

RURAL MUNICIPALITY OF BRACKLEY

Prince Edward Island

REQUIREMENT FOR SUBDIVISION APPROVAL

In accordance with Section 14 of the Rural Municipality of Brackley Zoning & Subdivision (Development) Control Bylaws, all subdivision of land within the Rural Municipality, whether one lot or more, shall require subdivision approval from Council.

Please note that the subdivision approval process is a two-step process, consisting of a preliminary approval and a final approval. Please refer to sections 14.2 (1) and 14.9 of the Rural Municipality of Brackley Zoning & Subdivision (Development) Control Bylaws.

SUBDIVISION APPROVAL APPLICATION PROCESS

A. Preliminary approval:

1. Complete the enclosed preliminary approval subdivision application form.
2. Check with the Island Regulatory & Appeals Commission (IRAC), Suite 501, 134 Kent Street, P.O. 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 permit 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. The above-noted documentation may be dropped off at:

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

5. Upon receipt of notification that Council has granted a preliminary approval of the proposed subdivision, you must go to or contact the Building & Development Section, 31 Gordon Drive, Charlottetown, 1-902-368-4867 and arrange to have test pits dug on the property being subdivided, in order to ensure that it is suitable for on-site sewage disposal systems. If the proposed subdivision is not suitable for on-site sewage disposal systems, you will have to negotiate with the Building & Development Section respecting the type and size of sewage disposal system required.
6. If you require a new culvert or an entrance way permit for your property, contact: Kevin Campbell, Operations Manager, PEI Department of Transportation, Infrastructure and Energy, Charlottetown, tel: 902-368-5100, jkcampbell@gov.pe.ca.
7. If your new structure requires a civic address, contact Steven Dickie, Civic Address Coordinator, 902-894-0385, 911@gov.pe.ca.

B. Final approval:

1. 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**;
- f) the boundaries of all lots to be subdivided outlined in red.

2. 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 prospectus 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 \$200.00 per lot (HST not applicable).

3. The above-noted documentation may be dropped off at:

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

Note: Failure to complete any of the above-noted documentation could result in a delay in the issuance of your subdivision approval. Please make sure that all relevant information requested on the forms is provided.

It is the responsibility of the applicant to ensure that they are familiar with all relevant sections of the Rural Municipality of Brackley Zoning & Subdivision Control (Development) Bylaws pertaining to subdivision of land within the Rural Municipality.

If you have any questions respecting the subdivision approval application process, please contact Robert Griffiths, the Rural Municipality of Brackley's Development Officer at [902-201-3853](tel:902-201-3853) or send an e-mail to rgriffiths@brackleypei.ca

RURAL MUNICIPALITY OF BRACKLEY SUBDIVISION APPROVAL APPLICATION

NOTE: Please refer to the Rural Municipality of Brackley Official Plan and Zoning & Subdivision Control Bylaws for information regarding subdivision of land within the Rural Municipality of Brackley.

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: _____
(h) _____
(w) _____
Fax: _____ Email: _____

III. Subdivision information:

Proposed number of lots _____
The proposed use of land:

single family dwelling _____	duplex _____	seasonal dwelling _____	rental cottage _____
non-commercial storage _____	commercial _____	public service/institutional _____	recreation _____
non-commercial garage _____	agriculture _____	resource-based industrial _____	
other (explain) _____			

IV. Correspondence:

Correspondence in connection with this application should be addressed to:
Name: _____ if same as applicant, check _____
Address: _____ Postal code: _____
Phone no: (h) _____ (w) _____
Fax: _____ Email: _____

Property owner=s signature: _____ Date: _____

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

Rural Municipality Use:

Date application received: _____, 201____ Application no. _____
Application complete? yes _____ no _____
Appropriate subdivision permit fee attached? yes _____ no _____
Person who received the fee? (please print) _____
Was a receipt issued? no _____ yes _____ Receipt no. _____