

# L. & M. ENTERPRISES LIMITED

20 MacDonald Avenue  
Dartmouth, Nova Scotia B3B 1C5  
Ph: (902) 468-8040 Fax: (902) 468-2008



February 22, 2019

Miles Agar  
Principal Planner  
Planning and Development  
Policy and Strategic Initiatives  
Urban Plan Amendments  
40 Alderney Drive- Dartmouth

**Re: Plan Amendment Application  
5 and 9 Dartmouth Road and 37, 39 and 41 Wardour Street, Bedford  
Property of L&M Enterprises**

Please be advised that as representative of the owner of these properties – L&M Enterprises – operating as The Stevens Group, I authorize Shelley Dickey of Shelley Dickey Land Use Planning to act as the applicant on my behalf in relation to a plan amendment application for these properties to allow the development of a multiple unit dwelling.

Please feel free to contact me if you require any additional information.

Regards,

A handwritten signature in blue ink that reads "Scott Stevens".

Scott Stevens

March 8, 2019

Miles Agar  
Principal Planner  
Planning and Development  
Policy and Strategic Initiatives  
Urban Plan Amendments  
40 Alderney Drive- Dartmouth

**Re: 5/9 Dartmouth Road and 37/39/41 Wardour Street, Bedford  
Plan Amendment Request to Enable a Multiple Unit Dwelling**

Dear Mr. Agar,

I am pleased to submit this letter on behalf of L.&M. Enterprises Limited requesting that Halifax Regional Council consider initiating an amendment to the Bedford Municipal Planning Strategy. This request relates to five properties at the intersection of Dartmouth Road and Wardour Street, Bedford to enable the development of a four storey multiple unit dwelling on this site.

Property and Context: There are five properties owned by L.&M. Enterprises Limited which consist of 5 and 9 Dartmouth Road and 37, 39 and 41 Wardour Street. In total these five properties have a combined site area of approximately 37,100 square feet. The site has 188 feet of frontage on Dartmouth Road and 236 feet on Wardour Street. There are currently single unit dwellings at 37 and 39 Wardour Street. The remainder of the properties on the site are vacant and wooded.

This site fronts along an arterial Road (#7- Dartmouth Road) which provides the main access between Dartmouth and Bedford, and is near the major Dartmouth Road- Bedford Highway commercial intersection including Sunnyside Mall (see key plan- attached). There are commercial and institutional uses directly surrounding these properties including a four storey office building at 2 Dartmouth Road, the Bedford Masonic Lodge at 10 Dartmouth Road, and the three storey Wardour Centre at 15 and 21 Dartmouth Road. The Wardour Centre contains multiple office, retail and service uses and the Bedford Public Library. Directly south of this commercial complex is 25 Dartmouth Road which is a four storey 64 unit apartment building. Single unit dwellings are located to the west of the site.

There is an existing transit route along Dartmouth Road which stops adjacent to the site, and there are four regional transit routes along the Bedford Highway. These Bedford Highway transit routes, accessed across from Sunnyside Mall, are within a 5 minute walk using an established pedestrian route with a signalized crosswalk at the Wardour Street / Dartmouth Road intersection.

This property is located within the Bedford Municipal Planning Strategy (MPS) area and is designated Residential. The properties are all zoned as RSU (Residential Single Unit) under the Bedford Land Use By-Law (LUB).

Proposal: It is proposed that the five properties be consolidated into one site and a high quality low rise four storey dwelling with 48 units be constructed. A preliminary concept for this proposed multiple unit dwelling is shown on the attached site plan and rendering. The dwelling is proposed to front on

Wardour Street and has been designed to transition to 2 storeys at both ends of the building where the site adjoins 35 Wardour Street and the properties on Stone Terrace. The underground parking area would be accessed from a driveway at the west of the site on Wardour Street, and additional site parking is proposed off Stone Terrace. Ground floor commercial uses could be considered along Wardour Street if they are considered viable.

Proposed Process: Policy R-8 of the Bedford MPS anticipates that within areas designated Residential, there are properties which are desirable for context sensitive residential intensification. As such it requires an amendment to the MPS to enable consideration of any residential development not permitted by the existing zoning due to the number of dwelling units or the land use, through rezoning or development agreement. We are requesting an MPS amendment that sets out a site specific policy to enable consideration of the proposed multiple unit dwelling on this consolidated site through the development agreement process.

It is our opinion that the use of this site for a low rise moderate density multiple unit dwelling which incorporates appropriate transitions to the existing neighbouring dwellings is appropriate intensification for this site due to its strategic location, its relationship to adjoining land uses and major transportation networks, and the configuration and orientation of the site. Based on these characteristics the proposed use for the site is more appropriate than the uses permitted by right under the RSU zoning including the development of up to six single unit dwellings or special care facilities.

Rationale for a Plan Amendment: The following local and regional considerations demonstrate the suitability of this site for the proposed multiple unit dwelling through the plan amendment process.

**Bedford Plan Objectives:** The residential objective of the Bedford MPS is : *“To make provision for a choice of housing types; to make provision for construction of affordable housing; to provide for preservation of the character of existing neighbourhoods in their present form; to permit residential development to occur in areas where the Town can economically provide services; to consider the need for permanent buffers and/or separation distances where residential uses abut incompatible land uses; to encourage the provision of housing for those with special needs; to provide for a mix of housing types in new developments consistent with the trend in starts in Bedford since 1980; to plan for supporting neighbourhood infrastructure such as schools, parkland and commercial facilities; and to encourage development that would be designed to suit the natural terrain and to minimize negative impacts to the natural environment”.*

In the discussion section of the Residential section of the MPS there are several statements made to clarify this residential objective: *“The residential objective recognizes the fact that a variety of housing types will be required to accommodate the needs of present and future resident as well as the fact that these needs will change as residents age and progress through the stages of life”.* It is further stated that *“While single unit dwelling are the predominant housing form, Council must consider other housing types to ensure that there will be housing which is appropriate to the changing needs of present and future residents. In addition to low density single unit and two unit housing there are needs for medium density townhouses and apartment developments.”*

It is our opinion that the characteristics of this site at Dartmouth Road and Wardour Street make it a prime location to be developed for a low rise multiple unit dwelling which will further these objectives of the Bedford MPS. This development will promote a choice of housing types to meet the needs of current and future residents of Bedford. Furthermore, these objectives can be met on this site in a way

which preserves the character of the existing neighbourhood to the west of this site and makes use of the existing infrastructure as follows:

- This site is located on the edge of an established residential area and the site fronts directly on Dartmouth Road - an arterial street close to the major commercial node at Sunnyside. The remainder of the site is across from the three storey Wardour Centre with its extended parking area. The site is located within an area of moderately sized commercial, institutional, and multiple unit dwelling uses which extend the commercial node at Sunnyside southwest along Dartmouth Road. A multiple unit dwelling on this site would provide an appropriate transition in residential density and a buffer between the single unit dwellings to the north and northwest of the site and the commercial uses on Wardour Street and the Dartmouth Road arterial. These same characteristics of this site do not make it suitable for the development of single unit dwellings.
- The proposed multiple unit dwelling would be approximately 45 feet high at the corner of Dartmouth Road and Wardour Street with the height decreasing towards both Stone Terrace (23 feet - two storey) and the remainder of Wardour Street (32 feet- two storey) which reflects the height currently permitted in the RSU zone of 35 feet. The modest overall height of this proposed multiple unit dwelling combined with the further step down in height towards the existing dwellings, ensures that the proposed dwelling is compatible with adjacent dwellings and reflects the scale and form of the existing development in the area.
- The proposed dwelling would have a generous setback from all existing single unit dwellings on Stone Terrace and Wardour Street. The concept proposal locates the building approximately 40 feet from the shared property line with 35 Wardour Street which permits the incorporation of a significant landscaped buffer with this property.
- The Traffic Impact Study for this site (attached) demonstrates that the proposed entrance to the parking garage off Wardour Street and the surface parking area off Stone Terrace would have adequate sight lines for both access and egress. In addition the low number of trips estimated to be generated from this development during the peak morning and afternoon peak periods are expected to have no significant impact to traffic performance on the adjacent intersections, streets or the regional road network.
- A preliminary Servicing study for this site has demonstrated that there is sufficient capacity in the local piped infrastructure to service the additional residential units that would result from this development.

**Changing Land Use Patterns:** The area surrounding this site has changed significantly in the past decades. The Wardour Centre with its large parking area has been developed establishing commercial and institutional uses onto the full extent of the south side of Wardour Street facing this site. Also the 64 unit multiple unit dwelling at 25 Dartmouth Road adjacent to the Wardour Centre was approved through a similar process of a site specific plan amendments and a development agreement. The rationale for this development included the location of the property along the Dartmouth Road arterial and the role of this dwelling to provide a transition to lower density uses moving away from Dartmouth Road. It is significant to note that this multiple unit dwelling at 25 Dartmouth Road is located farther from the commercial node at Dartmouth Road and the Bedford Highway than the subject site.

**Changing Demographics and population growth:** With an overall aging population in HRM there is a need to provide medium density housing for residents of existing neighbourhoods who are looking to downsize and move to apartment living in order to avoid maintenance responsibilities and to reduce housing expense. It is important to provide opportunities for these residents to stay in their existing neighbourhoods to maintain their social connections and to be able to continue to access familiar services. In addition there has recently been an increased rate of population growth in HRM which is increasing the demand for additional rental housing.

When provided in appropriate locations adjacent to lower density housing, new multiple unit dwellings complement the existing neighbourhood and provide housing choice and opportunity for variety of families including young professionals, families with children, and seniors.

### **Regional Priorities:**

#### *Regional Municipal Planning Strategy (2014)*

This site is designated as Urban Settlement in the Regional Municipal Planning Strategy (RMPS). This site is also within the Sunnyside Mall Urban District Growth Centre of the RMPS and inside the Urban Transit Service Boundary.

The Regional Plan intends that Urban District Growth Centres develop with a mix of low, medium and high density residential, commercial, institutional, and recreation uses. Medium density residential uses are promoted within established residential neighbourhoods. Of all of the areas designated Residential within the Bedford Plan area, the Regional Plan looks to direct additional Regional growth through intensification to appropriate sites that are within these Urban District Growth Centres.

Policy S-30 of the Regional Plan further states that: *“When preparing new secondary planning strategies or amendment to existing secondary planning strategies to allow new developments, means of furthering housing affordability and social inclusion shall be considered including: (a) creating opportunities for a mix of housing types within designated growth centres and encouraging growth in locations where transit is or will be available.”*

The Regional Plan further promotes, through its objectives and policies, overall land settlement patterns that support fiscally and environmentally sustainable transportation modes. Transit Oriented Development (TOD) is encouraged through policy T-9 within the Urban Transit Service Boundary to maximize access to public transit routes and nodes.

#### *Integrated Mobility Plan/ Bedford Highway Functional Plan:*

The Integrated Mobility Plan (IMP) is a priority plan which provides a framework to guide future investments in transportation infrastructure and to encourage complementary land use patterns. The IMP aims to improve the sustainability of transportation in the Region by reducing the reliance on private automobile for travel. Action 17 of the IMP states that *“When reviewing the Regional Plan and Secondary Municipal Planning Strategies or considering Plan Amendments, designate and zone for transit oriented communities (See figure 10) around proposed Transit Priority Corridors, existing and planned bus terminals, ferry terminals and potential Bus Rapid Transit and commuter rail stops, wherever there is the potential for redevelopment.”*

The Bedford Highway Functional Plan is one component of the IMP which has been moved forward. The IMP identifies the Bedford Highway as a “transit priority corridor” for increased transit measures

and endorses further consideration of commuter rail service along the existing Bedford-Halifax rail corridor adjacent to the Bedford Highway.

This site at Wardour Street and Dartmouth Road is within the area shown as a “proposed transit oriented community” as shown on Figure 10 of the IMP and is located within easy walking distance of the existing Bedford Highway transit corridor and Sunnyside Mall- which is a proposed commuter rail station. In order to ensure that all forms of transit, including the commuter rail option, are viable components of the promotion of alternative transportation modes along Bedford Highway, sufficient residential density must be in place or permitted in appropriate locations surrounding the proposed transit priority corridors and commuter rail stations.

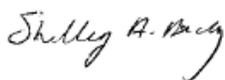
The redevelopment of this site for a multiple unit dwelling, provides an opportunity to set the stage for the provision of sufficient residential density to ensure the viability and success of the proposed commuter rail system. It is our opinion that the redevelopment of this site for additional single unit dwellings would be a lost opportunity to promote and contribute to sustainable development and transportation patterns in the Region.

Summary: The Bedford MPS has been structured to allow the consideration of a variety of forms of residential uses in areas designated Residential on the Generalized Future Land Use Map. There is explicit provision in the MPS to encourage forms of housing other than single unit dwellings through the initiation of a plan amendment process which would take the form of site specific policy to permit a multiple unit dwelling.

It is our opinion that this site at the intersection of Dartmouth Road and Wardour Street would favour the development of a moderately sized multiple unit dwelling which would be compatible with the existing residential properties and provide an appropriate transition given the relative location and situation of this site. In addition, redeveloping this site for a multiple unit dwelling as proposed, would allow this site to respond to current Regional priorities and recognizes the interaction of land use planning and how this can promote the more efficient movement of people across the Region.

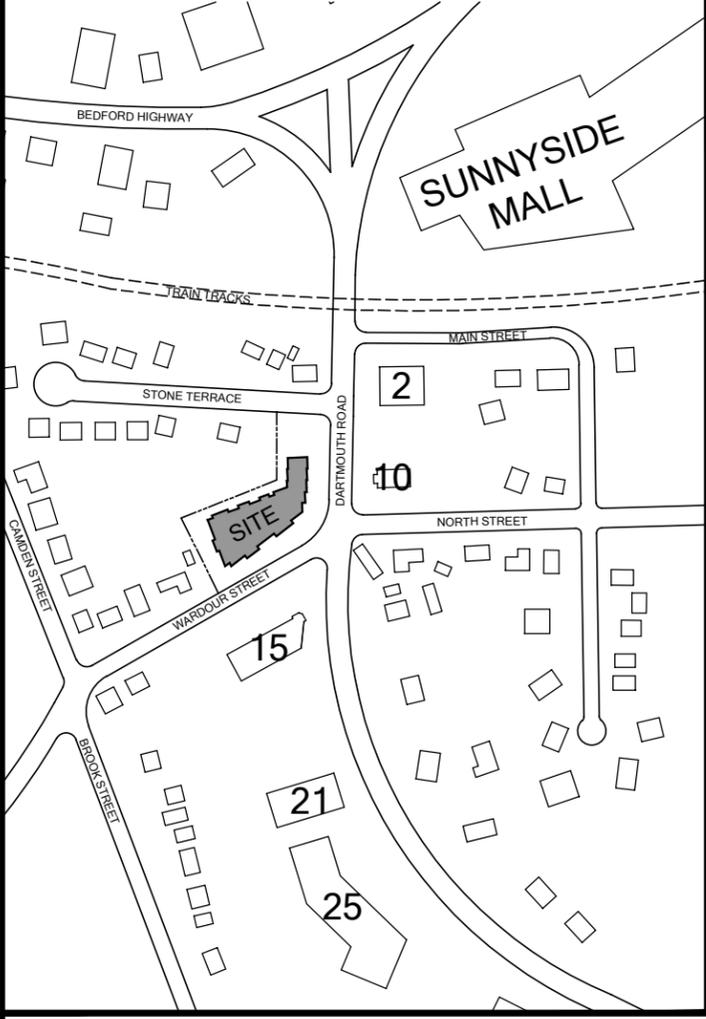
It is requested, therefore, that an amendment to the Bedford Municipal Planning Strategy be initiated for the site encompassing 37, 39 and 41 Wardour Street and 5 and 9 Dartmouth Road in Bedford to allow the consideration of a multiple unit development by development agreement.

Respectfully submitted,



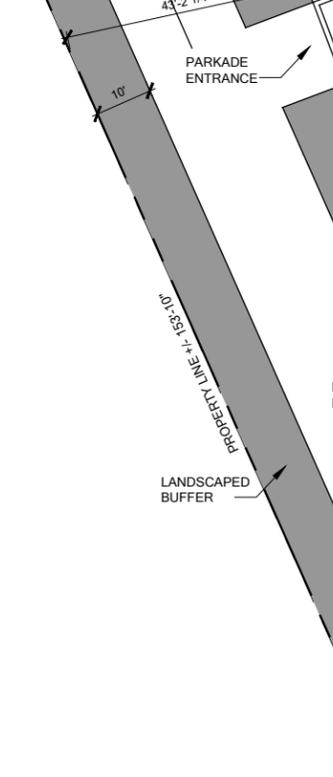
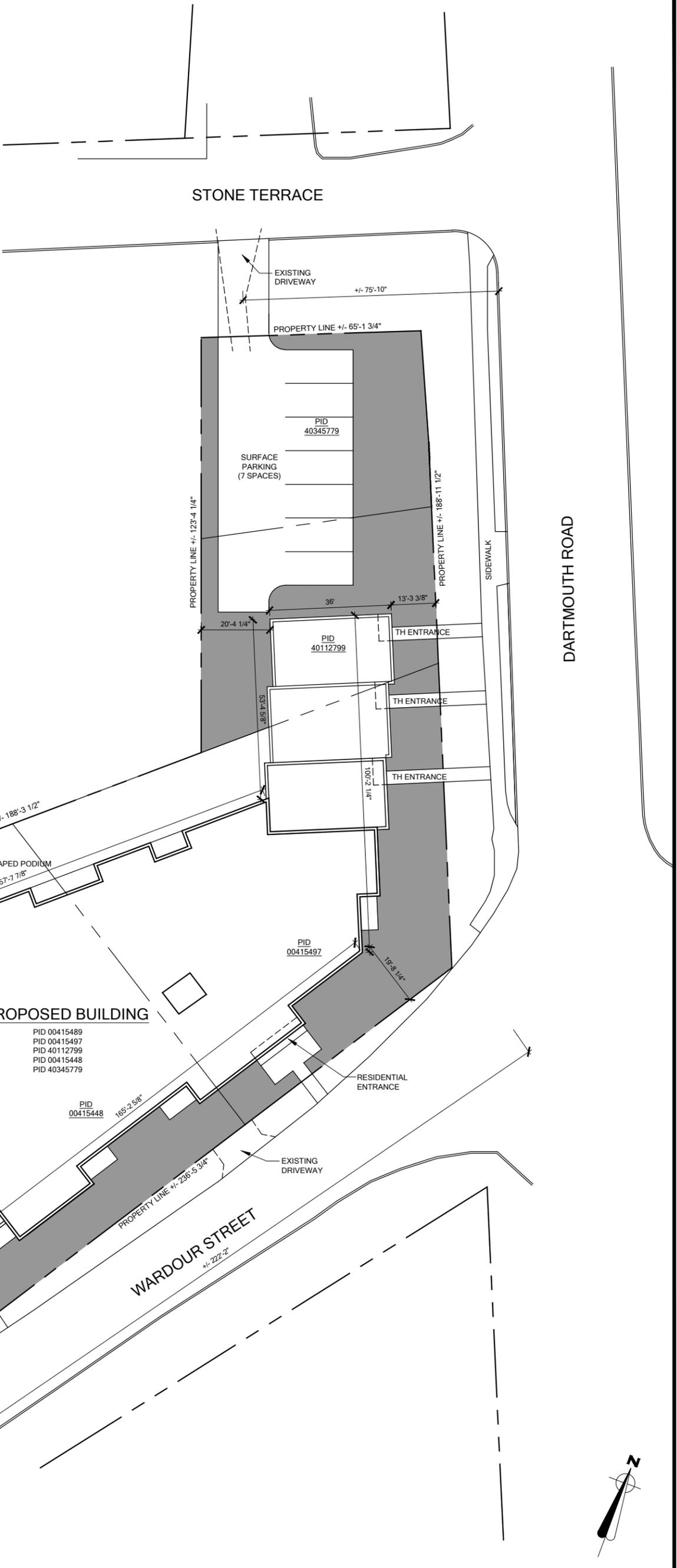
Shelley Dickey  
Shelley Dickey Land Use Planning

# KEY PLAN



### DATA:

- GROSS LOT AREA: 37,139 SF
- BUILDING FOOTPRINT: 15,568 SF
- LOT COVERAGE: 42%
- TOTAL UNITS: 48
  - 1+ DEN: 13
  - 2 BED: 24
  - 2 BED +DEN: 6
  - 3 BED: 2
  - 3 BED TH: 3
- PARKING: +/- 47 INDOOR  
+/- 9 OUTDOOR
- GFA: 53,643 SF
- GFAR: 1.47
- PERSONS PER ACRE: 129



**PROPOSED BUILDING**  
 PID 00415489  
 PID 00415497  
 PID 40112799  
 PID 00415448  
 PID 40345779

PID 00415448

PID 00415497

PID 00415489

**STEVENS GROUP**  
 DARTMOUTH ROAD  
 BEDFORD, NS

ALL CONSTRUCTION TO MEET  
 ALL APPLICABLE CODES, BY-LAWS,  
 STANDARDS, ETC.  
 APPROXIMATE DIMENSIONS  
 AND ROOF SLOPES

**MZM** MICHAEL  
 APIER  
 ARCHITECTURE

DRAWING  
**SITE PLAN**  
 SCALE  
 1/32" = 1'-0"

DATE  
 14 FEB 2019  
 DRAWING NO.  
**A-100**





*View from the corner of Dartmouth Rd. and Wardour St.*



Ref. No. 191-01539-00

February 22, 2019

Ms. Ashley Blissett, P. Eng.  
Senior Development Engineer  
Halifax Regional Municipality  
PO Box 1749  
HALIFAX NS B3J 3A5

**RE: Traffic Impact Statement, Multi-Unit Residential Building, Corner of Dartmouth Road and Wardour Street, Bedford, NS**

Dear Ms. Blissett:

This Traffic Impact Statement has been prepared to consider potential traffic impacts of construction of a multi-unit residential building on a site bounded by Wardour Street, Dartmouth Road and Stone Terrace, Bedford (Figure 1).

**Description of Development Site** - The existing site (Figure 1) includes three properties with frontage on Wardour Street, a lot with frontage on Dartmouth Road and a lot with frontage on Stone Terrace. The two western lots on Wardour Street have existing unoccupied houses, and the other three lots do not have any existing buildings. The proposed development, which will include approximately 48 residential units, will be accessed by a new driveway on Wardour Street (Photos 1 and 2) near the western edge of the site which will provide access for two outdoor and 47 indoor parking spaces, as well as by an existing driveway on Stone Terrace (Photos 3 and 4) to serve seven outdoor parking spaces. Visibility is good on approaches to the two proposed driveways.



**Photo 1 - Looking left (east) on Wardour Street towards Dartmouth Road from the proposed site driveway near the western edge of the site.**



**Photo 2 - Looking right (west) on Wardour Street towards Shore Drive from the proposed driveway near the western edge of the site.**



**Photo 3 - Looking left (west) on Stone Terrace towards the cul-du-sac end of the street from the proposed site driveway.**



**Photo 4 - Looking right (east) on Stone Terrace towards Dartmouth Road from the proposed site driveway.**



**Wardour Street** is a two lane paved street with curb and sidewalk on the south side opposite the site and a gravel shoulder on the north side adjacent to the site (Photos 1 and 2). The street, which is approximately 500 meters long, connects Dartmouth Road to Shore Drive.

**Stone Terrace** is a two lane paved cul-du-sac street with curb on the south side adjacent to the site and to just east of the site (Photos 3 and 4). The street has gravel shoulders on the north side, as well as on the south side west of the site. The cul-du-sac is approximately 150 meters long with about 15 houses.

**Dartmouth Road** is a two lane street with designated left turn lanes for both Wardour Street and Stone Terrace intersections. There is a sidewalk on the west side south of Wardour Street and on both sides of Dartmouth Road between Wardour Street and Bedford Highway about 250 meters north of the site. There is a marked crosswalk with actuated flashing amber beacons just north of Wardour Street.

**Traffic Volumes** - While traffic volumes are not available for Stone Terrace, peak hourly volumes are expected to be low since the street only serves about 15 houses. The following volumes for Dartmouth Road and Wardour Street have been extracted from an HRM turning movement count obtained at the end of June 2015:

- Dartmouth Road between Wardour Street and Stone Terrace - two-way volume 1,500 vehicles per hour (vph) during the AM peak hour and 1,800 vph during the PM peak hour.
- Wardour Street near the proposed site driveway - two-way volume 130 vph during the AM peak hour and 140 vph during the PM peak hour.

**Transit Service** - Halifax Transit provides service with Route 66 on Dartmouth Road and several other regional routes on Bedford Highway about 250 meters north of the site.

**Trip Generation Estimate for Proposed Development** - Trip generation estimates, prepared using published trip generation equations from *Trip Generation, 10<sup>th</sup> Edition*, (Institute of Transportation Engineers, 2017), are included in Table 1. After a 20% reduction for non-auto trips, which is within the Halifax Integrated Mobility projection for 26% non-auto trips in the inner suburban areas, it is estimated that the proposed mid-rise apartment building will generate 13 two-way vehicle trips (3 entering and 10 exiting) during the AM peak hour and 16 two-way vehicle trips (10 entering and 6 exiting) during the PM peak hour.

Table 1 - Trip Generation Estimates for the Proposed Development									
Land Use <sup>1</sup>	Units <sup>2</sup>	Trip Generation Rates <sup>3</sup>				Trips Generated <sup>3</sup>			
		AM Peak		PM Peak		AM Peak		PM Peak	
		In	Out	In	Out	In	Out	In	Out
Mid-Rise Apartment (Land Use 221)	48 units	0.09	0.27	0.27	0.17	4	13	13	8
<b>20% Reduction for Non-Auto Usage <sup>4</sup></b>						1	3	3	2
<b>Adjusted Trip Generation Estimates for Proposed Development</b>						3	10	10	6
NOTES: 1. Rates are for the indicated Land Use Code, <i>Trip Generation, 10<sup>th</sup> Edition</i> , Institute of Transportation Engineers, 2017. 2. Units are 'Number of Apartments'. 3. Rates are 'vehicles per hour per unit'; trips generated are 'vehicles per hour for peak hours'. 4. Since the site is well served by transit and is within easy walking distance to Sunnyside Mall, trip generation estimates have been reduced by 20% to account for non-auto trips expected for this development.									

**Summary -**

1. The proposed development includes construction of a multi-unit residential building with approximately 48 units on a site bounded by Wardour Street, Dartmouth Road and Stone Terrace, Bedford. The site includes three properties with frontage on Wardour Street, a lot with frontage on Dartmouth Road and a lot with frontage on Stone Terrace. The two western lots on Wardour Street have existing unoccupied houses, and the other three lots do not have any existing buildings
2. The proposed development will be accessed by a new driveway on Wardour Street near the western edge of the site which will provide access for two outdoor and 47 indoor parking spaces, as well as by an existing driveway of Stone Terrace to serve seven outdoor parking spaces. Visibility is good on approaches to the two proposed driveways.
3. Peak hourly volumes on Stone Terrace are expected to be low since the street only serves about 15 houses. An HRM count at the Dartmouth Road / Wardour Street intersection at the end of June 2015 indicated the following two-way vehicle volumes in the area:
  - Dartmouth Road between Wardour Street and Stone Terrace - 1,500 vehicles per hour (vph) during the AM peak hour and 1,800 vph during the PM peak hour.
  - Wardour Street near the proposed site driveway - 130 vph during the AM peak hour and 140 vph during the PM peak hour.
4. Halifax Transit provides service with Route 66 on Dartmouth Road and several other regional routes on Bedford Highway about 250 meters north of the site.
5. After a 20% reduction for non-auto trips, which is within the Halifax Integrated Mobility projection for 26% non-auto trips in the inner suburban areas, it is estimated that the proposed mid-rise apartment building will generate 13 two-way vehicle trips (3 entering and 10 exiting) during the AM peak hour and 16 two-way vehicle trips (10 entering and 6 exiting) during the PM peak hour.

**Conclusion -**

6. Since the estimated numbers of site generated vehicle trips are low, the proposed development is not expected to have any significant impact to traffic performance on the adjacent intersections, streets, or the regional road network.

If you have any questions, please contact me by Email to [ken.obrien@wsp.com](mailto:ken.obrien@wsp.com) or telephone 902-452-7747.

Sincerely,



Ken O'Brien, P. Eng.  
Senior Traffic Engineer  
WSP Canada Inc.



## SECONDARY MUNICIPAL PLANNING STRATEGY AMENDMENT INITIATION APPLICATION FORM

- Part 1: Applicant Information
- Part 2: Application Details
- Part 3: Supporting Information Requirements
- Part 4: Fees

### 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.

\_\_\_\_\_  
**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

<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	
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

<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>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'</b> 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:***

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