

DOWNTOWN HALIFAX NON-SUBSTANTIVE SITE PLAN APPROVAL APPLICATION FORM

Part 1: Applicant Information Part 2: Application Details Part 3: Property Information Part 4: Culture/Heritage

Part 5: Supporting Information Requirements

Part 6: Fees

Part 1: APPLICANT INFORMATION

Registered Property Owner(s):				
Mailing Address:				
E-mail Address:				
Phone:	Cell:		Fax:	
Applicant?* ☐ Yes	□ No			
Consultant:				
Mailing Address:				
E-mail Address:				
Phone:	Cell:		Fax:	
Applicant?* □ Yes □ No				
*indicates who the applicant of reconstruction of the owner(s) of the subject property(sapplicant for this application. *My identificant pertaining to this application. I understand that all studies or reports so these documents are complete in both the keeping with HRM standards, they will be provide additional copies of such reports. I understand that my application will be require my timely response to feedback additional information, studies, revisions the application. I understand that site plays the applicant.	tion, including all of the re). The owner(s) has/have fication as the applicant of the ubmitted in support of the he comprehensiveness of he available for release to s or studies or any addition processed in an expedition provided. It is understoon or questions of clarifica	equired supporting inforce seen the proposal armeans that I am the proposal is application are public for the data used and the public for inspectional information as manus manner by the Mud that my failure to restition provided by the Mud that my failure to the Mud that my fail	ormation, for approval with the consent and have authorized me to act as the imary contact with HRM in all matters. c. Once it has been determined that at the analysis methodology is in on. Upon request by HRM, I agree to by be deemed necessary. nicipality, and that the process will pond in a timely manner to requests for	
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 be returned.

Part 2: APPLICATION DETAILS

PROJECT INFORMATION Please indicate the category that best describes the proposal: ☐ Steps/Stairs/Entryway ☐ Deck/Patio/Unenclosed Structure ☐ Sign □ Accessory Structure 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 opening 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) Part 3: PROPERTY INFORMATION 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 (i.e. deeds, instruments, etc.) Part 4: CULTURE/ HERITAGE

Is this a registered Heritage Property? ☐ Municipal ☐ Provincial ☐ Federal ☐ No	Does this property abut a registered Heritage Property?			
•	☐ Yes ☐ No			
Is the property within the Barrington Street Heritage Conservation District?				
☐ Yes ☐ No				
Is the property within the Old South Suburb Heritage Conservation District?				
☐ Yes ☐ No				



Are you aware if the site contains, or abuts a site that contains, any of the following cultural/heritage
resources? □ archaeological sites or resources
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 in the written project description as required under ' Project Information ', above.
•
Part 5: SUPPORTING INFORMATION REQUIREMENTS
Required Information*
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- latest survey plan (where available) ☐ 4 copies- Building Elevations (note 2)
☐ 4 copies- Detailed Sign Design, including dimensions and message (where applicable)
Any additional information related to the site, buildings or adjoining properties as may be required by the
Development Officer to determine if the proposal 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 Planning and Development staff to determine the information required.
DRAWING STANDARDS
Plans must be prepared by the appropriate qualified professionals (i.e., planner, 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") must 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 local descriptions
 □ 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, 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
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 with building materials and colours



Part 6: FEES

Non-Substantive Site Plan Approval Application Fee - \$500.00 (non-refundable)

All fees are to be made payable to Halifax Regional Municipality

Please submit your application to the following office:

Mail: Planning & Development

Current Planning
Bayers Road Office
PO Box 1749
Halifax, NS
B3J 3A5

Courier:

HRM Customer Service Centre 7071 Bayers Road, 2nd Floor

Halifax, NS