

# RURAL MUNICIPALITY OF BRACKLEY

## Prince Edward Island

### REQUIREMENT FOR A DEVELOPMENT PERMIT

In accordance with section 4.2 of the Rural Municipality of Brackley Zoning & Subdivision (Development) Control Bylaws, no person shall:

- a) change the Use of a parcel of land or a structure;
- b) commence any "Development";
- c) construct any Structure on a Property;
- d) make exterior Structural Alterations to any Structure;
- e) make any water or sewer connection;
- f) make any underground installation such as a septic tank, a fuel tank, a foundation wall or the like;
- g) move or demolish any Structure;
- h) establish or operate an excavation pit;
- i) construct a driveway;
- j) place, dump any fill or other material;
- k) Subdivide or consolidate a Parcel or Parcels of land;
- l) construct a Fence over six (6) feet (1.83 m) to a maximum of ten (10) feet (3.05m) high;
- m) place an outdoor Swimming Pool; or
- n) construct a Deck.

without first applying for and receiving a permit from the Municipality.

### DEVELOPMENT PERMIT APPLICATION PROCESS

1. Complete, or have your building contractor complete on your behalf, the enclosed Development Permit Application Form.
2. If the structure you are erecting 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 Drive, Charlottetown (902-368-4867) for a list of on-site sewage disposal system contractors. Arrange with a contractor to complete the required form 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
3. If you require an entrance way permit or a new culvert for your property, contact:

Kevin Campbell, Operations Manager, PEI Department of Transportation, Infrastructure and Energy, Charlottetown, tel: 902-368-5100, [jkcampbell@gov.pe.ca](mailto:jkcampbell@gov.pe.ca).

4. If your new structure requires a civic address, contact Steven Dickie, Civic Address Corrdinator, 902-894-0385, [911@gov.pe.ca](mailto:911@gov.pe.ca).

5. Attach a copy of the approved on-site sewage disposal system permit, entranceway permit (if required) and culvert permit (if required) to the completed development permit application form. Attach a cheque made out to the Rural Municipality of Brackley for the appropriate development permit fee (\$250 for a new or expanded structure, or \$50.00 for an accessory building), and either drop the documents off or mail them to:

Rural Municipality of Brackley  
c/o Maureen Cudmore, Administrator  
14 Union Road,  
Brackley, PE, C1E 3J6  
Tel: 902-201-3853  
e-mail: [mecbrackley@gmail.com](mailto:mecbrackley@gmail.com)

**\*\*Note:** Failure to complete any of the above-noted forms (as required), could result in a delay in the issuance of your development permit. Please make sure that you, or your building contractor on your behalf, have provided all relevant information requested on the forms, paid all required fees and received all required permits.

If all documentation, etc. is in order, you should receive your approved development permit within approximately 2 weeks of receipt of the completed development permit application.

If you have any questions respecting the development permit application process, please contact Robert Griffiths, Development Officer at 902-201-3853 or send an e-mail to [rgriffiths@brackleypei.ca](mailto:rgriffiths@brackleypei.ca)

# RURAL MUNICIPALITY OF BRACKLEY DEVELOPMENT PERMIT APPLICATION

**NOTE:** Please refer to the Rural Municipality of Brackley Official Plan and Zoning & Subdivision Control (Development) Bylaws (contact Development Officer Robert Griffiths at 902-201-3853 or e-mail [rgriffiths@brackleypei.ca](mailto:rgriffiths@brackleypei.ca)) re: information regarding development within the Rural Municipality of Brackley.

This is a development permit application for (check appropriate section):

- ☐ new structure      ☐ demolition of an existing structure  
☐ apartment within an existing dwelling      ☐ addition/extension to existing structure  
☐ moving a structure onto an existing property      ☐ expansion of existing use of a structure  
☐ change of use of existing structure

## I. Property Information:

Property tax no: \_\_\_\_\_ Location of property (street name): \_\_\_\_\_  
Subdivision lot no: (if applicable): \_\_\_\_\_ Civic no: \_\_\_\_\_  
Property owner's name: \_\_\_\_\_  
Existing use of property: \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Acreage \_\_\_\_\_

## II. Applicant information:

Applicant's name (if different from above): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Phone no: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## III. Development permit information:

If existing, what is the present use of the structure on the property? \_\_\_\_\_  
If applicable, number of bedrooms? \_\_\_\_\_  
The proposed use of the "new" or "existing" structure is:

single family dwelling \_\_\_\_\_ duplex dwelling \_\_\_\_\_ accessory building \_\_\_\_\_ mini home \_\_\_\_\_  
agricultural \_\_\_\_\_ commercial \_\_\_\_\_ public service/institutional \_\_\_\_\_ recreational \_\_\_\_\_  
industrial \_\_\_\_\_  
other (please state what the proposed use will be) \_\_\_\_\_

## IV. New structure/addition information:

length \_\_\_\_\_ height \_\_\_\_\_ width \_\_\_\_\_ storeys \_\_\_\_\_ foundation type \_\_\_\_\_

## V. Location of new structure/addition on property:

- a. distance to centre of nearest road, street, lane way or right-of-way? \_\_\_\_\_  
b. distance to nearest property line? \_\_\_\_\_  
c. Is there a watercourse or wetland on or near the proposed structure?

no \_\_\_\_\_ yes \_\_\_\_\_

If yes, what is will be the separation distance between the new structure/addition and the landward boundary of the watercourse or wetland? \_\_\_\_\_

## VI. Driveway:

Will the new structure/addition require the creation of a new driveway or the relocation of an existing driveway?  
no \_\_\_\_\_ yes \_\_\_\_\_

## VII. Septic system information:

Type of septic system to be installed on site or connected to?

new \_\_\_\_\_ existing \_\_\_\_\_ private \_\_\_\_\_ central \_\_\_\_\_

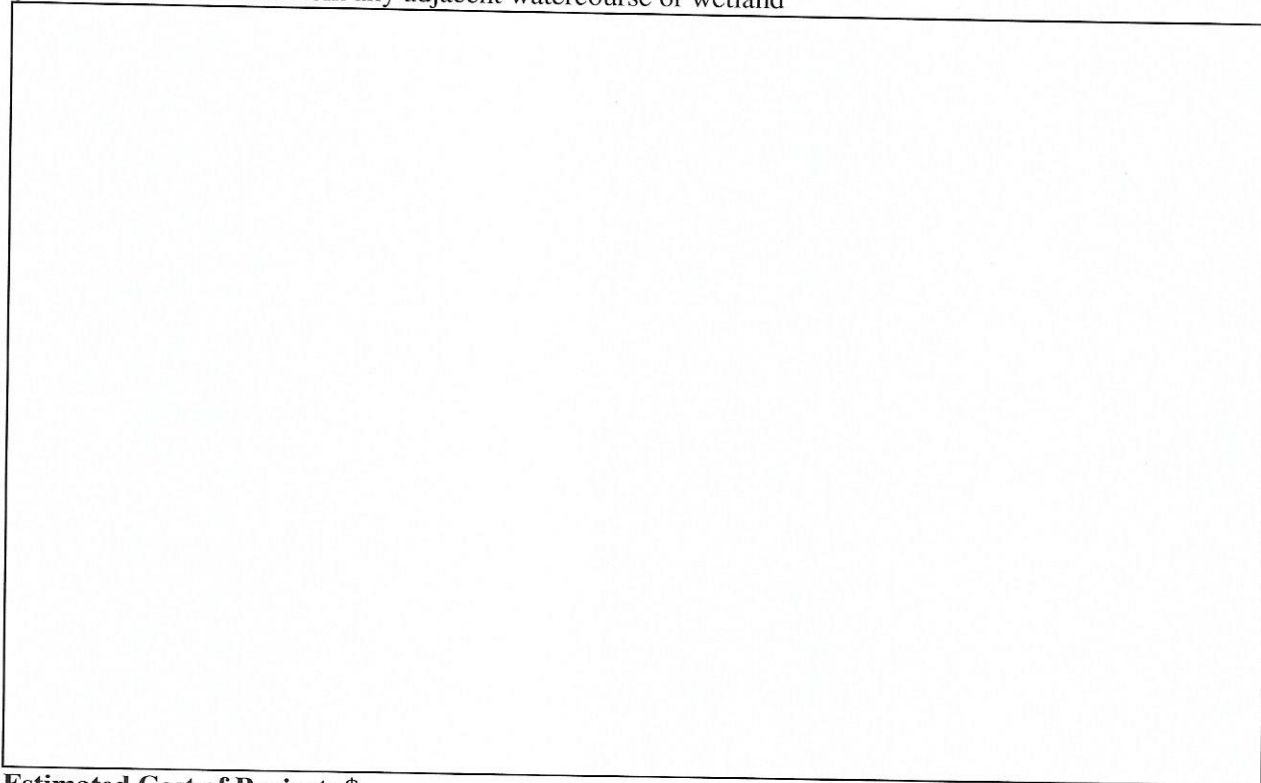
If existing private, what is the capacity of the existing holding tank? \_\_\_\_\_ gallons



### VIII. Site plan:

Draw a sketch of property showing the following:

- dimension of lot (width and depth)
- location or proposed location (distance from all boundary lines) of new or existing structure(s)
- location of existing or proposed driveway (incl. distances from nearest boundary line)
- general slope of property (indicate by arrows)
- location of existing or proposed on-site septic tank and absorption field (incl. setback distance from dwelling, well and property boundaries)
- location of existing or proposed well (incl. setback distance from dwelling and nearest portion of septic tank and disposal field)
- distance of structure from any adjacent watercourse or wetland



Estimated Cost of Project: \$ \_\_\_\_\_

### Affirmation:

I, \_\_\_\_\_, hereby affirm to the best of my knowledge and ability, the information that I have provided on this form is true and complete.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_, or

Agent for applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

The Rural Municipality Development Officer may contact you for any other information considered relevant to this application.

### Rural Municipality Use:

Date application received: \_\_\_\_\_, 20 \_\_ Application no. \_\_\_\_\_

Application complete? yes ☐ no ☐

Appropriate development permit fee attached? yes ☐ no ☐

Person who received the fee? (please print) \_\_\_\_\_

Was a receipt issued? no ☐ yes ☐ Receipt no. \_\_\_\_\_