



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

Mandatory Pre-Application Case Number and date completed: \_\_\_\_\_

### PROJECT INFORMATION

<b>Attach detailed written description/letter of proposed use/development</b>			
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	
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

<b>Is this a registered Heritage Property?</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/> No	<b>Does this property abut a registered Heritage Property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the property within the Barrington Street Heritage Conservation District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you aware if the site contains any of the following cultural/heritage resources?</b> <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 <b>'Project Information' above</b>	

## Part 3: SUPPORTING INFORMATION REQUIREMENTS

The purpose of the Application process is for an applicant to obtain comments from HRM review agencies to ensure that the development meets the requirements of the Land Use By-law and Design Manual. The following is the minimum information which shall be submitted to support your Application. **Please consult the Substantive Site Plan Approval Application Submission Checklist for a comprehensive list of requirements.** It is recommended that applicants consult with Planning & Development staff to identify the submission requirements for your specific proposal given the context and scale of application. The level of comment provided will be related to the level of detail submitted; too little detail will limit the extent and usefulness of the review.

### Required Information\*

- Site Plan at full scale (*note 1*)
- 11" x 17" Reduced Format Site Plan
- latest survey plan (where available)
- Building Drawings (*note 2*)
- Servicing Schematic (*note 3*)
- Traffic Impact Statement/Study (*note 4*)
- Wind Impact Assessment (*note 5*)
- 3D models in Sketchup format - one depicting the **building envelopes** and one of the **detailed proposal**
- Explanation of Design Rationale consistent with Schedule S-1: Design Manual (*note 6*)
- Heritage Impact Statement (*note 7*)
- Statement indicating when and where the required public consultation took place (full application only)

\*The required information for an application will vary depending on the nature of the proposal. Prior to submitting an application, please consult with HRM 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 Site Plan

The site plan shall 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, property identification (PID #, lot number, and/or civic number), and name of property owner
- 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
- Driveway locations, landscaping and surface parking area

### Note 2 Building Drawings

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

- Height and number of storeys
- View plane locations, where applicable
- Renderings of all elevations with building materials and colours
- Typical Floor Plans with uses labelled, location, type & number of units

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**Note 3** **Servicing Schematics**

The Servicing Schematics shall be prepared by a Professional Engineer in accordance with the *Municipal Service Systems Design Guidelines* and shall contain at a minimum:

- Lot layout and building footprint
- Driveway location(s) including dimensions
- Sewer lateral locations including size
- Water lateral locations including size
- Existing trunk services that will service the property

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**Note 4** **Traffic Impact Statement / Study**

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 are available upon request.

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**Note 5** **Wind Impact Assessment**

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.

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**Note 6** **Design Rationale**

The design rationale shall be prepared by the project architect and explain how the proposal fits with the vision of the precinct within which the proposal is located. The document is to include the rationale for any built form variance requests and how they meet the objectives and guidelines of the Design Manual.

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**Note 7** **Heritage Impact Statement**

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.

## PART 4: FEES

Pre – Application - \$500.00 (non-refundable)

Full Substantive Site Plan Approval Application - \$2,000.00 (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  
Alderney Gate Office  
PO Box 1749  
Halifax, NS  
B3J 3A5

**Courier:** HRM Customer Service Centre  
40 Alderney Drive, 1st Floor  
Dartmouth  
tel: (902) 490-4472

## PART 5: GENERAL INFORMATION

- **Site Plan Approval Pre-Application:** The Site Plan Approval Pre-application is a mandatory step in the development process for Site Plan Approvals in Downtown Halifax. The purpose of a Site Plan Approval Pre-Application is for an applicant to obtain comments from HRM review agencies prior to the submission of a full development application. The Pre-Application process aims to identify the submission requirements (i.e. drawings, studies, reports, outside agency feedback) for a full development application. Through this process applicants may also gain an understanding of some of the issues they may face, should they proceed to make a full development application.
- Upon receipt of a completed Pre-Application, staff will: (a) circulate the Pre-Application to internal and external agencies for review, (b) schedule a review team meeting, and (c) provide a written summary of the review team meeting to the applicant identifying any issues or concerns raised. **Upon resolution of the issues identified, staff will authorize the applicant to proceed with the public consultation process as described below.**
- The outcome of a Pre-Application does not imply or suggest any decision on behalf of Halifax Regional Municipality, Council or staff to either support or refuse the application. The pre-application process confirms compliance with the LUB and identifies any matters for which a variance can be requested.
- **Site Plan Approval Full Application:** Substantial changes to the development proposal at the time of the full development application may invalidate comments received during the Pre-Application.

## PART 6: PUBLIC CONSULTATION PROCESS

Prior to the submission of a **Substantive Site Plan Approval** application **and** after the completion of the Pre-Application process, the applicant is to undertake public consultation to receive feedback on the proposal. At the conclusion of the Pre-Application process, public consultation will be undertaken by the applicant. At the time of full applications, confirmation that consultation according to the following has been completed will need to be submitted:

This type of event is open to the general public where they are guided through a series of displays by the developer. The displays feature pictures and information about the proposed development application. The public is to have the opportunity to provide feedback through a variety of mechanisms including: paper on the wall for comments that everyone can see and build upon; a confidential suggestion box for written comments; note takers that will accept verbal comments from participants; and, information about how to send in feedback after the meeting with a deadline for submissions. The planner assigned to your file will assist you in placing advertisement in the local newspaper, and selecting an appropriate date and venue.

Fourteen days prior to the public consultation meeting/open house, a sign must be placed on each street frontage of the subject property. The sign is to be formatted according to the following template, be made of weatherproof material (e.g. corrugated plastic) with black lettering (minimum font size: Arial 90pt bold) on a white background. It must be visible from the public street and positioned so as not to interfere with or obstruct the view of any traffic device, street or driveway.

*90cm minimum*

<b>DEVELOPMENT PROPOSAL</b>	
<i>60cm minimum</i>	<p style="text-align: center;">File No. <i>(Insert #)</i>: A pre-application has been submitted by <u>    <i>(Applicant)</i>    </u> for a <u>    <i>(Type of application)</i>    </u> to permit <u>    <i>(project/use)</i>    </u> at this property, <u>    <i>(Civic address/lot number)</i>    </u>.</p> <p style="text-align: center;"><b>Further Information</b> - Call <u>    <i>Developer Name</i>    </u> at <u>    <i>(Office number)</i>    </u> or visit <u>    <i>www.[insert URL]</i>    </u>.</p>

## 2 Public Kiosk

In order to target non-traditional audiences for feedback, it is important to “go to the public” rather than making the public come to an event at a specified time or place. Setting up “unmanned” kiosks in appropriate community locations such as at HRM Customer Service Centres and the project site is a good way to provide opportunities for a wider range of people and groups to learn about the proposed development and provide feedback.

The kiosk is to consist of a single, lightweight, rigid panel, 3’ x 3’ in size, and is to include the following components:

- Summary:** An overall description of the project that summarizes the various project components. The summary should be no more than 500 words, describing the project merits as they relate to:
  - Overall urban design: how the project impacts positively on downtown Halifax and how it meets the goals and objectives of the Design Manual
  - Public benefit: where the proposal exceeds the maximum pre-bonus height, a description of the public benefit contribution
- Illustrations:** Up to 10 illustrations may be included.

A confidential suggestion box for written comments will be placed beside the panel. Information about how to send feedback to the applicant with a deadline for submissions is also to be provided.

- Website Link:** A link to the website referenced in #3 below shall be displayed on the Public Kiosk so that more information can be obtained as desired.

## **3** Website / Online Forum

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Information on the proposal, consistent with the information to be provided at the public kiosks, shall be made available through a developer's private website. The site shall provide the opportunity for feedback via an online forum or include information about how to send feedback to the applicant with a deadline for submissions provided.