

Downtown Halifax Substantive Site Plan Approval Application Submission Checklist

The following checklist provides a more detailed description of the materials required upon submission of a Substantive Site Plan Approval application in Downtown Halifax. This checklist should be used in conjunction with the Substantive Site Plan Approval Application Form. Should you have questions regarding these requirements, please contact Planning & Development – Current Planning staff at (902) 490-4472.

1 - Site Plan at Full Scale

- 1.1 Dimensions and area of all subject lands based on the most recent surveys and legal descriptions;
- 1.2 Location and names of all existing and proposed streets, dimensioned registered easements, rights-of-way, and ownership;
- 1.3 A key plan, compass rose, scale, property identification (PID #, lot number, and/or civic number), and name of property owner(s), in addition to the date and version number of the plans;
- 1.4 Locations of surrounding curbs, sidewalks, utility poles, bus shelters, driveways and property lines;
- 1.5 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;
- 1.6 Dimensioned driveway locations, landscaping, bike parking, and surface parking areas;
- 1.7 Portions of the building cantilevering or recessing above the building footprint on upper storeys;
- 1.8 Imperial scaled plans shall be accepted only for building drawings, elevations, and floorplans;
- 1.9 All site plans, servicing schematics, context plans, and landscape plans should be submitted in metric of a legible scale appropriate to the size of the development;
- 1.10 Locations and the extent of waterfront view corridors;
- 1.11 Notation of the ordinary high-water mark, and setback(s) from the ordinary high-water mark as defined within the Land Use By-law if the site is located within Schedule W of the Land Use By-law.

2 - Application Summary Table

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

3 - Context Map

- 3.1 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, and any natural features such as lakes, rivers, ocean, ravines, etc.;
- 3.2 A key plan, compass rose, and scale.

4 - Streetscape Elevation

- 4.1 A front elevation showing the principal elevation of the proposed building in addition to at a minimum the buildings on either side of the subject site, or where the subject site is on a corner lot, the two buildings adjacent to the property;
- 4.2 Height as measured within the Downtown Halifax Land Use By-law and number of storeys;
- 4.3 Viewplane(s) and citadel rampart locations, where applicable.

5 - Building Elevations

- 5.1 Elevation plans of the building from all 4 perspectives;
- 5.2 Detailed description of all proposed materials and where in the building they will be applied to;
- 5.3 Viewplane(s) and citadel rampart locations, where applicable;
- 5.4 Location of the maximum streetwall height as per Map 7 of the Downtown Halifax Land Use By-law;
- 5.5 Dimensioned plans indicating building height and width, floor to ceiling heights, and entry widths;
- 5.6 Labeling of maximum building height (pre and post bonus), setbacks and stepbacks;
- 5.7 Location of any existing buildings and their features to be retained;
- 5.8 Notation as to where 'Average Grade' on the site is located;

- 5.9 Building / site sections through the property where appropriate showing the relationship between the building and surrounding public realm (sidewalk and street) where sloping conditions, retaining walls, landscaping, or pedestrian circulation warrants.

6 - Building Floorplans

- 6.1 Typical Floor Plans with uses labelled, dimensioned, and areas calculated;
- 6.2 Outdoor spaces labeled inclusive of finishing materials and landscaping;
- 6.3 Landscape Open Space calculations noted, and areas dimensioned as required;
- 6.4 Notes on plans clarifying security access limiting public access to some spaces as required / appropriate;
- 6.5 Ramp slopes labeled where ramps are included.

7 - 3D “Google Sketch-Up” Model

- 7.1 A Google Sketch-Up model of the project inclusive of massing of the surrounding buildings, and locations of surrounding streets where applicable;
- 7.2 Perspective renderings (which may be generated through the model referenced in 7.1 above) illustrating what the appearance of the completed building in the context of adjacent buildings and the surrounding environment.

8 - Landscape Plan

- 8.1 Required to be completed by a registered landscape architect inclusive of low maintenance, no-irrigation planting materials, surfacing materials, as well as existing and proposed grades.

9 - Variance Plan

- 9.1 A site plan, elevation plan, floor plan, or combination thereof labeling the location and extent of any requested variance, citing the specific Land Use By-law sections under which a variance is permitted. Plans should indicate the Land Use By-law standard and detail how the proposed is consistent with the variance policies of Schedule S-1 (Design Manual) of the Downtown Halifax Land Use By-law.

10 - Signage Plan

- 10.1 Require consideration by the architect to indicate on elevation drawings appropriate locations, sizes, signage type, and numbers of signs.

11 - Lighting Plan

- 11.1 An indication on a site plan, elevation plans, or combination thereof of the location, type, and direction of proposed illumination associated with the

proposal. New lights within the HRM right-of-way should be shown and labeled on the servicing schematic as referenced in Section 15 of this document. Night renderings of the building may be requested depending on the context and nature of lighting scheme proposed.

12 - View plane / Waterfront View Corridor Confirmation Plan

- 12.1 A letter from a land surveyor certified in Nova Scotia inclusive of elevation plan indicating the location of any nearby view planes and Waterfront View Corridors in relation to the proposed building, certifying that the proposed building as shown will not encroach into any of the View Planes as defined by View Plan Map No. TT-17-20185A attached to the Halifax Peninsula Land Use By-law, or which shall be visible above the ramparts as specified by Section 26B of the Halifax Peninsula Land Use By-law, or as defined within sections 7(18) or 7(19) of the Downtown Halifax Land Use By-law.

13 - Design Rationale

- 13.1 A submission prepared by the project architect showing the consideration given to existing site conditions, topography, adjacent uses/buildings, creating a sense of place, site permeability, building rhythm and grain, contribution to the skyline, unique natural features, heritage, etc. which resulted in the proposed site design choices.
- 13.2 A submission prepared by the project architect indicating how the proposal meets applicable section of the Design Manual. Where the proposal does not meet requirements of the Design Manual (ie: the requirement for awnings), explain why this choice was made in the building design.
- 13.3 Rationale for any built form variance requests, how they meet the objectives and guidelines of the Design Manual, and under which variance policies of Schedule S-1 of the Downtown Halifax Land Use By-law (Section 3.6) they are justified.

14- Servicing Schematics

- 14.1 A submission prepared by a Professional Engineer in accordance with the HRM Municipal Design Guidelines and Halifax Water Design and Construction Specifications and shall contain at a minimum lot layout and building footprint, driveway location(s) including dimensions and site distance confirmation, sewer lateral locations including size, water lateral locations including size and existing trunk services that will service the property. Servicing schematics shall be provided at the pre-application stage.

15 - Traffic Impact Statement / Study

- 15.1 The traffic impact statement or study, as applicable, 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. Copies of these requirements can be found at the following link:
<http://www.halifax.ca/traffic/documents/TISGUIDE8.pdf>.

16 - Wind Impact Statement

- 16.1 A new building that is proposed to be greater than 20 metres in height or an addition to a building that will result in the building being greater than 20 metres in height shall be subject to a quantitative wind impact assessment as per the requirements of Schedule S-2 of the Downtown Halifax Land Use By-law. A qualitative wind assessment shall be provided at the pre-application stage.

17 - Heritage Impact Statement

- 17.1 Where an addition to a registered heritage property or a property in a heritage conservation district has a gross floor area greater than 50% of the gross floor area of the existing building, a Heritage Impact Statement as per the requirements of Schedule "A" of the Heritage By-law and/or the Heritage Conservation District (Barrington Street) By-law, may be required – the contents of which are specified within Schedule C of by-law H-500. A Heritage Impact Statement shall be required at the pre-application stage, if applicable.