

SECONDARY MUNICIPAL PLANNING STRATEGY AMENDMENT INITIATION APPLICATION FORM

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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 any additional information as may be deemed necessary.

I understand that my planning application will be processed in an expeditious manner by the Municipality, and that the process will require my timely response to feedback provided. It is understood that my failure to respond in a timely manner to requests for additional information, studies, revisions, or questions of clarification provided by the Municipality may result in the closure of the planning application, and the refunding of any unused portion of submitted fees.

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

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 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

Information Required for ALL APPLICATIONS.

- 1 copy of a detailed written rationale prepared by a Professional Planner* who is a full member of the Canadian Institute of Planning that explains:
 - the particulars of the amendment being requested;
 - how the requested amendment aligns with the Regional Municipal Planning Strategy;
 - a detailed analysis of the changes in circumstance demonstrating why the existing Secondary Municipal Planning Strategy policy no longer appropriate, such as societal changes, changing development patterns or changing business practices;
 - assessment of the impact of the requested amendment on the local community and broader region; and
 - the urgency of the request and why its consideration cannot await the next HRM initiated comprehensive planning review for the area.

***Note:** This requirement may be waived in certain circumstances. Please consult with Planning staff to determine whether this requirement applies to your application.

- 1 copy – conceptual development plan
- 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 necessary and required as part of the application, depending on the application nature and scale. The need for additional information or printed copies beyond the material listed here will be identified as the application progresses through the initiation and review process.

- studies concerning the impact of the proposal on local and regional land use patterns and long-term goals
- colour perspective drawings, showing proposed development and existing development from pedestrian perspectives
- electronic Sketchup model of the proposal
- any other information as deemed to be 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., 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.

PART 4: FEES

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

*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 by mail or courier as follows:

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