



Guide for the Public

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This is a public guide for applicants seeking a **Subdivision or Consolidation approval** with the Rural Municipality of Eastern Kings. It will take you through:

- Where to find what is required for a Subdivision or Consolidation
- The application process

All questions and discussions with municipal staff are considered informal until a completed application is submitted.

For Development Permits, see Development Permit Application Guide



Before You Begin

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

Any subdivision or consolidation of land requires final approval before:

- A new lot/parcel is conveyed to someone else
- A development permit can be granted on that lot/parcel

All applications are evaluated by the Development Officer against the criteria laid out in the Official plan and Zoning & Subdivision Control Bylaw (the Bylaw).

See section 10 of the Bylaw provides more details on the rules for subdivision and consolidation.

Property information

- The applicant must have written permission from the property owner when they are not the same (contractor, family, etc.)
- Owner is responsible for ensuring proper title to the parcel
- Enforcement of covenants (special restrictions) on the deed is not the responsibility of the Municipality and does not affect the Municipality's decision on an application

Preliminary Approval

Subdivision approval happens in **2 steps – Preliminary and Final**

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Preliminary Application and Approval Process

- Development Officer's evaluation
 - Does the application fit with the Bylaw?
 - May consult with government officials or others as necessary
 - May require additional information
- Timing
 - Decisions on preliminary approval will be provided within 6 weeks of receiving a full and accurate application and fees.
 - Preliminary approval is generally valid for 24 months
- Subdivision Agreement
 - May be required as a condition of approval (Bylaw s. 10.11.1)

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Your submission should include:

- Completed Application for Preliminary Subdivision or Consolidation
- The Fee, as per the Fee Schedule (Bylaw s.14.4 Appendix B)
- A map showing the location of the parcel and all adjoining parcels
- A Site Suitability Assessment (soil test)
- Preliminary Site plan

New lot(s) must abut a road

- A subdivision on a private road is only permitted if the road existed prior to the bylaw coming into effect.
- Any new roads must be public and must conform to Provincial standards
- New roads must be approved by Province prior to Final Approval

Preliminary Site Plan (Bylaw s. 10.10.1(e))

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The site plan must include:

- i. the true shape and dimensions of the proposed lots;
- ii. contours with at least 2 m (6.56 ft) lines and spot elevations;
- iii. the location of every existing building or structure on the parcel and adjacent parcels;
- iv. existing and proposed services and utilities;
- v. proposed widths and locations of all streets/roads;
- vi. location of land proposed for recreation and public open space use;
- vii. proposed surface water drainage patterns and designed drainage features, where applicable; and
- viii. the existing use of the land and all immediately adjacent properties, showing buildings, fields, streams, rivers, swamps, wooded areas and areas subject to flooding or erosion.

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During the review of the application, the Development Officer may require:

- Additional studies (Bylaw s. 10.10.2)
- Public hearing (Bylaw s. 10.10.3 (b))
- Public accesses (Bylaw s. 10.7)
- Parkland dedication (Bylaw s. 10.6)
- Subdivision Agreement (Bylaw s. 10.11)

Please note, there are special requirements for subdivisions in:

- The Agricultural Zone (Bylaw s. 10.3.2)
- Watercourse Areas and Coastal Areas (Bylaw s. 10.3.3)
- Conservation Subdivisions (Bylaw s. 10.3.4)



Final Site Plan Approval (Bylaw s. 10.12)

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Review

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Final subdivision approval requires the applicant:

- Has complied fully with all requirements of the bylaw and any subdivision agreement between the applicant and the municipality;
- Submitted seven (7) copies of a final survey plan that show all lots pinned and certified by a surveyor registered to practice in the province; and
- Completed agreement with the provincial Department of Transportation Infrastructure and Energy respecting road construction and the roads have been accepted as public.



Final Approval (Bylaw s. 10.12.6)

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Upon Final Approval, the municipality stamps and signs the survey drawings and return at least one copy to the applicant.

The municipality also files copies with:

- a) the Registrar of Deeds
- b) the Department responsible for Transportation
- c) Council files
- d) local utilities, as required

You may now convey the new lot(s) or and/or apply for a Development Permit.