



# Neighbourhood Placemaking: Project timeline and step-by-step process

- **Step 1 - September:** With a core team of interested neighbours, review and draft the online application at [halifax.ca/placemaking](https://halifax.ca/placemaking)
- **Step 2 - October:** Contact your area Community Developer to review your application in person or over the phone before Thursday, October 30, 2025.
- **Step 3 - October:** Submit the completed online application on [halifax.ca/placemaking](https://halifax.ca/placemaking). **APPLICATION DUE:** October 30, 2025.
- **Step 4 - November:** Our municipal team of Community Developers will review your application and evaluate your project to see if it is a fit for the program and if your proposed location fits under our guidelines.
- **Step 5 - January/February/March:** Members of your core team attend a series of workshops to learn how to plan and host neighbourhood engagement related to your project.
- **Step 6 - February/March/May/June:** The core team hosts a series of neighbourhood gatherings to brainstorm and share ideas and feedback on the design for the project. Gatherings are hosted between February and June, depending on the project. E.g. if your creation day is Aug. 1, gatherings are held from Feb. through May, etc.
- **Step 7 - June:** Submit a community-created design and site plan to the municipality two months before project build day. Our team will review the design and site plan, and either approve or request changes. For example, a build/creation day of August 1, project design is due June 1.
- **Step 8 - June:** Make changes to the design and site plan as requested by the municipality. Resubmit six weeks before creation day. For example, for creation day on August 1, edited design is due June 15.
- **Step 9:** Obtain signatures from neighbours for design support and street closure if necessary.

- ❑ **Step 10 - July:** Submit signatures to municipality a minimum of one month before creation day (e.g. for a creation day on August 1, signatures are due July 1).
- ❑ **Step 11:** Source materials for the project in consultation with your municipal Community Developer.
- ❑ **Step 12:** Advertise and invite neighbours to the event.
- ❑ **Step 13:** Host your event day and **CREATE WITH YOUR NEIGHBOURS**. All core teams are encouraged to host a celebration day that includes the participation of the neighbourhood in a meaningful way.

Municipal Community Developers		
October 30	Applications DUE	
November	Applications reviewed and accepted	
December		
January	Neighbourhood Placemaking workshops	
February		Host community gatherings Firm-up process, dates, permissions and artists/illustrators
March		
May	Confirm final design	
June	Celebration Day: Painting or building takes place	
July		
August		
September		
October	Debrief	