

# 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: \_\_\_\_\_

Case # \_\_\_\_\_

Application fee: \_\_\_\_\_

W/S Fee \_\_\_\_\_

Receipt # \_\_\_\_\_

## SECTION 2: Property Owner Information

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

## SECTION 3: Application Type

Residential Proposals			Non-Residential Proposals	
	# Unit(s)	(sq.ft./m <sup>2</sup> )*		(sq.ft./m <sup>2</sup> )*
Single-unit dwelling	#		Commercial	
Duplex dwelling	#		Industrial	
Grouped dwelling	#		Recreational	
Row-house dwelling	#		Institutional	
Multi-unit dwelling	#		Resource	
Accessory building	•	(sq.ft./m2)	Resource (excavation)	
Any other structure or addition	<input type="checkbox"/> (✓)			

  

Other Types of Proposals			
Demolition <input type="checkbox"/> (✓)	Change of use <input type="checkbox"/> (✓)	Signage <input type="checkbox"/> (✓)	Extension of existing Permit <input type="checkbox"/> (✓)
Minor variance (less than 10%) <input type="checkbox"/> (✓)	Major variance (More than 10%) <input type="checkbox"/> (✓)	Other <input type="checkbox"/> (✓)	
Subdivision/Consolidation/Severance <input type="checkbox"/> (✓) State total amount of lots created including the original:			
Value of construction (VoC)			
For all proposals, please state the estimated dollar value of the construction			\$

## SECTION 4: Municipal Services (Completion of Section 11 is also required)

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

Note to applicant: Section 12 must also be completed.

\*For all buildings, total square footage is a perimeter measurement of the building, decking & porches

## 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

Please provide a brief written description of the proposal:

<b>Complete the below table</b>	Building/Structure 1	Building/Structure 2	Building/Structure 3
Roof height (ft/m):			
Total Building footprint (sq.ft./m <sup>2</sup> ):			
Total parking spaces:			
<b>Setbacks to proposed structure(s)</b>			
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)			

## SECTION 7: Applications Seeking 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:

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:		
Proposed Zoning:		

## SECTION 8: Demolition

Does your project require demolition?		<input type="checkbox"/> Yes (✓)
Start date:		Expected completion date:
Contractor		
Debris disposal Site		

## SECTION 9: Signage

Is signage required ? <input type="checkbox"/> Yes (✓)	Sign 1	Sign 2	Sign 3
Dimensions			
Length (ft/m) X Width (ft/m)			
Total area sq. (ft./m <sup>2</sup> )			
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 10: Applicant/Owner Declaration & Signatures

I solemnly declare:

- 1) That I the property owner, together with the applicant (if applicable) named in the application hereto attached certify they have the authority to bind the property owner as co-signatory of this application.
- 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 Sewer & Water Utility Corporation or Georgetown 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.

### Signatures required:

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 C0A 1R0 Pone (902) 838 2528 (except for EISI)

## **Section 11 Application for Utility 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 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 is provided. The Applicant agrees to abide by the requirements of the Georgetown Sewer Utility Corporation and all applicable provincial legislation.
- ☐ Any development over a single unit housing will require a service plan reviewed by the Sewer and Water Utility before any sewer and water construction begins and no less than 4 weeks prior to the Inspection request.
- ☐ 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**

## Section 12 Submission Requirements and Additional Notes for Applicants

Every application for a Development Permit shall be accompanied by annotated plans, 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 and proposed management.
- Lot plans should also indicate the position of the entrance way to the road.

Note to applicant regarding lot orientation: The front yard will be the area fronting a roadside boundary.

Any development that alters existing land levels, such as the development of sloping sites, additional fill, or cutting into slopes will require a detailed plan of existing and proposed ground levels showing the development.

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 scaled 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 complete Development Permit Form signed by the registered owner of the lot and 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.

### Additional Notes for Applicants:

- Please contact Access PEI Montague for all submissions related to Building Permits at: [accesspeimontague@gov.pe.ca](mailto: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 11.
- 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.
- For assistance contact the planning dept' at 902-838-2528 or email [planning@threeriverspei.com](mailto:planning@threeriverspei.com)

**Please use the space below to provide additional written information if required:**

**Note: Drawn details are required separately.**