

# Development Permit Application and Checklist

## A. Before You Apply

Applicants should read through the form carefully to determine if they have all the information on hand to complete it.

## B. Checklist of Items Required to apply for a Standard Development Permit

Please read and check off the following list of requirements before proceeding to fill in the Development Permit Application. Note this checklist applies to all new residential construction as well as additional structures to an existing residential lot. For other types of Development Permits, please refer to our Municipalities Bylaws or refer to the contact us section of Kingston's web site.

- Ensure ALL sections within Permit Application are complete or indicate "not applicable"
  
- Include a detailed drawing of the property containing the following information relative to the property: Shape, dimensions, existing structures, proposed structures, location of planned/existing septic system, location of planned/existing well, location of any planned/existing driveways, distances between structures, setback of planned/existing structures from boundaries (note 15 foot setbacks required from back and adjacent properties), location of any watercourse or wetlands on or adjacent to the property, slope of the land and symbol indicating the north orientation.
  
- Access is required to the property before a development permit can be issued. In all cases where access to the property is off a Provincially owned road, an Entrance Way Permit issued by the Province is required. In the case of access through a shared driveway or a private road, a legal document granting access must be obtained prior to issuing the Development Permit.
  
- Certificate from a Licensed Septic System Installer designating the system categorization is required in the case of a residential structure being constructed.
  
- I am aware that in order to build a residential structure or accessory structure in Kingston PEI, both a Development Permit issued by the Municipality and a Building Permit issued by the Province is required. The Provincial Building Permit ensures monitoring and compliance with the National Building Code which came into full effect in PEI on March 31, 2021.

## C. How to Submit Your Application

Once you have completed the application form and reviewed it to ensure all questions have been answered, and that all information provided is clear and accurate, deliver your application to the Rural Municipality Office co-located with the Emyvale Rec Centre at 2155 Kingston Road Route 235, Emyvale PE, C0A 1Y0. It is best to call ahead at 902-213-9030 to ensure the office is open. You may also mail the form and supporting documents to this address and alternatively you may submit your applications via email to [kingstoncaopei@gmail.com](mailto:kingstoncaopei@gmail.com)

Payment for the issuance of permits can be made by e-transfer to [kingstoncaopei@gmail.com](mailto:kingstoncaopei@gmail.com) or by cheque.

# RURAL MUNICIPALITY OF KINGSTON APPLICATION FOR DEVELOPMENT APPROVAL

## 1 Parcel Information

Date:

Parcel Owner's Name		Tel no:	
Owner's Mailing Address		Postal Code	
Owner's Email		Date of Acquisition	
Tax/Parcel Number		Does Parcel have Civic no? If yes, Provide	
If lot is included in an approved subdivision, Please provide name of subdivision			No of Lots

## 2 Applicant Information (if different from Parcel Owner)

Not Applicable

Applicant's Name		Tel no:	
Mailing Address		Postal Code	
Email			

## 3 Purpose of Requested Development Permit

<input type="checkbox"/>	New Single-Family Dwelling	<input type="checkbox"/>	New Duplex Family Dwellings	<input checked="" type="checkbox"/>	New Accessory Building
<input type="checkbox"/>	New Resource Based Building	<input type="checkbox"/>	New Building 20 sq meters (215.2 sf) or less		
<input type="checkbox"/>	Other Agricultural Structure	<input type="checkbox"/>	Demolishing a Structure	<input type="checkbox"/>	Change of Use
<input type="checkbox"/>	Swimming Pool	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Moving a Structure
<input type="checkbox"/>	Ground mount solar structure	<input type="checkbox"/>	Store or other commercial (note 1)	<input type="checkbox"/>	Altering an Existing Structure
<input type="checkbox"/>	Other, please specify (note2)				

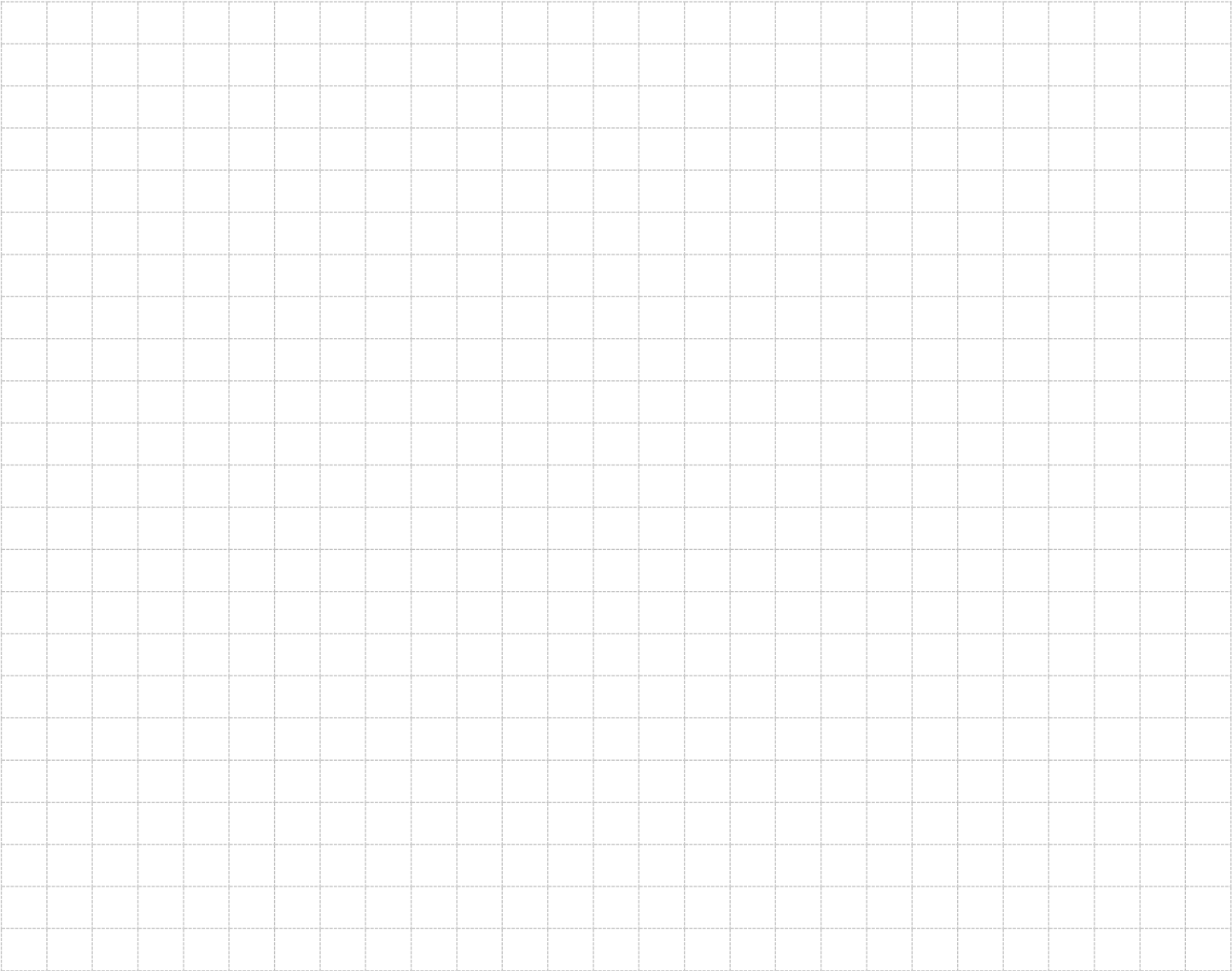
## 4 Project/Parcel Specifics (complete as appropriate)

Estimated Project Cost		Planned Start Date	
Name of General Contractor		Expected Completion Date	
Is there an existing septic system on site? <input checked="" type="checkbox"/> yes, <input type="checkbox"/> no		New residential construction requires documentation of septic categorization and confirmation by licensed septic installer. Adding bedroom capacity to an existing residence requires confirmation from a licensed septic installer that the system conforms to existing regulations.	
Name of Septic Contactor (If applicable)		Septic Categorization	
Width of lot		Depth of lot	
Height of Main Structure		Number of Stories	
Dimensions Main Building - First Floor		Dimensions Secondary Building -First Floor	
Dimensions Main Building - First Floor		Dimensions Secondary Building – Second Floor	
Total Square footage Main Building		Total Square footage other buildings	
Additional Info			

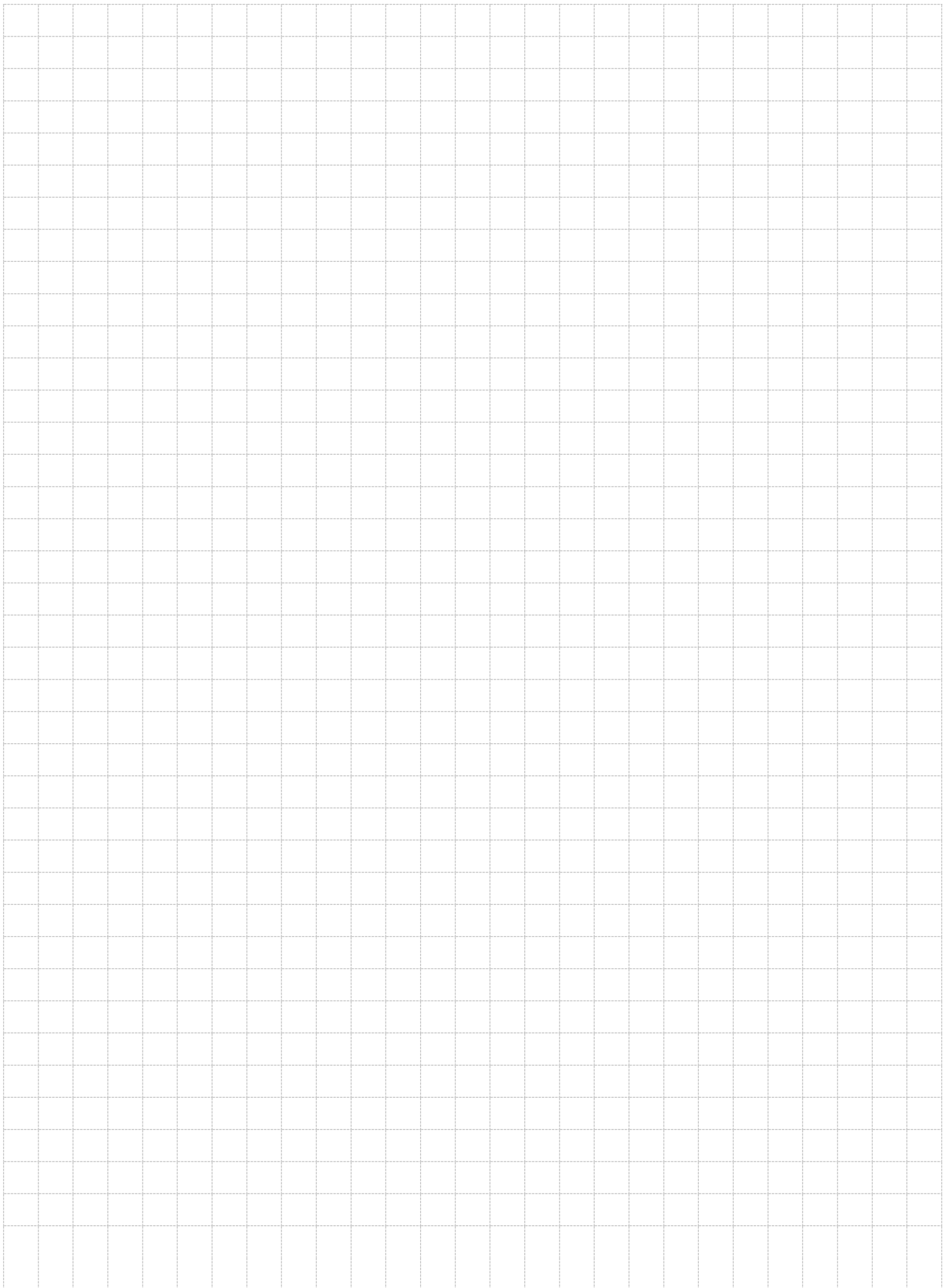
5 Detailed Drawings. (Map) Space will be provided on the following page to provide detailed drawings of the proposed development project. Drawings must be clear and readable. Providing separate larger format drawings is recommended, especially when there are multiple buildings involved.

The following details are required:

- A. Shape, dimensions, and area of lot.
- B. Scaled outlines of all existing structures, septic tanks, septic fields, wells, access points, driveways and parking areas identified as existing.
- C. Scaled outlines of all new/proposed structures, septic tanks, septic, wells, access points, driveways and parking areas identified as as new/proposed.
- D. Clearly marked distances between all items listed in “B” and “C” above.
- E. Indication of slope of the land.
- F. Indication of north orientation.
- G. Any other information identified by the Development officers deemed relevant to the development and compliance with the bylaws.



Detailed Scaled Drawing



## 6 Certification

I,		Hereby certify that I am	
<input type="checkbox"/>	The registered owner of the land proposed for Development	OR	<input type="checkbox"/> Authorized to act on behalf of the registered owner of the land proposed for Development
And hereby affirm that all statements contained within this application are complete and true and make this declaration conscientiously believing it to be true.			
Registered owner(s) Signature		Date	
Registered owner(s) Signature		Date	
	Applicant signature is only required when different from Registered Owner(s)		
Applicant Signature		Date	

7. Links and helpful information. These links are current as of the production of this document. Should you find the links broken, please let us know and we will update our form.
- Note 1 - Commercial Development will require an amendment to bylaws and public consultation and input.
  - Note 2 – Other Development may require an amendment to bylaws and public consultation and input.
  - Information on planning and permits required by the Province can be found at their website: <https://www.princeedwardisland.ca/en/topic/municipal-governments>
  - Entrance way permits are often required of new construction. Permit information can be found at: <https://www.princeedwardisland.ca/en/information/agriculture-and-land/entrance-way-permit-information>
  - A list of licensed septic contractors can be found at this address: [https://www.princeedwardisland.ca/sites/default/files/publications/licensed\\_pumper\\_list\\_november\\_2018.pdf](https://www.princeedwardisland.ca/sites/default/files/publications/licensed_pumper_list_november_2018.pdf)
  - If a new civic address needs to be created as a result of applying for a development permit, information can be found at: <https://www.princeedwardisland.ca/en/service/apply-civic-address>
  - The link to our community website is: <https://kingstonpei.ca/> This website is regularly updated and can provide general information our plan and bylaws.

***Non-identifying information contained in this form will be posted on the PEI property planning website and in the community website, as per provincial regulations.***

8 Municipal Use only:

Date Received		Fee Received		Date Approved	
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