

REGIONAL CENTRE APPLICATION FORM: LEVEL I SITE PLAN APPROVAL

APPLICANT INFORMATION

Registered Property Owner(s):		
Mailing Address:		
E-mail Address:		
Phone:	Cell:	Fax:
Applicant?* <input type="checkbox"/> Yes <input type="checkbox"/> No		

Applicant (if different from property owner):		
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.

I understand that my planning application will be processed in an expeditious manner by the Municipality, and that the process will require my timely response to feedback provided. It is understood that my failure to respond in a timely manner to requests for additional information, studies, revisions, or questions of clarification provided by the Municipality may result in the closure of the application, and the refunding of any unused portion of submitted fees.

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

Attach detailed written description/letter of proposed use/development			
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 (e.g., 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 (e.g., deeds, instruments, etc.)

HERITAGE

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

PART 3: SUPPORTING INFORMATION REQUIREMENTS

The following is a list of information that is to be submitted to support your application. Submitted plans should be fully dimensioned plans, drawn to scale and printed at an appropriate size. Please note, some requirements are not always applicable. Please refer to the [Regional Centre Land Use By-law](#) to identify the submission requirements for your specific proposal given the context and scale of application. Please consult Planning & Development staff if clarification of submission requirements for your specific proposal is required. In some cases, additional information may be requested.

- SCALED FLOOR PLANS** of each floor of the building which include
 - clear indication of the orientation and floor of the building being shown,
 - labels for each room, including clear indication of amenity space,
 - a roof plan which includes the location and dimensions of any rooftop landscaping; and rooftop features addressed by Section 86.

- SCALED SITE PLAN** which includes:
 - lot dimensions, lot lines, and the location of all proposed structures and uses, including setbacks, streetwall heights and widths, streetwall stepbacks, recesses, and cantilevers,
 - the location and dimensions of all motor vehicle and bicycle parking areas, driveways, driving aisles, parking lot entrances and exits, off-street loading spaces, and snow storage areas,
 - the location of pedestrian walkways, access ramps, building utilities, lighting, solid waste management areas, landscaping, amenity space, and at-grade private open space,
 - the location and materials of any required screening,
 - the location and dimensions of all rooftop features addressed by Section 8,
 - if applicable, the watercourse buffer required by Section 65; and
 - the location of all wetlands within and adjacent to the lot where a development is being proposed.

- SCALED ELEVATIONS** of each side of the building which include:
 - clear indication of the orientation and side of the building being shown,
 - building height from the structure's average finished grade and the structure's highest point,
 - streetwall heights and widths, streetwall stepbacks, recesses, and cantilevers,
 - external cladding material type and detail,
 - the location of building utilities, motor vehicle access routes, pedestrian entrances, bicycle parking areas, and lighting,
 - representation of buildings on abutting lots, a minimum 15.0 metres from any side or rear lot line.
 - the location and materials of any required screening

- SITE PLANS AND ELEVATION DRAWINGS CERTIFIED BY A SURVEYOR LICENSED IN THE PROVINCE OF NOVA SCOTIA**, if applicable, confirming:
 - for a development that could potentially protrude into, abut, or be subject to a view plane, rampart, or waterfront view corridor, compliance with the view plane, waterfront view corridor, and Halifax Citadel rampart requirements of Part VII; and
 - For a lot which abuts the coast of the Atlantic Ocean, including its inlets, bays, and harbours the minimum elevation of any portion of a dwelling above the Canadian Geodetic Vertical Datum 2013 (CGVD2013) standard.

- SHADOW STUDY AND SHADOW DIAGRAMS** for new building or addition to a building located within 100 metres of any area identified on Schedule 27, or any new building or addition with a building height greater than 26.0 metres; excluding low-density dwelling uses 11.0 metres or less, a shadow study and shadow diagrams that meet the requirements of Appendix 2 of the bylaw.
- SERVICING SCHEMATICS:**
 - prepared by a Professional Engineer in accordance with the [HRM Municipal Design Guidelines](#) and [Halifax Water Design and Construction Specifications](#) and shall contain at a minimum lot layout and building footprint, driveway location(s) including dimensions and site distance confirmation, sewer lateral locations including size, water lateral locations including size and existing trunk services that will service the property,
 - proposed lights within the HRM right-of-way are shown and labeled on the servicing schematic,
 - includes a north arrow, scale, legend, and drawing/revision dates and the type of plan (e.g., "Site Plan") in a title block in the lower right portion of the drawing.
- DESIGN RATIONALE**, applicable if involving a registered heritage property or a building located in a heritage conservation district, that identifies how each specific design requirement contained in Part VI is either applicable or not applicable in the specific context of the application and if applicable, the manner in which it has been addressed by the design. [View the design criteria checklist.](#)

COMPLETE IF APPLICATION INCLUDES OR ABUTTS A REGISTERED HERITAGE PROPERTY OR BUILDING LOCATED IN A HERITAGE CONSERVATION DISTRICT:

Does this application include or abut a registered heritage property or a building located in a heritage conservation district?

- YES NO

If 'YES':

- An application for any site plan approval that includes a registered heritage property or a building located in a heritage conservation district shall include information about any alteration that will be made to the heritage property and about the conservation treatment that will be employed, and shall meet the design requirements contained in Part VI.
- Subject to Subsection 17(8), an application for any site plan approval that abuts a registered heritage property or a heritage conservation district shall include drawings, including elevations and architectural renderings, that accurately show the relative scale of the development to any buildings on the abutting registered heritage property or heritage conservation district, and shall meet the design requirements contained in Part VI.

COMPLETE IF REQUESTING A VARIATION:

Is a variation being requested?

- YES NO

If 'YES', which requirement is being requested for be varied? (The following items may be considered for a variation of the requirements of this By-law through site plan approval, if the requested variation meets the variation criteria contained in Part VI, Chapter 7)

- roof edge setbacks of height-exempted rooftop features listed in Table 4;
- location of a structure on a lot in relation to maximum front and flanking yards;
- minimum streetwall height;
- maximum streetwall height;

- side and rear setbacks for portions of a high-rise building above the streetwall;
- side and rear setbacks for portions of a tall mid-rise building above the streetwall;
- maximum width of a building below the height of the streetwall; and
- side yard setback for pedestrian access.

An application for any site plan approval that includes a request for a variation shall include:

- a written statement explaining the nature and extent of the requested variation of requirements, as well as a rationale for the request based on the variation criteria contained in Part VI,
- illustrations showing the location and nature of the variation being requested; and
- drawings, including elevations and architectural renderings, that show the relative scale of the development to any buildings on lots abutting the development site (buildings on abutting lots be limited to the first 15.0 metres from any side or rear lot line).

PART 4: FEES

Site Plan Approval Application - \$500 (non-refundable)

*Other fees may apply.

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