

## 1 Application Information

- Fees**  Processing Fee: \$100.00\*
- Accessory Structure   
  Steps/Stairs/Entryway   
  Deck/Patio/Unenclosed Structure   
  Sign
- Development that does not materially change the external appearance of a building facing streetlines
- New window and door openings or alterations to existing window and door openings abutting streetlines
- Alteration of external cladding material that does not affect the external appearance of a building facing streetlines

**Description of project** in detail: (attach additional pages, if necessary)

## 2 Property Information

### Primary Property

PID	Civic Address	Owner(s) Name

### Other Property(s) affected

PID	Civic Address	Owner(s) Name

### Encumbrances

Describe any easements, restrictive covenants or other encumbrances affecting the subject land(s):

## 3 Culture / Heritage

Is this a registered Heritage Property?

- Municipal   
  Provincial   
  Federal   
  No

**Is the property within the Barrington Street Heritage Conservation District?**

- Yes   
  No

Does this property abut a registered Heritage Property?

- Yes   
  No

\*Processing fees not applicable within Barrington St. Heritage Conservation District

**Are you aware if the site contains any of the following cultural/heritage resources?**

- archaeological sites
- buildings, structures, and landscape features of historical significance or value
- cemeteries or known burials

If yes to any of the above, please provide details of any cultural or heritage resources on or abutting the site:

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**4** Contact Information

**Registered Owner(s):**

Mailing Address

E-mail Address

Phone

Mobile

Fax

Applicant?\*  Yes  No

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**Consultant:**

Mailing Address

E-mail Address

Phone

Mobile

Fax

Applicant?\*  Yes  No

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I certify that I am submitting the above referenced application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). The owner(s) has/have seen the proposal and have authorized me to act as the applicant for this planning application. \* My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application.

I understand that all studies or reports submitted in support of this application are public. Once it has been determined that these documents are complete in both the comprehensiveness of the data used and that the analysis methodology is in keeping with HRM standards, they will be available for release to the public for inspection. Upon request by HRM, I agree to provide additional copies of such reports or studies as may be necessary.

**Applicant Signature**

**Application Date**

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All applications must include the written consent of all registered owners of the subject lands, contain complete and accurate information, and include the appropriate fees. **Incomplete applications will be returned.**

**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.**

***Please submit your application to the following office:***

*mail:* HRM Development Services  
West End Mall  
PO Box 1749  
Halifax, NS B3J 3A5

*courier:* HRM Development Services  
West End Mall  
6960 Mumford Road  
Halifax

*tel: (902) 490-5650*

## **SUPPORTING INFORMATION REQUIREMENTS & FEES**

### **Required Information\***

- 4 copies - Detailed Site Plan at full scale (*note 1*)
- 1 copy - 11" x 17" Reduced Format Site Plan
- 4 copies - latest survey plan (where available)
- 4 copies - Building Elevations (*note 2*)
- 4 copies - Detailed Sign design including dimensions and message
- Any additional information related to the site, buildings or adjoining properties as may be required by the Development Officer to determine if the project conforms with the Downtown Halifax Land Use By-law

\*The required information for **each site plan application** will vary depending on the nature of the proposal. Prior to submitting an application, please consult with HRM staff to determine the information required.

## **DRAWING STANDARDS**

Plans shall be prepared and stamped by the appropriate qualified professionals (i.e., engineer, architect, surveyor, etc.) who are members in good standing with their professional associations, and are to be based on the best available mapping or aerial photos. All plans are to include a north arrow, scale, legend, and drawing/ revision dates. The type of plan (e.g. "Site Plan") shall appear in a title block in the lower right portion of the drawing.

### **Note 1 Detailed Site Plan**

**The site plan shall include:**

- Dimensions and area of all subject lands based on the most recent surveys and legal descriptions
- Location and names of all existing and proposed streets, registered easements, and rights-of-way,
- A key plan, property identification (PID #, lot number, and/or civic number), and name of property owner
- The footprint and area of existing and proposed buildings and structures, setbacks from all property boundaries, and the location of any existing buildings or structures to be retained or demolished
- Driveway locations, landscaping and surface parking area
- The siting of parking, services, utilities and signage pursuant to section 3.5 of the Design Manual

### **Note 2 Building Elevations**

**Building elevations shall be prepared by a qualified professional and include the following details:**

- Renderings of all elevations abutting and facing streetlines with building materials and colours