



 2120 Rte 25, West Covehead
 PE COA 1P0
 902-672-2600
 development@northshorepei.ca
 www.northshorepei.ca

Preliminary Planning Checklist Review

The checklist of application submissions requirements shall be completed and attached as part of your Development Permit Application. All of the required information is necessary for the review of the application in a timely manner.

To expedite the evaluation, staff are required to ensure your applications is complete and requires that:

- All applications submission requirements to be included in the application: and
- All application submission requirements to be clear, legible, and precise, and to be prepared to accepted drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed incomplete and will not be reviewed until the requirements have been satisfied.

APPLICATION #	RECEIVED BY:	DATE RECEIVED (YYYY-MM-DD):

REQUIRED	NOT APPLICABLE	REQUIREMENTS:
<input type="checkbox"/>	<input type="checkbox"/>	Completed Development Application Form and Checklist <ul style="list-style-type: none"> • The Development Permit Application form is to be completed in full and signed by the registered owner of the land; • Mark the application type(s) that apply. • Verify that all required forms and documents are submitted. Check for signatures and dates on all necessary forms.
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Property Owner Authorization (if required) <ul style="list-style-type: none"> • Form can be found on this website (attach link)
<input type="checkbox"/>	<input type="checkbox"/>	Application Fees As outlined in Schedule C of the 2021 Land Use Bylaw (see where to obtain copy on the website)
<input type="checkbox"/>	<input type="checkbox"/>	Survey of the property (recommended) If a survey plan exists of the property, the site plan review is expedited.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan of the Proposed Development Drawn to scale and showing all requirements of the Land Use Bylaw. (example provided on opposite page).
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations Submit building plans showing the design and specifications of the proposed construction or renovation, including floor plans showing the layout of each floor including all door and window openings and building height. Plans should clearly identify the use of each area of the building.
<input type="checkbox"/>	<input type="checkbox"/>	Location of Residential Driveway(s) Distance of the proposed building or structure to the centre line of highway or /private road.
<input type="checkbox"/>	<input type="checkbox"/>	Approval of Department of Transportation and Infrastructure (DOTIE) for driveway access
<input type="checkbox"/>	<input type="checkbox"/>	Location of commercial, institutional, industrial buildings parking plan. Copy of parking plan showing the location of adequate off-street parking for employees, visitors and other traffic.
<input type="checkbox"/>	<input type="checkbox"/>	Distance of proposed development to a watercourse, wetland or coastline. Identify the distance from the proposed development to any potential environmental impacts such as wetlands, flood zones, rivers, streams, or coastlines.
<input type="checkbox"/>	<input type="checkbox"/>	Location of any well, sewerage, disposal, parking spaces and driveways within 30 m (98.4) of adjacent lots. Copy of well permit for development in West Covehead water restricted area.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm whether an application for a well and septic system has been submitted to meet the requirements of the Planning Act Province Wide Minimum Development Standards found in Schedule D of this Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Plan Review the stormwater management plan to ensure compliance with regulations and to mitigate any potential flooding or erosion issues.

SITE PLAN (EXAMPLE):

The site plan should include:

- All existing highways, rights of way and/or easements on and adjacent to the lot.
- Location of existing and proposed driveways, including distance from the centre of the driveway to the nearest property boundary.
- Distance from proposed building or structure to all property boundaries.
- The location and exterior dimensions of all the proposed buildings or structure.
- The location and exterior dimensions of all existing buildings or structures on the lot..
- Distance from the proposed building or structure to the centre of any highway and/or private roads.
- The distance from the proposed building or structure to any existing buildings or structures.
- Distance from the proposed structure to the boundary of any wetland, watercourse, sand dune, or the top of the bank adjacent to a wetland or watercourse.
- Distance from the proposed building or structure to any existing or proposed well and sewerage disposal system (including tank and field tile).
- Distance between any existing or proposed well and sewerage system disposal system.
- The location of any well and sewerage disposal system, parking spaces and driveways within 30 m (98.4 ft) on adjacent lots.
- The existing land use adjacent to each lot line and the existing or proposed location, width and type of landscape edge or fence to be maintained, if a landscape edge is required.

