

## Planning Application Form

**APPLICATION TYPE**

- |   |  |
|---|--|
| <input type="checkbox"/> Land Use By-law Amendment<br><input type="checkbox"/> Development Agreement<br><input type="checkbox"/> Subdivision By-law Amendment | <input type="checkbox"/> Development Agreement Amendment<br><input type="checkbox"/> Other _____ |
|---|--|

Internal Use Only	<input type="checkbox"/> Major	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Minor
Processing Fee	Advertising Deposit		Total
Description of proposed use in detail: (attach additional pages, if necessary)			
Existing Land Use			
Existing Structures		Previous Land Use	
Sanitary Service		Water Service	

**PROPERTY INFORMATION**

**Primary Property**

PID	Civic Address	Owner(s) Name

**Other Property(s) affected**

PID	PID	PID

**ENCUMBRANCES**

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

**CULTURE/ HERITAGE**

**Is this a registered Heritage Property?**

Municipal     
  Provincial     
  Federal     
  No

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Does this property abut a registered Heritage Property?

Yes     
  No



## Planning Application Form

### SUPPORTING INFORMATION REQUIREMENTS & FEES

#### Required Information for ALL APPLICATIONS

- 10 copies - Detailed Site Plan (*note 1*)
- 1 copy - 11" x 17" Reduced Format Site Plan
- 1 copy - latest survey plan (where available)
- 4 copies - Traffic Impact Statement or Study (*note 4*)
- 6 copies - Servicing Schematic, if serviced by central sanitary, storm sewer or water systems (*note 6*)
- 4 copies - Building Drawings (*note 3*)
- 1 copy - legal description (development agreements only)
- Electronic versions of selected materials in an acceptable file format

#### Other Information

Planning staff will advise which items from the Other Information list are necessary depending on the nature of your application. The need for additional information beyond the material listed here may be identified as the application progresses through the review process.

- 1 copy - aerial photograph(s)
- preliminary landscape plan (*note 2*)
- preliminary stormwater management plan (*note 7*)
- projected population density (include calculations in accordance with applicable land use by-law)
- 3 copies - on-site sewage disposal system details
- 3 copies - shadow study (*note 5*)
- 3 copies - wind mitigation strategy (*note 5*)

### PROCESSING FEES AND ADVERTISING DEPOSITS

#### MAJOR Applications

**\$1000 Processing Fee + \$1500 Advertising Deposit\* = \$2,500**

- Industrial, Commercial or Institutional Proposals [Floor Area  $\geq 930\text{m}^2$  (10,000 ft<sup>2</sup>)]
- Multiple Unit Dwellings and Townhouses
- Proposals Involving Large Tracts of Land (i.e. Commercial Recreation Uses, Master Plan Areas, Lands Zoned CDD, etc.)
- Open Space Design Development
- Regional Plan, Regional Subdivision By-law or MPS Amendments
- Substantive Amendments to Major Applications

#### INTERMEDIATE Applications

**\$300 Processing Fee + \$1500 Advertising Deposit\* = \$1,800**

- Industrial, Commercial or Institutional Proposals [Floor Area  $< 930\text{m}^2$  (10,000 ft<sup>2</sup>)]
- Text Changes to the Land Use By-law
- Heritage Property or Lot Modification Development Agreements
- Decks, Balconies and Signs
- Additional Dwelling Unit in Existing Building with less than 5 Units
- Demolition or De-registration of Heritage Properties
- Non-substantive Amendments to Major Applications or any Amendment to Intermediate Applications

#### MINOR Applications

**\$300 Processing Fee + \$800 Advertising Deposit\* = \$1,100**

- Time Extensions
- Discharge Development Agreement (Advertising Deposit not required)

\*Where costs differ from the deposit, the balance will be charged or refunded to the applicant.

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### DRAWING STANDARDS

Plans shall be prepared by the appropriate qualified professionals (i.e., engineer, architect, landscape architect, surveyor, etc.) who are members in good standing with their professional associations, and are to be based on the best available and most current 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
- For developments involving new street construction, the same information required in the *Regional Subdivision By-law* (section 94) for Concept Plans
- The location of any municipal service boundary on the site (if applicable)
- The footprint and area of proposed buildings, setbacks from all property boundaries, and the location of any existing buildings or structures to be retained or demolished
- Existing and proposed grades and spot elevations at all building corners; (or a separate grading plan)
- Driveway locations and parking layout
- Surface type (e.g. asphalt, gravel, sod, woodland etc.) and areas of existing vegetation to be retained
- Proposed ground sign locations

#### **NOTE 2**      **Preliminary Landscape Plan**

The preliminary landscape plan shall be prepared by a Landscape Architect and provide details on:

- General description of type and location of hard and soft surface materials
- General description of proposed plant material (e.g. deciduous trees, coniferous shrubs, sod) graphically shown on the plan
- General location and type of fencing, retaining walls and site furnishings
- Delineation of areas of existing trees to be retained
- Description or details of proposed method(s) of tree protection

#### **NOTE 3**      **Building Drawings**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Height and number of storeys           | <input type="checkbox"/> Angle controls (if applicable)                                   |
| <input type="checkbox"/> View plane locations, where applicable | <input type="checkbox"/> Signage (if applicable)  |
| <input type="checkbox"/> Building materials and colours         | <input type="checkbox"/> Renderings of all elevations                                     |
| <input type="checkbox"/> Pattern and size of windows            | <input type="checkbox"/> Floor Plans with uses labelled, location, type & number of units |
| <input type="checkbox"/> Roof lines                             |   |

#### **NOTE 4**      **Traffic Impact Statement/Study**

The traffic impact statement/study shall be prepared and stamped by a Professional Engineer in accordance with the current version of HRM's *Guidelines for the Preparation of Transportation Impact Studies*. These studies may require input from the NS Department of Transportation and Infrastructure Renewal. Copies of these requirements are available upon request.

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### **NOTE 5      *Micro Climate Conditions***

- Shadow Study which evaluates the shadow impact for various times during the day on each of the following dates: March 21, June 21, September 21 & December 21
- Wind Mitigation Strategy which predicts wind impacts and advises of methods to reduce them

### **NOTE 6      *Servicing Schematics***

The Preliminary Servicing Plans shall be prepared by a Professional Engineer in accordance with the *Municipal Service Systems Design Guidelines* and shall contain at a minimum:

*For Development not requiring street construction:*

- Lot layout and building footprint
- Preliminary lot grading showing grading/drainage directions (general intent)
- Driveway location(s) including dimensions
- Sewer lateral locations including size
- Water lateral locations including size
- Existing trunk services that will service the property
- Preliminary sanitary flow calculations
- Preliminary storm flow calculations (pre and post development)

*For Development requiring street construction:*

- Proposed street and lot layout
- Proposed central services size and location & direction of flow (water, sanitary and storm)
- Proposed forcemain and pumping station locations (if required)
- Existing trunk services that will service the project
- Existing street network abutting the project
- Preliminary lot grading showing grading/drainage directions (general intent)
- Preliminary sanitary flow calculations
- Preliminary storm flow calculations (pre and post development)

**The level of detail shown on servicing schematics shall be relative to the scale of the development.** The above represents minimum standards acceptable for typical planning applications.

### **NOTE 7      *Preliminary Stormwater Management Plan/Drainage Plan***

These plans shall be prepared and stamped by a Professional Engineer in accordance with the *Municipal Service Systems Design Guidelines*, any applicable provincial requirements, and HRM's *Regional Subdivision By-law*.

***Please submit your application to the appropriate Planning Applications office:***

**Halifax**  
Planning Applications  
West End Mall  
PO Box 1749  
Halifax, NS B3J 3A5

*courier:*  
6960 Mumford Road  
Halifax  
*tel:* (902) 490-4393

**Sackville**  
Planning Applications  
Acadia Centre  
PO Box 1749  
Halifax, NS B3J 3A5

*courier:*  
636 Sackville Drive  
Sackville  
*tel:* (902) 869-4260

**Dartmouth**  
Planning Applications  
Alderney Gate  
PO Box 1749  
Halifax, NS B3J 3A5

*courier:*  
40 Alderney Drive, 2<sup>nd</sup> Floor  
Dartmouth  
*tel:* (902) 490-4472