



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 talk you through:

- Where to find municipal requirements of a Subdivision or Consolidation
- Subdivision or Consolidation Application Process

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

For Development Permits, see Development Permit Application Guide



Before You Begin

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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

Any application is evaluated by the Development Officer against the criteria laid out in the:

- Official plan
 - Describes the priorities and intentions of the municipality
- Subdivision and Development Control Bylaw (the Bylaw)
 - Section 14 of the Bylaw provides more details on the rules around subdivision and consolidation



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Subdivision approval happens in **2 steps**:

1. Preliminary Approval

- Evaluation of the application by the development officer
 - Does the application fit with the Bylaw?
- Discretion
 - Development Officer may escalate to the council or a public hearing
 - Simple applications may be processed in 4-6 weeks
 - Larger, or more complicated applications may require more time
- External
 - You do not need driveway or other permits complete until the Final Approval

2. Final Approval

- Surveyor-stamped drawings that will be registered to the new lot(s) when conveyed (changes ownership)



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Your submission should include:

- Completed Subdivision or Consolidation Application Form
- Preliminary Site plan
- Fee, as per the Fee Schedule on the municipal website

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
- Any covenants on the deed are not the responsibility of the municipality
 - Some properties have special restrictions (covenants) attached to the deed



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As per section 14.6 of the Bylaw, the site plan must include:

- a) the true shape and dimensions of every lot;
 - b) the location of every existing building or structure on the parcel;
 - c) existing and proposed services and utilities;
 - d) proposed widths and locations of all streets;
 - e) location of land proposed for recreation and public open space use; and
 - f) 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.
- New lot(s) must abut a road
 - Any new roads must be public
 - New roads or Entranceway Permits must be approved by Province prior to Final Approval
 - Department of Transportation, Infrastructure, and Energy
 - 902-368-5100 roads@gov.pe.ca



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During the review of the application, the municipality may require:

- Notification of neighbours, Bylaw section 14.4 (2)
- Additional studies, Bylaw section 14.6 (2)
- Public hearing
- Parkland dedication
- Subdivision Agreement, Bylaw section 14.9

Letter of Preliminary Approval, once issued, will be valid for 24 months

- Road agreement with Province does not need to be complete to gain a Letter of Preliminary Approval



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To apply for final approval, you must submit to the municipality:

- Seven (7) copies of a final survey plan that show
 - The same proposal granted a preliminary approval
 - All lots pinned and certified by a surveyor registered to practice in the province
- Completed agreement with the provincial Department of Transportation Infrastructure and Energy respecting road construction and the roads have been accepted as public
 - See section 14.5 (1) of the Land Use Bylaw



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Upon Final Approval, the municipality shall stamp and sign the survey drawings and return at least one copy to the applicant.

The municipality shall file 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.