



Rural Municipality of Abram-Village /  
Municipalité Rurale d'Abram-Village

8938 Rte 11  
Wellington, PE  
C0B 2E0

Tel: (902) 854-2255

E-Mail: [abvillage@bellaliant.com](mailto:abvillage@bellaliant.com)

## Land Subdivision PERMIT

### **1. PROPOSED DEVELOPMENT:**

- Subdivide Parcel of Land       Change in Use of Subdivision  
 Add or Consolidate Land Parcel       Change in Use of Land Parcel

### **2. APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

E-Mail Address: \_\_\_\_\_

### **3. PROPERTY INFORMATION:**

Property Info:      PID: \_\_\_\_\_

Size of the Property: Acres: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

Present Use of Land: \_\_\_\_\_

Proposed Use of Land: \_\_\_\_\_

Proposed Number of Lots After Subdivision: \_\_\_\_\_

Is the Area Environmentally Sensitive? i.e., any of the following applicable?

- Watercourse       Wetland       Dumpage Site       Other \_\_\_\_\_



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Is there an existing septic system? Yes / No

Is there an existing municipal sewer system nearby? Yes / No

If sewage services will be required, how will it be serviced?

Hook Up To Sewers / Add New Septic System

**Note:** for planned future use of new on-site sewage disposal systems (septic tanks), a site suitability assessment has been conducted to confirm the permeability of the soil. For planned future hook-ups to any existing municipal sewer systems, the feasibility should be confirmed lest it is determined there is insufficient grade or other barriers preventing this from happening.

#### **4. LAND SUBDIVISION APPLICATION PLAN:**

##### **a) Five (5) Lots or Less:**

Also required with the application is a map, sketch, or survey plan showing the true shape and dimensions of the property being subdivided. The lot(s) must be indicated on the map, using proper dimensions and acreage or square footage for each lot. All proposed access roads or rights-of-way to the lot(s) must also be shown on the map. Any existing structures on the property should also be indicated on the map and their location relative to the old / new lot boundaries.

##### **b) More than Five (5) Lots:**

A further detailed plan will need to be submitted for any subdivision of five (5) lots or more. This would normally involve professional engineering firms and consultants. Please contact the office for such guidance if applicable.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **5. APPLICATION FEE:**

Basic Fee - **\$25 for application, plus**

One (1) to Five (5) Additional Lots - **\$50 per lot extra**

More than Five Lots - **\$50 per lot for the first 5 lots, then \$25 for each additional lot**

## **GENERAL SUBDIVISION PERMIT CONDITIONS AS PER THE ZONING & SUBDIVISION CONTROL BYLAWS:**

### **12.0 General Provisions for Subdivision**

- 12.1 No person shall subdivide land within the boundaries of the Community unless the subdivision:
- a) has final approval from Council;
  - b) conforms with the provisions of these Bylaws or of any other relevant bylaw or law in force within the Community;
  - c) is suitable to the topography, physical conditions, soil characteristics, and natural surface drainage of the land;
  - d) will not cause undue flooding or erosion;
  - e) has safe and convenient street access;
  - f) has adequate utilities and services available, or can be conveniently provided with such utilities and services;
  - g) will reasonable conform with existing land uses in the immediate vicinity;
  - h) will provide for convenient traffic flow;
  - i) is designed so that lots will have suitable dimensions, shapes, orientation, and accessibility;
  - j) is suitable to the use for which it is intended, and the future use of adjacent lands;
  - k) unless the parcel of land in respect of which the permit is issued has frontage on a public road:
  - l) would not be detrimental to the convenience, health or safety of residents in the vicinity or the general public;
  - m) would not precipitate premature development, cause unnecessary public expenditure, or place undue pressures on the Community to provide services; or
  - n) would not result in undue damage to the natural environment.



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- 12.2 No person shall sell or convey interest in any lot before Council has granted final approval for the subdivision in which the lot is situated.
- 12.3 Council shall evaluate any proposed subdivision to determine whether appropriate street design standards and lot configurations have been used to promote the development of safe, convenient, and pleasant neighbourhoods.
- 12.4 Anyone proposing to subdivide land within the Community, the use of which will necessitate the use of an on-site sewage disposal system, shall provide Council with a copy of a soil test conducted on the land being subdivided, indicating that the land in question is suitable for an on-site sewage disposal system.
- 12.5 Council may refuse to approve a subdivision which it has determined is unsuitable under the provisions of these Bylaws.
- 12.6 In formulating its decision with respect to ss.12.5, Council may consult with Provincial government officials and private consultants, and may conduct a public hearing to consider public opinion respecting the proposed subdivision.
- 12.7 Council may negotiate and enter into a subdivision agreement with a subdivider as a condition of approval of a subdivision.
- 12.8 The subdivision agreement may cover any or all matters relating to the:
- a) design and construction costs of sidewalks, water supply, sewerage, and street lighting;
  - b) integration of the subdivision and proposed development with the Community's existing pedestrian access, paved parking and recreation and public open space network
  - c) deeding of roads to the PEI Department of Transportation and Public Works; and
  - d) posting of a financial guarantee if deemed necessary by Council.



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### **13.0 Subdivision Permits**

- 13.1 All subdivision of land within the Community, whether one lot or more, shall require a subdivision permit from Council.
- 13.2 Any person applying for a subdivision permit shall do so on a form prescribed by Council, and shall submit the application to the Administrator, accompanied by a non-refundable \$25.00 application fee.
- 13.3 Every application form shall be signed by the applicant or by the applicant's authorized agent.
- 13.4 Subdivision applications submitted to the Administrator shall be accompanied by four (4) copies of a properly scaled drawing showing the proposed subdivision with estimated dimensions of lots, location of structures and any significant natural or man-made features, and all streets and services, both existing and proposed.
- 13.5 The Administrator shall notify the applicant, in writing, if the subdivision application is incomplete or lacking in plan details, and shall indicate any additional information or documentation required.
- 13.6 The Administrator shall submit the completed subdivision application to Council for its review and instruction in time for the first scheduled Council meeting immediately following the date of receipt of the completed application for approval in principle.
- 13.7 The Administrator, on behalf of Council, shall, within 10 working days of the date of Council's last decision respecting the subdivision, advise the applicant in writing that the subdivision has been approved in principle, approved in principle with certain specific conditions, or that the subdivision cannot be approved in principle, and shall state the reason for Council's decision.
- 13.8 Any approval in principle which is given by Council shall be effective for a period not exceeding twelve (12) months from the date on which notice of approval in principle is given to the applicant in writing by the Administrator.



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- 13.9 Any subdivider seeking final approval of a subdivision plan from Council shall submit, to the Administrator, the appropriate number of copies (nine (9) for a single lot subdivision, eleven (11) for a multiple lot subdivision) of a survey plan certified by a Prince Edward Island land surveyor. Subdivision of parcels of land for agricultural or livestock purposes greater than ten (10) acres in size shall not be required to submit certified survey plans for final approval.
- 13.10 The Administrator shall submit the application for final approval to Council for its review and instruction in time for the first scheduled Council meeting immediately following the date of receipt of the completed application for final approval.
- 13.11 The Administrator, on behalf of the Council, shall, within 10 working days of the date of Council's decision respecting the application for final approval, advise the applicant in writing that the final approval has been granted or denied, and shall, in the latter case, state the reason for Council's decision.
- 13.12 Final approval of a subdivision shall not be given by Council until:
- a) all agreements and other pertinent documents have been prepared and concluded to the satisfaction of Council
  - b) all transactions involving the transfer of money or land in conjunction with subdivision have been made to the satisfaction of Council; and
  - c) except for the subdivision parcels of land great than ten (10) acres in size for agricultural or livestock purposes, the subdivision has been surveyed and the survey plan has been certified by a Prince Edward Island land surveyor.
- 13.13 The Administrator shall, upon final approval being granted by Council, issue a subdivision permit to the applicant, upon receipt of the appropriate subdivision permit fee:
- one to five lots.....\$50.00 per lot;
  - more than five lots.....\$50.00/lot for the first 5, and \$25.00 for each additional lot
- 13.14 Council shall place its seal on all copies of the approved subdivision plan.



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13.15 The Administrator shall retain one (1) copy of the approved subdivision plan for its records, retain one (1) copy of the approved subdivision plan for the Community's records, return one (1) copy to the applicant, and file the remaining copies with:

- a) the Registrar of Deeds;
- b) the Real Property Assessment Division, PEI Provincial Treasury; and in the case of a multiple lot subdivision, additional copies with
- c) Maritime Electric and Island Telephone

For Office Use Only:

Date Application Received:  
Date Application Approved:  
Approval Permit Number:  
Authorized Signature: