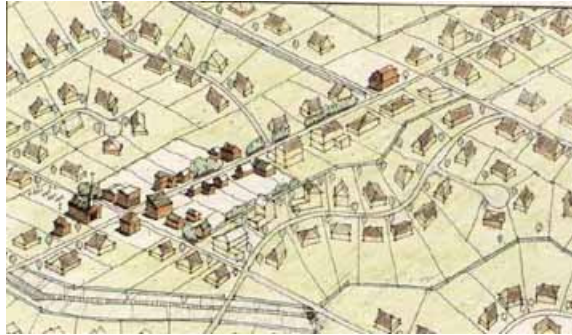


Subdivision and Consolidation of Lots (Section 7 of the Zoning & Development Bylaw)



Fees: Subdivisions (up to and including 3 lots) \$200 + \$20 per lot over 3
Lot Consolidations \$50

Preliminary Approval

All new Subdivisions must meet the Preliminary Subdivisions regulations as per Section 7.3 of the Bylaw, especially Subsections 2 and 3 and the following:

- Where streets are required, street names are to be submitted by the developer with optional names, all of which will be sent to 911, Fire, Police, Public Works and Canada Post for comment.
- For subdivisions with streets, transit service should be considered and space for a bus shelter or bus stop.
- Super Mailboxes for the Post Office should also be shown on the plans if it is a subdivision requiring streets, and this will be reviewed by Canada Post at this stage.
- If there are Environmental concerns such as streams, wetlands, etc., on the lot (which should be shown on the preliminary plan) then a copy will be sent to the Provincial Department of the Environment.
- Also, any buffers to streams, etc., must be shown on the subdivision plan.
- Plans to be stamped and preliminary approved subject to:
 - Final pinned survey plans and (if streets – entering into a Subdivision Roads and Services Agreement) with the City
 - Preliminary Plan is in effect for twelve months. If Final Plans are not submitted before that, then the applicant must do the Preliminary review again
- Preliminary plans may be waived and go directly to Final if there are four (4) lots and under with no new streets.
- If the remnant parcel is over 1.0 hectare or 2.47 acres, you may waive the pinned survey plan for the remnant, but the pinned Final plan is to show the overall shape of the remnant land with approximate acreage.

- The new lot must be pinned at Final.

Final Approval

Final approval of a Subdivision or Lot Consolidation is subject to the following regulations (See 7.3.4 – 7.B.13):

- Where there are new streets involved, the approved street names must be shown on the plan as well as the super mailboxes for the Post Office.
- Any easements/right-of-ways must be shown on the plan and any buffers to wetlands or streams.
- As per 7.3.7.e, all new subdivision plans over four (4) lots must show a **surface water plan and top of foundation for new homes/buildings**. This plan may be required for the watershed area of the subdivision even if the watershed area is outside the area of the proposed subdivision.
- Eight (8) pinned and signed (by a licensed surveyor for PEI) copies of the survey plan must be submitted.
- The Final Plan of Subdivision may be approved provided there are services available in the area and stamp must state “Subject to a Subdivision Roads and Services Agreement being entered into with the City of Charlottetown” or if preferred, it can be stamped at the time of the signing of the Agreement.
- Geotechnical may also be required as a result of the preliminary review, and any test or conditions should be noted on the plan or form part of the Subdivision Roads and Services Agreement.
- Recreation Land (if accepted) and Streets and Easements Deeds must be sent to the City for review.
- If Recreation Land is not accepted and cash-in-lieu is, then the method of paying must be established. One method is direct payment to the City, or by lien on some lots for the value of the cash-in-lieu value. The Developer’s lawyers are to do the legal work on these liens and registered signed copies sent to the City of Charlottetown.
- The Developer must provide security to ensure the subdivision is developed according to the plans and specifications.
- The Developer, or their engineer must provide all tests for water, sewer and streets to the City of approval.
- Provisional Acceptance is given to the Developer if all tests are acceptable and a site inspection for any deficiencies is acceptable to the City. Part of the security may be released at this time.
- The Developer is required to place seal coat asphalt and on the street and finish all seal and repair any deficiencies before Final Acceptance. This is usually the next year.

Time Frame:

- Preliminary 1 -2 weeks
- Subdivision Agreement 1 -2 weeks
- After subdivision is complete and review of tests 1 – 5 days to issue Preliminary Acceptance
- Final Acceptance after all tests and field checks are completed 1 – 5 days