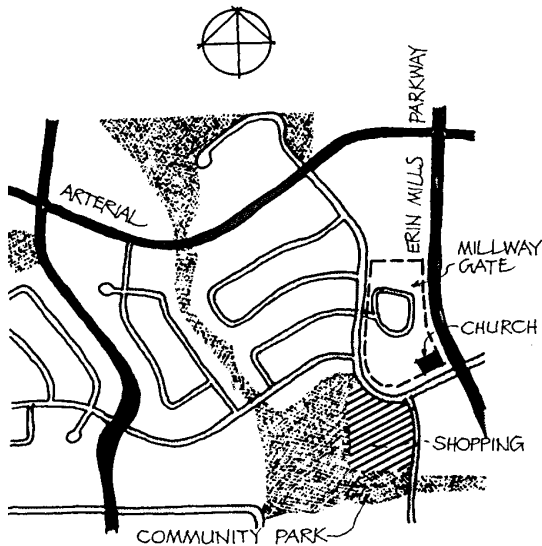


A Guide to the Subdivision Concept Plan Process



Purpose

Where **new streets** are to be constructed in areas of HRM with **piped sewer and water**, the **first step** of the subdivision process requires the approval a Concept Plan for the entire area of land being developed. The main intent of this requirement is to ensure the subdivision layout results in a well co-ordinated pattern of development.

In areas of HRM **serviced by septic systems and wells**, Concept Plan approval is **not required** for subdivisions of **eight lots or less** on a new street. In these areas, subdivisions involving **more than eight lots** on a new street must follow the **Open Space Design** process. For more information, please refer to our brochure entitled, "A Guide to Open Space Development in HRM".



When new streets are to be constructed, Concept Plan approval is a mandatory first step. Tentative or final subdivision applications cannot be filed prior to Concept Plan approval.

Plan Information

Concept Plans may only be prepared by Land Surveyors or Professional Engineers. In preparing your Concept Plan, it may assist your consultant to begin with a topographic base map. The following list outlines the **basic information requirements** which need to be illustrated on a Concept Plan.

- the north direction
- contours at 5 metre intervals
- a key plan or inset showing the boundaries of the proposed subdivision
- the location of significant natural features such as watercourses, wetlands, wooded areas and prominent rock formations
- the internal street system with connections to abutting streets, highways and major pedestrian traffic patterns
- existing on-site development, the proposed location of parks and community and commercial sites
- proposed phasing schedule
- all existing registered easements and rights-of-way
- the location of any municipal service boundary on the site

A **traffic impact analysis**, prepared by a Professional Engineer, must accompany the Concept Plan.

Where the subdivision is to be serviced with sanitary sewer, storm sewer or central water services, **servicing schematics** are also necessary.

The Review Process

Once the Concept Plan has been prepared, you are now ready to submit the plan for formal review. Eighteen copies of the original Concept Plan, along with 1 reduced copy not larger than 11" X 17", 4 copies of the traffic impact analysis and 6 copies of the servicing schematics (where applicable) must be submitted along with a completed and signed subdivision application form and the applicable fees.

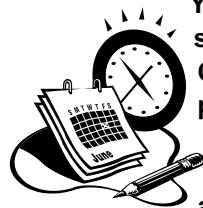
After receiving a completed application, Development Services staff will schedule a meeting with you and staff from the appropriate review agencies. Many factors may come into play when a Concept Plan is being assessed. Staff will identify a study area in which additional information needs may be identified. You may assist in expediting the process by providing any additional information needed by staff.

At the meeting, staff will provide professional input and evaluate the proposal with the following matters in mind:

- ❑ the design's consideration of topography, natural features and other site constraints and restrictions

- ❑ street layout, pedestrian routes, phasing sequence and connections with existing and proposed transportation links on a local and regional scale
- ❑ the feasibility of servicing with applicable services (central sewer and/or water) and the effect of the layout on the provision of future central services
- ❑ the new or expanded infrastructure which will be required by the subdivision
- ❑ location of proposed park areas
- ❑ location of any proposed community and commercial uses

Issues, if any, with the proposal will be identified at this time and, if required, you may be requested to submit a revised Concept Plan.



You should reserve four to six months for the Concept Plan review process to be completed.

Every effort will be made to complete the process as quickly as possible.

However, depending on the scale and complexity of the issues which surround your proposal, a longer time-frame may be necessary.

Office Locations

You may apply for Concept Plan approval at any one of the three Development Services offices listed below:

West End Mall Branch Office

6960 Mumford Road, Halifax
Information 490-5660
Fax 490-4645

Sackville Branch Office

636 Sackville Drive, Lower Sackville
Information 869-4375
Fax 869-4254

Dartmouth Branch Office

2nd Floor, 40 Alderney Drive
Information 490-4435
Fax 490-4661

Office Hours

8:30 a.m. to 4:30 p.m. Monday through Friday (except statutory holidays)

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