

RURAL MUNICIPALITY OF VICTORIA
PRINCE EDWARD ISLAND

REQUIREMENT FOR SUBDIVISION APPROVAL

In accordance with section 15 of the Community of Victoria Zoning & Subdivision Control Bylaws:

No person shall subdivide one or more Lots or any portion of interest in a Lot and no person shall consolidate two or more parcels of land until the conditions of the Bylaw have been complied with and the Applicant has received final approval from the Authority Having Jurisdiction, as applicable.

Please note that the subdivision approval process is a two-step process, consisting of “preliminary approval” and “final approval”.

SUBDIVISION APPLICATION PROCESS

A. Preliminary Approval:

1. Complete, or have your agent complete on your behalf, the enclosed subdivision approval application form.
2. Check with the Island Regulatory & Appeals Commission (IRAC), Suite 501, 134 Kent St., PO Box 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 approval application form, 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.
4. If the proposed lot you are creating requires a new or expanded septic system, you will require either:
 - an On-Site Sewage Disposal System Permit from the PEI Communities, Cultural Affairs and Labour. Contact the Building & Development Section at 31 Gordon Dr., Charlottetown, 1-902-368-4867, for a list of on-site sewage disposal system contractors. Arrange with a contractor to complete the required for and to pay the required fee on your behalf. (**NOTE: a development permit will not be issued until an On-Site Sewage Disposal System permit has been paid for and issued). Or,
 - Conditional approval based on the fact that the lot will be serviced by the Community’s central sewage system as determined from the Community of Victoria Servicing Standards. Contact the community’s Development Officer for information (Derek French – Sandstone Surveying and Engineering, 1-902-394-2945).
5. If you require a new culvert or an entrance way permit for your property, more information is available on this provincial web page: <https://www.princeedwardisland.ca/en/information/transportation-and-infrastructure/installing-or-replacing-culverts>

B. Final Approval:

6. 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**; and
- f) the boundaries of all lots to be subdivided outlined in red.

**Any subdivision of more than four (4) lots may, as per s. 15.6 of the Community of Victoria 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.

7. 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 specifications 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
- f) a subdivision permit fee of \$100 + \$15 HST per lot.

8. The above-noted documents may be dropped off at the Victoria Municipal Office, 730 Victoria Rd, Victoria, PE, between the hours of 9:30am-12pm & 1-3:30pm, Monday to Thursday, or mailed to:

Rural Municipality of Victoria
c/o Permit Administrator
730 Victoria Rd
Victoria, PE C0A 1J0

NOTE: Failure to complete any of the above-noted forms (as required), could result in a delay in the issuance of your subdivision approval. Please make sure that you, or your agent on your behalf, have provided all relevant information requested on the forms, paid all required fees and received all required permits.

If all documentation is in order you should receive our subdivision approval within approximately 2 weeks of receipt of the completed application.

If you have any questions regarding the subdivision approval application process, please contact Derek French, Development Officer, at 902-394-2945 or send an email to derek@sandstoneengineering.ca .

Rural Municipality of Victoria
Tel: 902-658-2541
Email: victoriamunicipalitypei@gmail.com

**RURAL MUNICIPALITY OF VICTORIA
SUBDIVISION APPROVAL APPLICATION**

NOTE: Please refer to the Community of Victoria Official Plan and Zoning & Subdivision Control Bylaws (<https://www.rm victoria.com/bylaws-and-policies>) re: information regarding development within the Rural Municipality of Victoria.

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: _____

Email: _____

III. Subdivision Information:

Proposed number of lots: _____

Proposed use of land:

single family dwelling _____ duplex _____ seasonal dwelling _____

rental cottage _____ agriculture _____ commercial _____

public service/institutional _____ recreation _____

non-commercial garage _____ non-commercial storage _____

resources based industrial _____ other (explain) _____

IV. Correspondence:

Correspondence in connection with this application should be addressed to (if different from above):

Name: _____

Mailing address: _____

Postal code: _____ Phone no: _____

Email: _____

Property owner's signature: _____ Date: _____

NOTE: The Development Officer representing the municipality may contact you for any other information considered relevant to this application.

Community Use:

Date application received: _____, 20____ Application no: _____

Application complete? Yes _____ No _____

Appropriate subdivision permit fee attached? Yes _____ No _____

Person who received the fee (please print): _____

Was a receipt issued? Yes _____ No _____ Receipt no: _____