

Application Type		Preliminary	Concept	Tentative	Final
Subdivision Legal Name		Subdivision Common Name			
Description of Proposed Lot(s)					
Proposed # of Lots	Existing # Residential Units		# of Plans Submitted		
Proposed # Residential Units	Water Service		Sanitary Service		
Existing Structures	Existing Land Use		Proposed Land Use		
Surveyor			Certification Date		
Receiving Staff			Receiving Office		
Processing Fee	Registration Fee (separate cheque to Minister of Finance)		Total Fees		

Primary Property		
PID	Civic Address	Owner (s) Name

Other property (s) affected		
PID	PID	PID

Supporting Documents			
Title	Date (yyyy/mm/dd)	# of copies	

I certify that I am submitting the above referenced plan of subdivision, including all of the required information indicated on the checklist for approval with the consent of the owner(s) of the subject property(s). The owner(s) has/have seen the proposed plan and have authorized me to act as the applicant for this subdivision request.

Applicant Name		Email	
Mailing Address			
Applicant Comments		Phone	
		Cell	
		Fax	

Applicant Signature _____ Application Date _____

Subdivision Approval Process - Complete Application Checklist

Planning and Development Services

In order to avoid delays in the review of your subdivision request, please ensure that your application contains ALL of the following information:

Preliminary Subdivision Examination (no application fee)

- completed application form (see over)
- 12 copies - preliminary plan of subdivision

Concept Subdivision Plan Approval

- completed application form (see over)
- \$600.00 application processing fee**
- 18 copies - Concept Plan
- 1 copy - 11" x 17" Reduced Format Concept Plan
- 4 copies - Traffic Impact Analysis
- 6 copies - Servicing Schematic, if serviced by central sanitary & storm sewer or water systems

Tentative Subdivision Plan Approval

- completed application form (see over)
- \$400.00 application processing fee**
- 18 copies - Tentative Plan of Subdivision (Survey Plan)
- 8 copies - Storm Drainage Plan
- 8 copies - Servicing Schematics* (centreline plan and profiles) for the street system including the sanitary, storm & water systems, if serviced by any or all of these systems

Final Subdivision Plan Approvals

- completed application form (see over)
- \$500.00 application processing fee** for Subdivisions without infrastructure
- \$2000.00 application processing fee** for Subdivisions with infrastructure
- 18 copies - Final Plan of Subdivision (Survey Plan)
- Planning and Development – Form HRMSD-1

Where new streets, sanitary & storm sewer and water systems (infrastructure) are to be provided, the following **additional** information is required:

- 8 copies - Complete Engineering Design Drawings for the street system, including sanitary & storm sewer and water systems, if serviced by any or all of these systems
- 8 copies - Storm Drainage Plan
- 8 copies - Subdivision Grading Plan
- 3 copies - Design Calculations for the sanitary & storm sewer and water systems
- 3 copies - Construction Cost Estimates
- 1 copy - Engineer's Certificate of Design Compliance

**** Subdivision processing fees are to be made payable to "Halifax Regional Municipality".**

Additionally:

\$200.00 - Registry of Deeds Filing Fees or \$100.00 Land Registration Filing Fees to be made payable to "Minister of Finance". (a separate cheque must be made for this as it goes to the Registry of Deeds Office when plans are registered.)

All plans are to be folded to approximately 8½" x 11" with the face of the folded print being the title block which is located in the lower right-hand corner of the plan.

This checklist has been prepared to provide basic information about the subdivision application process. Any difference between the contents of this document and applicable by-laws, regulations, codes and procedures shall be resolved by reference to the official documents.

Depending on the specifics of the subdivision application, additional fees and documents may be required.