



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

## APPLICATION FOR SUBDIVISION APPROVAL

<b>Application Type</b>	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Concept	<input type="checkbox"/> Tentative	<input type="checkbox"/> Final
Subdivision Legal Name				
Subdivision Common Name				
Description of Proposed Lot(s)				
Proposed # of Lots		# of Plans Submitted		
Surveyor		Certification Date		
Water Service		Receiving Staff		
Sanitary Service		Receiving Office		
Existing Structures		Processing Fee		
Existing Land Use		Registration Fee		
Proposed Land Use		Total Fees		

**Primary Property**

PID	Civic Address	Owner(s) Name

**Other Property(s) affected**

PID	PID	PID

**Supporting Documents**

Title	Date	# of copies

I certify that I am submitting the above referenced plan of subdivision, including all of the required information indicated on the checklist on the back of this form, for approval with the consent of the owner(s) of the subject property(s). The owner(s) has/have seen the proposed plan and have authorized me to act as the applicant for this subdivision request.

**Applicant Signature**

**Application Date**

\_\_\_\_\_

Applicant Name		
Mailing Address		
Phone	Cell	Fax
Application Comments		

## **Subdivision Approval Process - Complete Application Checklist**

**In order to avoid delays in the review of your subdivision request, please ensure that your application contains ALL of the following information:**

### **Preliminary Subdivision Examination (no application fee)**

- completed application form (see over)
- 12 copies - preliminary plan of subdivision

### **Concept Subdivision Plan Approval**

- completed application form (see over)
- \$250.00 application processing fee
- 18 copies - Concept Plan
- 1 copy - 11" x 17" Reduced Format Concept Plan
- 4 copies - Traffic Impact Analysis
- 6 copies - Servicing Schematic, if serviced by central sanitary & storm sewer or water systems

### **Tentative Subdivision Plan Approval**

- completed application form (see over)
- \$250.00 application processing fee
- 18 copies - Tentative Plan of Subdivision (Survey Plan)
- 8 copies - Storm Drainage Plan
- 8 copies - Servicing Schematics\* (centreline plan and profiles) for the street system including the sanitary, storm & water systems, if serviced by any or all of these systems

### **Final Subdivision Plan Approval**

- completed application form (see over)
- 18 copies - Final Plan of Subdivision (Survey Plan)
- \$167.02\*\* - Registry of Deeds Filing Fees or \$83.51\*\* Land Registration Filing Fees
- completed Form HRMSD-1
- application processing fees as follows:
  - up to 10 lots - \$250
  - up to 20 lots - \$500
  - up to 50 lots - \$1000
  - over 50 lots - \$1500

\*\* an additional \$83.51 per plan is required for applications involving more than one survey plan

**Where new streets, sanitary & storm sewer and water systems are to be provided, the following additional information is required:**

- 8 copies - Complete Engineering Design Drawings for the street system, including sanitary & storm sewer and water systems, if serviced by any or all of these systems
- 8 copies - Storm Drainage Plan
- 8 copies - Subdivision Grading Plan
- 3 copies - Design Calculations for the sanitary & storm sewer and water systems
- 3 copies - Construction Cost Estimates
- 1 copy - Engineer's Certificate of Design Compliance

**All fees are to be made payable to Halifax Regional Municipality.**

**All plans are to be folded to approximately 8½" x 11" with the face of the folded print being the title block which is located in the lower right-hand corner of the plan.**

This checklist has been prepared to provide basic information about the subdivision application process. Any difference between the contents of this document and applicable by-laws, regulations, codes and procedures shall be resolved by reference to the official documents.

Depending on the specifics of the subdivision application, additional fees and documents may be required.