



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 be returned.**

## Part 2: APPLICATION DETAILS

### PROJECT INFORMATION

Please indicate the category that best describes the proposal:

- Accessory Structure     Steps/Stairs/Entryway     Deck/Patio/Unenclosed Structure     Sign
- Development that does not materially change the external appearance of a building facing streetlines
- New window and door openings or alterations to existing window and door opening abutting streetlines
- Alteration of external cladding material that does not affect the external appearance of a building facing streetlines

Description of project in detail: (attach additional pages, if necessary)
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## Part 3: PROPERTY INFORMATION

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 (i.e. deeds, instruments, etc.)

## Part 4: CULTURE/ 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>Is the property within the Old South Suburb Heritage Conservation District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Are you aware if the site contains, or abuts a site that contains, any of the following cultural/heritage resources?**

- archaeological sites or resources
- buildings, structures, and landscape features of historical significance or value
- 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 'Project Information', above.

## Part 5: SUPPORTING INFORMATION REQUIREMENTS

### Required Information\*

- 4 copies – Detailed Site Plan at full scale (*note 1*)
- 1 copy- 11" x 17" Reduced Format Site Plan
- 4 copies- latest survey plan (where available)
- 4 copies- Building Elevations (*note 2*)
- 4 copies- Detailed Sign Design, including dimensions and message (where applicable)
- Any additional information related to the site, buildings or adjoining properties as may be required by the Development Officer to determine if the proposal conforms with the Downtown Halifax Land Use By-law

\*The required information for each site plan application will vary depending on the nature of the proposal. Prior to submitting an application, please consult with HRM Planning and Development 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** Detailed 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 existing and 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 Elevations

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

- Renderings of all elevations abutting and facing streetlines with with building materials and colours

**Part 6: FEES****Non-Substantive Site Plan Approval Application Fee - \$500.00 (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  
Bayers Road Office  
PO Box 1749  
Halifax, NS  
B3J 3A5**Courier:** HRM Customer Service Centre  
7071 Bayers Road, 2<sup>nd</sup> Floor  
Halifax, NS