivision and Consolidation applications, see Subdivision Application checklist
- Any subdivision or consolidation of land requires final approval before
 - A new lot/parcel, or an interest in any lot is conveyed to someone else (10.2):
 - A development permit can be granted on that lot/parcel (10.14)
- Any development permit that is dependent on a change in zoning or a subdivision:
 - A development permit cannot be granted until the change in zoning or the lot has been processed, approved, and is in effect. (10.10.9)

Review Process

Upon Municipality's Receipt of Application for Development (10.10.2-10.10.6)

- Application reviewed for completeness and accuracy
- Request for additional information
 - Triggered when an incomplete application is submitted

- Proposed development assessed against Bylaw requirements
- Special permitted uses are reviewed by Planning Committee and Council and a public meeting may be required.

Decision (10.10.5-10.10.8)

- Development Application denied with reasons
- Development Approval
 - Triggered when a complete application is approved by Development Officer
- Development Agreement
 - Triggered at the discretion of Development Officer when application requires special attention an agreement between the property owner and Council, to be registered

Upon Final Approval

- Municipality issues a development permit and notifies the applicant.
- Public notice of the decision is posted as required under the *Planning Act*.
- Permit takes effect upon signing by the applicant, and where applicable, the completion of the development agreement process.
- Applicant applies for building permit from the Province.
- Developer posts the permit on subject property, visible from exterior.