

Development Permit Application



SECTION 1: Applicant Information

Full Name: _____ Postal / Zip Code: _____
 Business Name: _____ Home Phone: _____
 Mailing Address: _____ Cell Phone: _____
 City / Town: _____ Email: _____

OFFICE USE ONLY:

Date received: _____

Received by: _____

Case No: _____

Water/Sewer Fee: _____

Application fee: _____

Receipt No: _____

SECTION 2: Property Owner Information

Full Name: _____ Postal Code: _____
 Business Name: _____ Home Phone: _____
 Mailing Address: _____ Cell Phone: _____
 City / Town: _____ Email: _____

SECTION 3: Application Type

Residential Proposals		Non-Residential Proposals	
	# Units	(sq.ft./m ²)*	(sq.ft./m ²)*
Single-family, duplex, row-house	#	•	Commercial <input type="checkbox"/> (✓)
Multi-unit	#	•	Industrial <input type="checkbox"/> (✓)
			Recreational <input type="checkbox"/> (✓)
Extension (finished)	•	(sq.ft./m ²)	Institutional <input type="checkbox"/> (✓)
Extension (unfinished)	•	(sq.ft./m ²)	Resource <input type="checkbox"/> (✓)
Accessory building	•	(sq.ft./m ²)	Resource excavation <input type="checkbox"/> (✓)
Any other structure or addition	<input type="checkbox"/> (✓)		
Other Proposals			
Demolition <input type="checkbox"/> (✓)	Change of use <input type="checkbox"/> (✓)	Signage <input type="checkbox"/> (✓)	Permit extension <input type="checkbox"/> (✓) Other <input type="checkbox"/> (✓)
Bylaw amendment* <input type="checkbox"/> (✓)	Minor variance <input type="checkbox"/> (✓)	Major variance <input type="checkbox"/> (✓)	
Subdivision/Consolidation/Severance <input type="checkbox"/> (✓)	State amount of lots created + original # lots :		
Value of construction (VoC)			
For all proposals, please state the estimated dollar value of the construction			\$

SECTION 4: Municipal Services (Completion of Section 12 is also required)

Are connections required to Municipal services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (✓)
Apply for Water connection: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (✓)	Apply for Sewer connection: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (✓)
Extension of a Service:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (✓)

Note to applicant: Section 12 must also be completed.

*For all buildings, total square footage includes, decking and integral garages (ground floor footprint).

SECTION 5: Details of the Development Site

Street Address:		
Parcel Identification Number(s) (PIDs)		
Current Use: Eg. farm, dwelling, vacant lot.		
Lot Area:	Frontage (ft/m):	Lot Depth (ft/m):
Is any part of the property within 30 m of a watercourse?	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)	

SECTION 6: The Proposed Development

Check (✓) those boxes that best describe your proposal:

- Single-family Dwelling
 Duplex
 Semi-Detached
 Multi-family Dwelling
 Public Road Access
 Accessory Building
 Commercial
 Industrial
 Institutional
 Extension/Addition
 Moved to site
 Demolition
 Change of use
 Recreational
 Other/Structure

Please provide a brief description of the proposal:

Complete the below table	Building/Structure 1	Building/Structure 2	Building/Structure 3
Roof height (ft/m):			
Total Building footprint (sq.ft./m ²):			
Total parking spaces:			

Setbacks to proposed structure(s)

Front yard property line (ft/m)			
Rear yard property line (ft/m)			
Left side property line (ft/m)			
Right side property line (ft/m)			
To shoreline or top of bank (ft/m)			
To wetland or watercourse (ft/m)			
To sand dunes (ft/m)			
To water well (ft/m)			
To septic tank (ft/m)			

SECTION 7: Applications Requiring a Variance or Bylaw Amendment

Does your project require a variance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)	Please state the reason for the Variance/Bylaw amendment:
Variance (up to 10%)	<input type="checkbox"/> (✓)	
Variance (greater than 10%)	<input type="checkbox"/> (✓)	
Bylaw amendment	<input type="checkbox"/> (✓)	

Note to applicant regarding lot orientation: The front yard will be the area fronting a roadside boundary. Please refer to the relevant development bylaw for further information.

SECTION 8: Rezoning

Does your project require rezoning?	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)	Please state the reason for rezoning and intended use of the property:
Existing Zoning: Eg.. R1, HC, AG		
Proposed Zoning: Eg..R3, RR, MU		

SECTION 9: Demolition

Does your project require demolition?	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)
Start date:	Expected completion date:
Contractor	
Debris disposal Site	

SECTION 10: Signage

Does your project require signage?	Sign 1	Sign 2	Sign 3
Dimensions			
Length (ft/m) X Width (ft/m)			
Total area sq. (ft./m ²)			
Overall height (ft/m)			
Projection from building (ft/m)			
Material eg, plastic, metal, painted			
Illumination	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No (✓)

SECTION 11: Applicants Declaration

I solemnly declare:

- 1) That I am the property owner of the authorized agent of the property owner named in the application hereto attached and I certify that I have the authority to sign this application and bind the property owner.
- 2) The plans/information herein contained in this application are true and reasonable efforts were made to ensure the accuracy of the data.
- 3) I waive all rights or actions against the Town of Three Rivers and/or it's agents or employees in respect of any damages which may be caused through the operation of any provisions of its Bylaws or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaws or regulations adopted by the Town of Three Rivers.
- 4) I assume responsibility for damage to sidewalks, curbs, streets, or other infrastructure and will bear the cost of repair or replacement to the satisfaction of the Town of Three Rivers and/or the Province as required.
- 5) Where services are available, properties must be serviced by municipal sewer and water in accordance with the Montague Water & Sewer Utility Corporation or Georgetown Water & Sewer Utility Corporation minimum standards of acceptability.
- 6) If a certified Footing Plan is required as a condition of the permit, I will cease construction once the

footings have been poured and submit the Footing Plan to the Town, and the Town shall determine if the location meets Bylaw requirements.

Signature(s) required:

I, _____ hereby certify that I am:

The registered owner of the land proposed for development (✓)

Or

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 I make this declaration conscientiously believing it to be true.

Registered Owner(s) Signature • Date:

• Date:

Applicant Signature • Date:

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 11(1)(b) of the Bylaw to Regulate Access to Information and Protection of Personal Information, Three Rivers Bylaw 2020-02, and will be protected under Section 16 of that Bylaw. It will be used for the purpose of issuing development permits and related documents pertaining to the Planning Department of the Town of Three Rivers. Direct any questions about this collection to Access to Information and Protection of Privacy Coordinator, 172 Fraser Street, PO Box 546 Montague COA 1R0 Pone (902) 838 2528 (except for EISI)

Additional Notes for Applicants:

- Please contact Access PEI Montague for all submissions related to Building Permits at: accesspeimontague@gov.pe.ca or phone (902) 838 0600
- For new entranceway permits please contact the Department of Transportation & Infrastructure at Phone (902) 368 5100
- Additional advertising fees will apply to proposed bylaw amendments.
- For Montague & Georgetown water/sewer connections please complete the application for service form attached at Section 12.
- New dwellings and commercial properties require registration for a civic address. Please contact the 911 Administration office for more information or phone (902) 894-0385.
- Please refer to the attached guidance note for basic drawing requirements.
- For assistance contact the planning dept' at 902-838-2528 or email planning@threeriverspei.com

Section 12 Application for Service

Only complete this section if you ticked Yes for connections to Municipal Services in Section 4

MONTAGUE SEWER & WATER CORPORATION

P.O. BOX 546, MONTAGUE, PEI C0A 1R0
PHONE: (902) 838-2528 FAX: (902) 838-3392

GEORGETOWN SEWER UTILITY CORPORATION

PO BOX 89, GEORGETOWN, PE C0A 1L0 PHONE:
(902) 652-2924 FAX: (902) 838-3392

Please initial by each line below to acknowledge you have read the below terms:

_____ This application must be filled out completely and signed by the customer, developer or the installer (Applicant) before service will be provided. The Applicant agrees to abide by the requirements of the Georgetown Sewer Utility Corporation and all applicable provincial legislation.

_____ The contractor must contact the Town Office in Montague at 902-838-2528 with 24 hour prior notice to commencing construction, and all inspection work must be carried out Monday to Friday between the hours of 8:00am and 3:30pm.

_____ Costs of extending services or increasing the size of existing services, including in the public right-of-way, shall be the responsibility of the Applicant. Reinstatement of any infrastructure such as streets, sidewalk, storm system, etc, shall be the responsibility of the Applicant and must be completed in a timely manner.

_____ Under footing service is not guaranteed by the Utility. Elevations must be verified by the Applicant before construction begins.

_____ Service will not be provided until the application fee is paid, a provincial plumbing certificate is issued (where one is required) and an inspection of the work is carried out by the Georgetown Utility Operator before the work is covered up.

_____ Utility billing will commence once the inspection has been completed.

_____ **IT IS NOT PERMITTED TO CONNECT A SUMP PUMP/ HEAT PUMPS/ GEOTHERMAL TO MUNICIPAL SERVICES.**

Applicant Signature •

Date:

Submission Requirements:

Every application for a Development Permit shall be accompanied by a plan, drawn to an appropriate scale and showing:

- The shape and dimension of the lot
- The distance from the lot boundaries to the building or structure proposed to be erected.
- The distance from the lot boundaries and size of every building or structure already erected on the lot.
- The stormwater drainage pattern /management plan.
- Lot plans should also indicate the position of the entrance way to the road.

Where a Development Permit application is submitted for a building or structure, the application must be accompanied by a floor plan of the proposed building and exterior elevation drawings of all sides. The drawings should be to scale or accurately annotated with dimensions.

Some types of development, such as subdivisions, demolition or commercial buildings may require additional information to be provided. Planning Staff will advise of any additional requirements.

All applications for a Development Permit must include a completed Development Permit Form signed by the registered owner of the lot or by the owner's agent, duly authorized in writing to act for the owner.

Please note that application forms that are insufficiently detailed or fall short of the above will not be accepted until they are complete. Should you have any questions please reach out to the planning staff who will be pleased to assist.

