

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)  
\*\*\$250.00 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)  
\*\*\$250.00 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 Approval

completed application form (see over)  
18 copies - Final Plan of Subdivision (Survey Plan)  
\*\*\* \$200.00 - Registry of Deeds Filing Fees or \$100.00\*\*\* Land Registration Filing Fees  
completed Form HRMSD-1  
\*\*application processing fees as follows:

- up to 10 lots - \$250
- up to 20 lots - \$500
- up to 50 lots - \$1000
- over 50 lots - \$1500

Where new streets, sanitary & storm sewer and water systems 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".**

**\*\*\* \$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.



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Dartmouth Office: 40 Alderney Dr, 2<sup>nd</sup> fl (ph: (902) 490-4490; fax (902) 490-4661)