

Planning Pre-Application Form

PRE-APPLICATION REVIEW TYPE

- Land Use By-law Amendment Development Agreement Amendment
 Development Agreement Other _____
 Subdivision By-law Amendment

Processing Fee \$300.00

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):
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CULTURE/ HERITAGE

Is this a registered Heritage Property? <input type="checkbox"/> Municipal <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/> No
Does this property abut a registered Heritage Property? <input type="checkbox"/> Yes <input type="checkbox"/> No

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SUPPORTING INFORMATION REQUIREMENTS

The purpose of a Pre-Application is for an applicant to obtain preliminary review comments prior to the submission of a full planning application. **The following is the minimum information which shall be submitted to support your Pre-Application.** The level of comment provided will be related to the level of detail submitted; too little detail will limit the extent and usefulness of the review.

Required Information for ALL APPLICATIONS

- 10 copies - 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 (*note 3*)
- 6 copies - Servicing Schematic, if serviced by central sanitary, storm sewer or water systems (*note 2*)
- 4 copies - Building Drawings (*note 2*)

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 **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 87) for Preliminary 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
- Driveway locations and parking area

NOTE 2 **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
- Driveway location(s) including dimensions
- Sewer lateral locations including size
- Water lateral locations including size
- Existing trunk services that will service the property

For Development requiring street construction:

- Proposed street and lot layout
- Proposed central services size and location & direction of flow (water, sanitary and storm)
- Existing trunk services that will service the project
- Existing street network abutting the project

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 Pre-Applications.

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NOTE 3 **Traffic Impact Statement/Study**

The traffic impact statement 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.

NOTE 4 **Building Drawings**

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

- Height and number of storeys
- View plane locations, where applicable
- Renderings of all elevations
- Typical Floor Plans with uses labelled, location, type & number of units

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, 2nd Floor
Dartmouth
tel: (902) 490-4472

GENERAL INFORMATION

1. The Pre-Application process allows a prospective applicant to receive feedback based on preliminary information for a modest fee. Reviews of Pre-applications will be completed within 30 working days from receipt of the completed application.
2. The Pre-Application process aims to identify the submission requirements (i.e. drawings, studies, reports, outside agency feedback) for a full Planning Application. Through this process applicants may also gain an understanding of some of the issues they may face, should they proceed to make a full planning application.
3. Upon receipt of a completed Pre-Application, Community Development Staff will: (a) circulate the Pre-Application to internal and external agencies for review, (b) schedule a review team meeting, and (c) provide a written summary of the review team meeting to the applicant identifying any issues or concerns raised, and providing direction on how to proceed with the Planning Application.
4. The outcome of a Pre-Application does not imply or suggest any decision on behalf of Halifax Regional Municipality, Council or staff to either support or refuse the application.
5. Substantial changes to the development proposal at the time of the full planning application may invalidate comments received during the Pre-Application.
6. The Pre-Application fee may be applied toward fees for a full planning application received **within 90 days** of completion of the Pre-Application file.
7. The information on this form will be used for **internal purposes** in evaluating the application.