



**Town of Borden-Carleton**  
 20 Dickie Road, PO Box 89  
 Borden-Carleton, PE C0B 1X0  
 Phone 902-437-2225 Fax 902-437-2610



**APPLICATION FOR:**

- VARIANCE
- PRELIMINARY APPROVAL OF A PLAN OF SUBDIVISION
- AMENDMENT TO A PLAN OF SUBDIVISION
- AMENDMENT TO THE ZONING BYLAW OR OFFICIAL PLAN

**APPLICATION WILL NOT BE ACCEPTED WITHOUT FULL PAYMENT OF FEES**

**1. Name and address of applicant:**

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

Mailing address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Location of subject property:**

Street Address: \_\_\_\_\_

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

**3. Name and address of Property Owner:**

- Check here if same as applicant

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

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**4. Present use of subject property:**

\_\_\_\_\_  
 \_\_\_\_\_

**5. Proposed use of subject property:**

\_\_\_\_\_  
 \_\_\_\_\_

**6. Existing zoning:** \_\_\_\_\_ **7. Proposed zoning:** \_\_\_\_\_

**8. Municipal utilities and services available to the property**

Municipal water: \_\_\_\_\_ Yes \_\_\_\_\_ No

Municipality sanitary sewer: \_\_\_\_\_ Yes \_\_\_\_\_ No

**9. Have there been any previous applications submitted with respect to the subject property?** \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe briefly: \_\_\_\_\_  
 \_\_\_\_\_



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**10. If applying for subdivision:**

Total Number of proposed lots: \_\_\_\_\_ Zoning of all lots: \_\_\_\_\_

**11. Information to accompany this application (1 copy of each document):**

- i. An actual or photocopied Survey Plan prepared by a Licensed PEI land surveyor or a plan deemed suitable by the Development Officer showing the subject land.
- ii. On a second photocopied survey plan, show all proposed changes including the following:
  - All existing property lines
  - All buildings or expansion of existing buildings, including accessory buildings
  - Location and size of all utility and Town easements
  - Required building setbacks

**6 COPIES OF PLANS MUST BE SUBMITTED NOT SMALLER THAN 1:1000**

Applications involving proposed buildings must include a floor plan indicating the ground floor area, total floor area, number of stories, number of units and the width, length, and height of the building.

Letter of intent providing a detailed description of the proposal

If applying for subdivision, indicate on the plan the total area to be subdivided including the number of lots, location and width of streets, public land dedication, natural features including streams, rivers, swamps, wooded areas, and areas subject to flooding or erosion. In addition, indicate and existing buildings on the property and whether they are to be retained, demolished, or changed externally.

The appropriate application fee  
 (e-transfer to [accounts@borden-carleton.ca](mailto:accounts@borden-carleton.ca))

Signature of the property owner or attach written permission of the owner.

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT**

\_\_\_\_\_  
 Signature of Property owner / Date

\_\_\_\_\_  
 Signature of applicant or agent / Date

_____ Development Officer	Date Received: _____
Fees Paid \$ _____ Receipt # _____	
Comments: _____ _____	
Date: _____	