



Guide for the Public

85 Munn's Rd, Route 301,
Kingsboro, PEI, CoA 2B0

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easternkings.ca

This is a public guide for applicants seeking a **Development Permit** with the Rural Municipality of Eastern Kings. It will talk you through:

- Where to find municipal requirements for a Development Permit
- Development Permit Application Process
- Other Provincial Approvals you may need

All questions and clarifications with municipal staff are considered informal until a completed application is submitted.

For Subdivision or Consolidation, see the Subdivision and Consolidation Application Guide.



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Development Permit - All projects

- Issued by the municipality
- Evaluated by the Development Officer against the criteria in the:
 - Official Plan
 - describes the priorities and intentions of the municipality
 - Subdivision and Development Control Bylaw (the Bylaw)
 - describes the details of what is allowed in each zone
- Building any new structure or addition requires a Development Permit
 - See sections 2.3 and 2.4 of the Bylaw for more details

Building Permit – Commercial Projects Only

- Issued by the Province of PEI, application found here:
 - https://www.princeedwardisland.ca/sites/default/files/forms/build_development_permit.pdf
- PEI is adopting the National Building Code
 - New Commercial buildings now require a provincial building permit
 - Residential buildings will require Building Permit on March 31, 2021



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Complete the Application form for Development Permit form

- Found online or at the municipal office
- Fill in all applicable fields
- Submit with fee – see Fee Schedule on municipal website

Property information

- The applicant must have written permission from the property owner when they are not the same (contractor, family, etc)
- Owner is responsible for ensuring proper title to the parcel
- Any covenants on the deed are not the responsibility of the municipality
 - Some properties have special restrictions (covenants) attached to the deed



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Each zone in the municipality has different provisions

- The zoning map shows where the zones are
- The Bylaw has the provisions for each zone
 - See the Bylaw for provisions of your zone

General provisions apply to all zones

- See section 5 of the Bylaw
- Development must occur on a parcel with road frontage
- Older parcels may not meet new requirements
 - Each case will be evaluated individually



Environmental

Like General Provisions, the Environmental Overlay Zone applies everywhere

- See section 12 of the Bylaw for more detail

Protected Feature	Buffer Distance
Wetland, watercourse or waterbody	15m
Steep embankments (more than 30 degrees)	23m
Shoreline	Greater of 30m or 60 times erosion rate
North Lake Creek, Priest Pond Creek west of the highway, the Basin Head area; or East Lake Creek	60m (200ft)

the above buffers do not apply to fishing buildings

All requirements of the Provincial Environmental Protection Act apply

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External Factors

Before a development permit application can be approved, some other Provincial approvals may be required:

- **Driveway access / Entrance way Permit**
 - Call: Transportation, Infrastructure and Energy: (902) 368-5280
- **Septic/Sewage**
 - Requires Site Assessment Suitability Test (Percolation test)
 - Usually the responsibility of your contractor to obtain
- **Well**
 - Communities, Land and Environment Water Environmental Protection Act Water Well regulations
 - Usually the responsibility of your contractor to obtain
- **Civic Number**
 - Call: 911 administration (902) 894-0385

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Site Plan

On the permit application, draw a site plan to scale that must include:

- a) the shape, area, and dimensions of the lot to be used, including road frontage and shore frontage;
- b) the existing and proposed grade elevations relative to the adjoining properties, showing the pattern and allowing for surface water run off on the lot so as not to cause damage or water run off onto adjacent lots;
- c) the distance from the lot boundaries and public right-of-way, the dimension and height of the building or structure proposed to be erected;
- d) the distance from the lot boundaries and size of every structure already erected on the lot and the general location of the buildings on abutting lots;
- e) the proposed location and dimension of any well, sewerage systems, parking space, loading space, driveway, and landscaped area on the subject lot as well as within a minimum of 30 m on abutting lots;
- f) the proposed use of the lot and any building or structure

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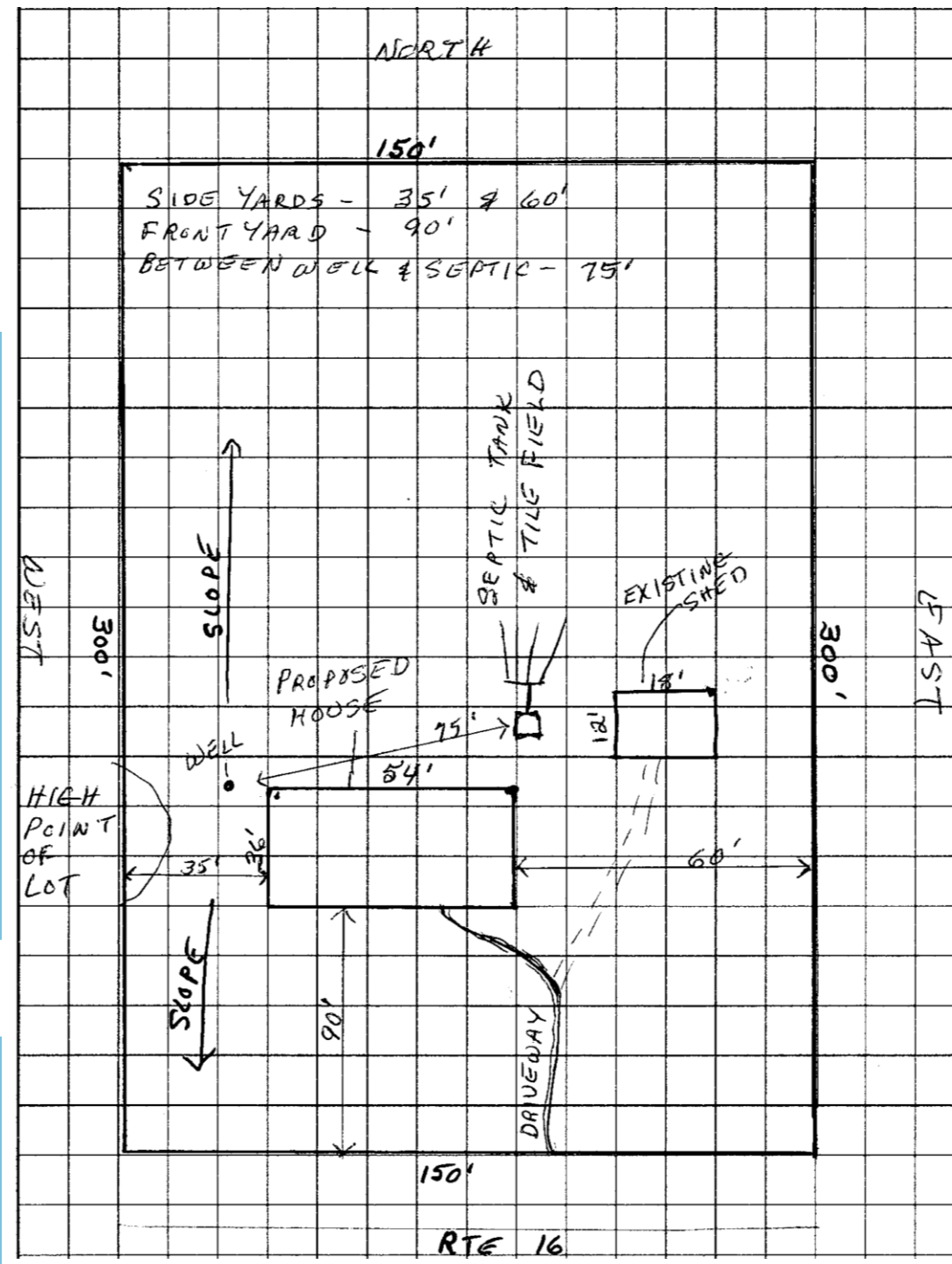


Example Site Plan

Use the graph sheet on the Application for Development Permit or another sheet.

Development Officer may require a site plan by a licensed professional

- See section 2.7 of the Bylaw



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Submission

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Submit to Development Officer

- 85 Munn's Rd, Route 301, Kingsboro, PEI, COA 2B0, Or
- developmentofficer.rmek@bellaliant.com

Your submission to the should include:

- Completed Development Permit Application Form with site plan
- Fee, as per the Fee Schedule on municipal website
- Any external permits, such as well, septic, driveway, etc.

Approval of complete application may take up to 6 weeks

- Some applications must be reviewed by Council
- See section 1.6 of the Bylaw for more details



Approval

Applications will lead to one of the following:

- Development Permit denied with reasons
- Request for additional information
- Development Permit approval
- Development Permit approval with terms and conditions
- Development Agreement
- Variance

An approved Development Permit must be posted within 7 days on the

- Island Regulatory and Appeals Commission website
- Rural Municipality of Eastern Kings website
- Bulletin board in the Eastern Kings Municipal Office

Any appeal must be submitted to the Island Regulatory and Appeals Commission (IRAC) with 21 days of the date the permit was granted

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