

For Office Use Only	
Permit #:	
Date Received:	
Date Approved:	
PEI Planning:	
Permit Fee: \$	<input type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information:

Property Address: \_\_\_\_\_ Property Tax Number (PID): \_\_\_\_\_

Lot.: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Are there any existing structures on the property?:  No  Yes, please describe:

\_\_\_\_\_

Land Purchased from \_\_\_\_\_ Year Purchased \_\_\_\_\_

Location of Development		Property Size	
North	East	Road Frontage _____	Acreage _____
South	West	Property Depth _____	Area sq. ft. _____

### 2. Contact Information:

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

**APPLICANT** Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Same as Above:

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

**OWNER** Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**CONTRACTOR,** Name: \_\_\_\_\_ Address: \_\_\_\_\_

**ARCHITECT** Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**OR ENGINEER** Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

**Water Supply** Municipal  Private  **Sewage System**  Municipal  Private

### 4. Development Description

New Building  Renovate Existing  Addition  Demolition  Other \_\_\_\_\_

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution(PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RMI)	<input type="checkbox"/> Decks/Fence/Pools	

Type of foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete <input type="checkbox"/> Slab <input type="checkbox"/> Pier <input type="checkbox"/> Other	<input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Shingles <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Asphalt <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Brick <input type="checkbox"/> Prefab <input type="checkbox"/> Other

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft) Width ____ Length ____

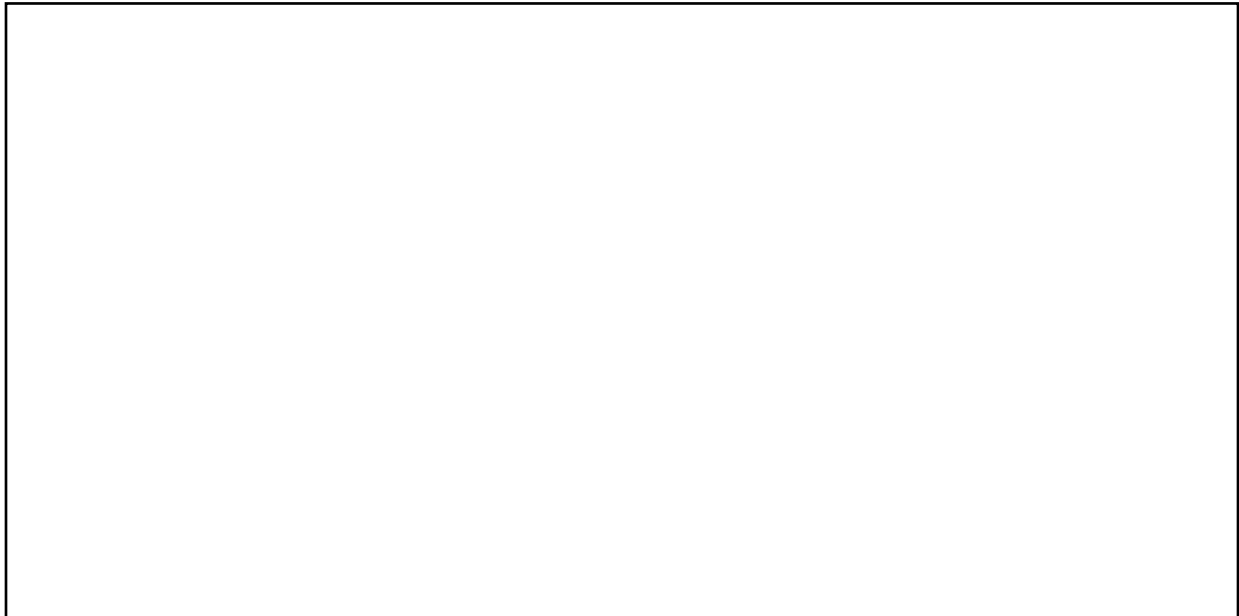
Detailed Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Value of Construction (not including land cost): \_\_\_\_\_

Projected Start Date: \_\_\_\_\_ Projected Date of Completion: \_\_\_\_\_

**Please provide a diagram of proposed construction:**

- a) Draw boundaries of your lot.
- b) Show existing and proposed buildings.
- c) Indicate the distance between buildings.
- d) Show location of driveway.
- e) Indicate distance to property lines and center of road.



**I DO SOLEMNLY DECLARE & CERTIFY:**

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete, and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Rural Municipality of Kinkora and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against the Rural Municipality of Kinkora and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Rural Municipality of Kinkora.
4. I assume responsibility for damage to any Municipality property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Municipality damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Rural Municipality of Kinkora.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Rural Municipality of Kinkora Water and Sewer Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Rural Municipality of Kinkora Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8am and 5pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Rural Municipality of Kinkora pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are subject to a 21-day appeal period as stated under the PEI Planning Act.  
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Development Permit Application Process

1) Complete, or have your building contractor complete on your behalf, the development permit application form

2) If your property fronts on a seasonal road, you will require an Entranceway Permit. Have your building contractor go to either:

a. The PEI Transportation & Public Works, 3<sup>rd</sup> Floor Jones Bldg, 11 Kent Street.

b. The Government Garage (corner of Park St. and Riverside Dr. Charlottetown) to complete the required form and to pay the required fee.

3) If your new structure requires a civic address, fill out the enclosed Civic Address form and mail to:

**911 Administration Office**

**PO 911**

**Charlottetown, PE, C1A7L9**

**\*\* You should receive a letter within approximately two weeks indicating your new civic address. Then take that number to the nearest sign shop and make a civic number sign, which then must be in accordance with the Provincial regulations mailed to you.**

4. Attach a cheque made out to the Rural Municipality of Kinkora for the appropriate development permit fee and either,

a. Drop the documents off at the Municipality of Kinkora Office at: 45 Anderson Road during office hours, or

b. Mail the documents to our Development Officer, Derek French:

**379 Trans Canada Highway**

**PO Box 580**

**Cornwall, PE, C0A1H0**

**\*\* Failure to complete any of the above-noted forms (as required), could result in a delay in the issuance of your development permit. Please make sure that you, or the building contractor on your behalf, have provided all relevant information requested on the forms, paid all required fees and received all required permits.**

**\*Any questions regarding the development permit application process, please contact Tina Harvey, Administrator at (902)887-2868 or send an email to: [communityofkinkora@eastlink.ca](mailto:communityofkinkora@eastlink.ca)**