

Development Permit Application Guide

Town of Stratford,
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PE, C1B 2VB

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www.townofstratford.ca

This is a public guide for applicants seeking a Development Permit with the Town of Stratford. It will walk you through:

- Where to find town requirements for a Development Permit
- Development Permit Application Process
- Other provincial approvals you may need

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

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

Before You Begin

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Development Permits for All Projects

- › Issued by the Town
- › Evaluated by the Development Officer against the criteria in the:
 - › Official Plan
 - describes the Town's priorities, policies, and intentions
 - Zoning and Development Bylaw (the Bylaw)
 - describes the details of what is allowed in each zone
 - › New structures or additions and some renovations require a Development Permit, except where excluded in the Bylaw (see section 7.2 for details on exclusions)
 - › See Part 7 of the Bylaw for more details

Building Permit

- › Building permits are issued by the Town
- › The Town and PEI have adopted the 2015 National Building Code

Application Form

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Complete the Application Form for Development Permit

- › Found online or at the town office
- › Fill in all applicable fields
- › Submit with required fee – see Fee Schedule on town website
- › An incomplete application will result in delays on the assessment and decision

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 and that the parcel has been approved by the town
- › Covenants on the deed are not the responsibility of the town
 - Some properties have special restrictions (covenants) attached to the deed – these are a private matter

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

General Provisions

The Environmental Reserve Zone applies as an overlay to all areas defined as a wetland or watercourse in the Bylaw, as well as all areas within 60 m. of the watercourse or wetland boundary.

Feature	Consideration or Setback
Shoreline	Erosion risk can be considered through a free Coastal Hazard Assessment from the Province
Wetland, watercourse or waterbody	60 m. buffer from wetland or watercourse
Flood Risk Area	Can be identified through a free Coastal Hazard Assessment from the Province, recommended for all properties less than 4.25 m. in elevation
Wellfield	Consideration of potential contaminants

All requirements of the Province’s Environmental Protection Act and Water Act and associated regulations also apply

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Environmental

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Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Other Requirements

Before a development permit application can be approved, some provincial approvals or information may be required:

› **Driveway access / Entrance way Permit**

- All driveway access and Entrance way require approval from the Department of Transportation, applications can be submitted to the town as part of overall application.

› **Septic Systems**

- Developments that will not be connecting to the Town's central waste treatment will require a Site Suitability Assessment & Registration Form (perc test)

› **Well/Municipal Water**

- Developments that will not be connecting to the Town's central water supply will need to comply with Water Act regulations, usually the responsibility of your contractor

› **Coastal Hazard Assessment**

- Recommended for all coastal properties with elevations of less than 4.25 m. in elevation and areas subject to coastal erosion
- Provided by Province's Climate Change Division on request

Site Plan

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

- › the shape, area, and dimensions of the lot to be used, including road frontage and shore frontage;
- › 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;
- › the distance from the lot boundaries and public right-of-way, the dimension and height of the building or structure proposed to be erected;
- › 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;
- › 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 15.2 m on abutting lots;
- › the proposed use of the lot and any building or structure

See part 7 of the Bylaw for full details, and in particular sections 7.3.

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Sample Site Plan

Before You Begin

Application Form

General Provisions

Environmental

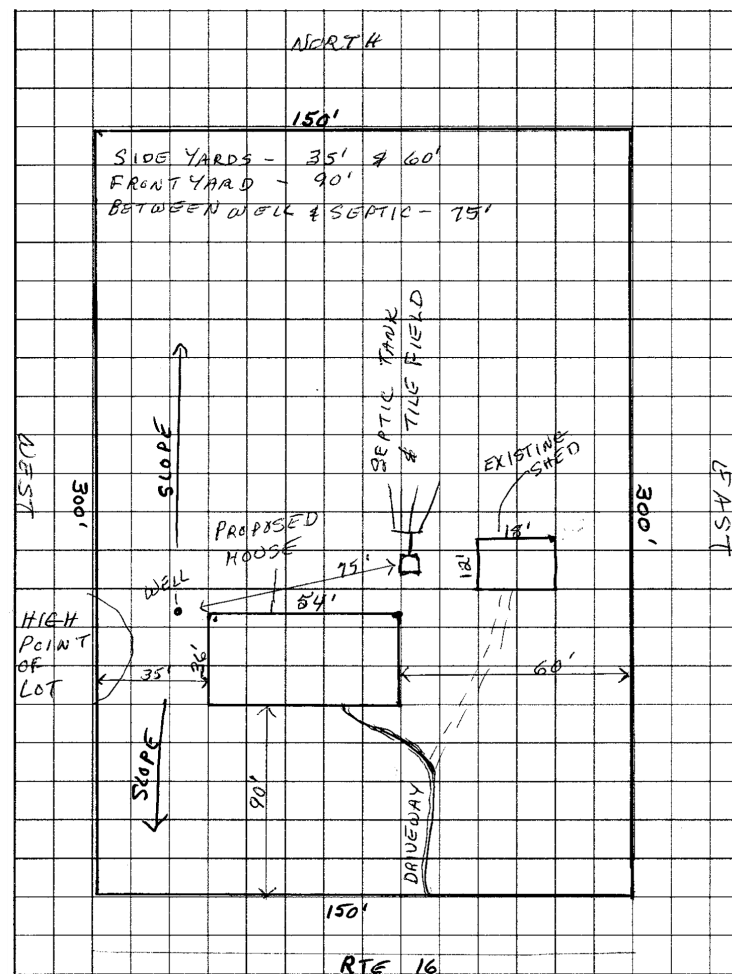
Other Requirements

Site Plan

Example Site Plan

Submission

Approval



Use the site plan sketch sheet available on the Town's website.

Where the Development Officer is unable to determine whether the proposed Development conforms to this Bylaw and other bylaws and regulations in force which affect the proposed Development, Council may require that the plans submitted be based upon an actual survey by a licensed Prince Edward Island Land Surveyor. See 7.16.1 in the Bylaw.

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Submission

Submit the application to the Planning Department

- › Town of Stratford, 234 Shakespeare Drive, Stratford, PE, C1B 2VB
- › sdewitt@townofstratford.ca
- › www.townofstratford.ca

Your submission should include:

- › Completed Development Permit Application Form with site plan
- › Fee, as per the Fee Schedule on municipal website
- › Any external permits or forms, such as well, septic, driveway, etc.
 - Note that decisions cannot be made on applications that are not complete with all required information

A decision on a complete application may take up to several weeks or longer, depending on complexity

- › Some applications must be reviewed by Council and some require a public meeting
 - See sections 1.5 and 8.16 of the Bylaw for more details

Approval

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Applications will lead to one of the following:

- › Development Permit denied with reasons
- › Request for additional information
- › Development Permit approval, with or without conditions
- › Development Permit approval with Development Agreement
- › Variance included if required and if approved

Posting and notice of decision regarding a Development Permit:

- › Weekly and monthly planning reports are posted to the Town's website and noticeboard. These reports are also sent to Province's Tax & Land division and to Public Safety, as well as to the federal government, including CMHC.

Any appeal must be submitted to the Island Regulatory and Appeals Commission (IRAC) within 21 days of the date the permit was granted or denied. Amendments to the Act were made in 2023 that changes who may file an appeal – refer to the Act for full details.

- › See section 7.12 of the Bylaw, subsection 28(1.1) of the *Planning Act* and IRAC.pe.ca

Before You Begin

Application Form

General Provisions

Environmental

Other Requirements

Site Plan

Example Site Plan

Submission

Approval

Other

Development permits take effect once:

- › Signed by all parties
- › All fees are paid
- › All conditions are met

Development permits and building permits must be posted in a visible location on the property during the construction period and the permit shall be properly maintained in a location easily visible for viewing.

Development permits are valid for 12 months

- › See section 7.6 of the Bylaw for exceptions.

Civic numbers are assigned by the Town after the permits are issued as per the 911 Administration regulations



Development Permit
Application Guide 2023