

PLANNING APPLICATION FORM

- Part 1: Applicant Information**
Part 2: Application Details
Part 3: Supporting Information Requirements
Part 4: Fees

PART 1: APPLICANT INFORMATION

Registered Property Owner(s):		
Mailing Address:		
E-mail Address:		
Phone:	Cell:	Fax:
Applicant?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Consultant:		
Mailing Address:		
E-mail Address:		
Phone:	Cell:	Fax:
Applicant?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*indicates who the applicant of record is and who the contact is for the municipality

I certify that I am submitting this 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 or additional information as may be necessary.

Applicant Signature

Application Date

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 not be processed - applications cannot be processed unless all required information has been provided.**

PART 2: APPLICATION DETAILS

Type of planning application: (please check all that apply)

- ☐ Land Use By-law Map Amendment (Rezoning): _____ Zone to _____ Zone
- ☐ Land Use By-law Text Amendment
- ☐ Development Agreement
- ☐ Development Agreement Amendment

PROJECT INFORMATION

Attach detailed written description/letter of proposed use/development			
Existing Land Use(s)			
Existing Residential Units		Existing Commercial Floor Area	
Proposed Land Use(s)			
Proposed Number of Residential Units		Proposed Gross Commercial Floor Area	
Gross Floor Area of Other Land Uses (ie. industrial, institutional)			
Number of Proposed Residential Units by Type	Studio:	1-bedroom:	2+ bedrooms:
Proposed Maximum Height (in floors and metres)		Number of Buildings Proposed	
Sanitary Service Type		Water Service Type	
Total # of Proposed Parking Spaces:	Vehicle Spaces Indoor:		Vehicle Spaces Outdoor:

PROPERTY INFORMATION & ENCUMBRANCES

PID	Civic Address	Owner(s) Name

Are there any easements, restrictive covenants or other encumbrances affecting the subject land(s)?

☐ Yes ☐ No

If Yes, attach details (ie deeds, instruments etc)

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
Are you aware if the site contains any of the following cultural/heritage resources? <input type="checkbox"/> archaeological sites or resources <input type="checkbox"/> buildings, structures, and landscape features of historical significance or value <input type="checkbox"/> cemeteries or known burials	
If yes to any of the above, please provide details of any cultural or heritage resources in the written project description as required under 'Project Information' above	

Part 3: SUPPORTING INFORMATION REQUIREMENTS

Applicants are required to meet with staff before submitting an application.

1. Please contact Planning & Development to arrange of meeting with a planner.
2. Staff will review your request, confirm whether or not planning policies enable you to submit an application, and identify all supporting information requirements.
3. After receiving your application, staff will review it for completeness and advise if any further information is required.

Information Required for ALL APPLICATIONS.

- ☐ 1 copy - a written Project/Design rationale (explain the proposal and how it satisfies applicable Municipal Planning Strategy policy & relates to adjacent lands)
- ☐ 1 copy - Detailed Site and Floor Plans (*see note 1*)
- ☐ electronic versions of all information consolidated in PDF, MS Word or other specified file format

Other Required Information

Planning staff will advise which items from the following list are required as part of the application, depending on the application nature and scale. Please consult with staff before submitting your application. The need for additional information or printed copies beyond the material listed here may be identified as the application progresses through the review process.

- ☐ Latest survey plan (where available)
- ☐ Preliminary landscape plan (*note 2*)
- ☐ Design rationale (*note 3*)
- ☐ Building drawings (*note 4*)
- ☐ Application summary table (*note 5*)
- ☐ Context map (*note 6*)
- ☐ Traffic Impact Statement or Study (*note 7*)
- ☐ Shadow study (*note 8*)
- ☐ Wind impact assessment or analysis with mitigation strategy (*note 8*)
- ☐ Servicing schematic, if serviced by central sanitary, storm sewer or water systems (*note 9*)
- ☐ Legal description of property (development agreements only)
- ☐ Aerial photograph(s)
- ☐ Preliminary stormwater management plan (*note 10*)
- ☐ Building / site signage plan
- ☐ Building / site lighting plan
- ☐ Material board (*note 11*)
- ☐ Projected population density (must include calculations in accordance with applicable land use by-law)
- ☐ On-site sewage disposal system details
- ☐ Colour perspective drawings, showing proposed development and existing development from pedestrian perspectives
- ☐ Electronic Sketchup model of the proposal
- ☐ Groundwater assessment (Level 1 or 2 as required)
- ☐ Heritage impact statement (where a registered heritage property is part of development site)
- ☐ Environmental assessment (for contaminated sites)
- ☐ Large format versions of any drawings
- ☐ Any other information as deemed required by HRM _____
- ☐ Electronic versions of required materials consolidated in PDF, MS Word or other specified file format

DRAWING STANDARDS

Plans must 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 be scalable, include a north arrow, scale, legend, and drawing/ revision dates. The type of plan (e.g. "Site Plan") must appear in a title block in the lower right portion of the drawing. Site plans, context plans, and landscape plans should be submitted in metric of a legible scale appropriate to the size of the development while imperial scaled plans shall be accepted only for building drawings, elevations, and floorplans

NOTE 1 ***Detailed Site/Floor Plans***

The site plan must be at an appropriate scale and print format, and must 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, compass rose, scale, property identification (PID #, lot number, and/or civic number), and name of property owner, in addition to the date and version number of the plans
- 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)
- Locations of surrounding curbs, sidewalks, and property lines
- 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, landscaping, bike parking, and surface parking areas
- 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 must be prepared by a Landscape Architect and provide details on:

- General description of type and location of hard and soft surface materials
- Location, size and species of existing trees (for sites in Urban Service boundary)
- Delineation of areas of existing trees to be retained
- Description or details of proposed method(s) of tree protection
- 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

NOTE 3 ***Design Rationale***

A submission prepared by the project architect showing the consideration given to existing site conditions, topography, adjacent uses/buildings, creating a sense of place, unique natural features, heritage, etc. which resulted in the proposed site design choices.

NOTE 4 ***Building Drawings***

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

- Height and number of storeys
- Location and measurements of all setbacks at grade and all stepbacks of upper floors

- Building materials and colours
- Pattern and size of windows
- Roof lines
- Angle controls (if applicable)
- View plane locations, where applicable
- Signage (if applicable)
- Elevation drawing of each building face
- Floor Plans with uses labelled, location, type & number of unit with uses labelled, dimensioned, and areas calculated

NOTE 5 *Application Summary Table*

A table indicating a summary of quantitative data for the project potentially inclusive of but not limited to the number of residential units broken down by their bedroom count, total commercial gross floor area, total residential gross floor area, total building gross floor area, property area, lot coverage, project floor area ratio, landscape open space, interior amenity space, vehicle parking, and bicycle parking.

NOTE 6 *Context Map*

A plan which shows the immediate context of the development site inclusive of development on adjacent lots labeled with the use and height (in storeys) of the buildings, names/addresses of existing or approved surrounding buildings, surrounding streets, registered easements, and rights-of-way, and any natural features such as lakes, rivers, ocean, ravines, etc.

NOTE 7 *Traffic Impact Statement/Study*

The traffic impact statement/study must 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 8 *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 Assessment Study/Model and a Mitigation Strategy which predicts wind impacts and advises of methods to reduce such impacts.

NOTE 9 Schematics

The Preliminary Servicing Plans must be prepared by a Professional Engineer in accordance with the *Regional Subdivision By-law, Municipal Design Guidelines, and Streets By-law* and must 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 as per the *Streets By-law*
- 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 must be relative to the scale of the development. The above represents minimum standards acceptable for typical planning applications. Any requested variances from the requirements of the *Municipal Design Guidelines* or *Streets By-law* must be identified and explained.

NOTE 10 Preliminary Stormwater Management Plan/Drainage Plan

These plans must 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*.

NOTE 11 Material Board

A board 11x17 in size including samples (or, where impractical, pictures of materials) of all proposed building materials as well as glazing inclusive of colour and tint.

PART 4: FEES

Internal Use Only	<input type="checkbox"/> Major	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Minor
Processing Fee:		Advertising Deposit:	Total:

MAJOR Applications **\$1100 Processing Fee + \$1500 Advertising Deposit* = \$2,600**

- ☐ Industrial, Commercial or Institutional Proposals [Floor Area over 930m² (10,000 ft²)]
- ☐ Multiple Unit Dwellings and Townhouses
- ☐ Proposals Involving Large Tracts of Land (i.e. Commercial Recreation Uses, Master Plan Areas, Lands Zoned Comprehensive Development District, etc.)
- ☐ Conservation Design Development
- ☐ Regional Plan, Regional Subdivision By-law or MPS Amendments
- ☐ Substantive Amendments to Major Applications

INTERMEDIATE Applications **\$330 Processing Fee + \$1500 Advertising Deposit* = \$1,830**

- ☐ Industrial, Commercial or Institutional Proposals [Floor Area < 930m² (10,000 ft²)]
- ☐ 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 **\$330 Processing Fee + \$450 Advertising Deposit* = \$780.00**

- ☐ 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.

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

Please submit your application to the following location

By Mail:	Planning Applications Planning & Development Alderney Gate Office PO Box 1749 Halifax, NS B3J 3A5
By Courier / In Person:	HRM Customer Service Centre 40 Alderney Drive, 1st Floor Dartmouth tel: (902) 490-4472