

## REGIONAL CENTRE PRE-APPLICATION FORM

Most development under the Regional Centre Land Use By-law can now proceed through the development permit process. Only variations to land use by-law requirements require a site plan approval application. The pre-application process for as-of-right developments provides applicants with a land use by-law review and design advice provided Municipal staff before a full application is made. The intent is to identify issues and opportunities early in the design process and help improve proposed building and site design choices. The process is recommended for larger and complex sites, and developments in the heritage context. Please:

- Submit revisions only after a pre-application number has been assigned.
- Keep status inquiries to a minimum. We will only respond to permit status inquiries once the complete application has been in the system for more than 15 business days.

### PART 1: APPLICATION STEPS & FEE PAYMENT

**STEP 1. Submission of Form: Read all the steps, then fill in the form below.**

**STEP 2. Submission of pre-application information: Once the form is submitted, send all required documentation and associated plans, as soon as possible, [via email](#), which must include:**

- Subject Line Containing: The name as it appears on the Application Submission form being submitted below and the address or PID (Not Lot Numbers) of the subject property. Example: Jane Doe - 123 Harbour Street, Halifax or PID 41258744
- Documentation: Must be in PDF, Word or JPG format and cannot exceed 30MB.
- Contact Name and Number: Name and phone number of the contact person for further communications related to this application

**STEP 3. Customer Contact: Once your required documentation is received, you will be contacted to:**

- Review what has been submitted
- Advise of any applicable fees and any additional information that may be required
- Discuss payment options
- An email with the information discussed and a fee summary, if applicable, will then be sent for your record.  
Note: Please check your spam and junk mail folder throughout the subdivision process.

### **STEP 4. Payment:**

Pre-application requires a \$500 non-refundable fee. If paying by credit card or wire transfer, a Customer Service Representative will be in contact for payment. If paying in-person (contact 902-490-5650 for availability)

Visit one of our 2 available Customer Service Locations:

- Bayers Rd: 2nd Floor – Suite 2005
- 40 Alderney Dr – 1st floor

If paying by cheque:

1. Make cheque payable to Halifax Regional Municipality
2. Include the application number and contact number at the bottom of the cheque
3. Drop off at one of the 2 available Customer Service Drop-box locations:

**Bayers Road:** Located on 1st floor, beside the convenience store, across from the TD Bank

**Alderney Drive:** Outside the Customer Service counter

You will be contacted when the review has been completed by staff.  
Required fields are marked with an asterisk (\*)

**PART 2: APPLICANT INFORMATION\***

Registered Property Owner(s):		
Mailing Address:		
PIDs:		
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 review 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 may be made public. I acknowledge that the level of staff review in a pre-application process will depend on the level of detail submitted. 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 pre-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.

## PART 3: APPLICATION DETAILS

### PROJECT INFORMATION\*

Attach detailed written description/letter of proposed use/development, including any subdivision application that may be planned or required.			
Existing Land Use(s):			
Existing Residential Floor Area		Existing Commercial or other Floor Area	
Proposed Land Use(s)			
Proposed Total New Floor Area Ratio:		Proposed Maximum Height (in metres)	
Proposed Total Floor Area (square metres):	Residential Floor Area:		
	Commercial Floor Area:		
	Institutional Floor Area:		
	Other Floor Area:		
	Amenity Space Floor Area:		
Proposed Car Parking Spaces	Indoor:		Outdoor:
	Class A:		Class B:
Proposed Bicycle Parking	Class A:		Class B:

### 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 <b>'Project Information'</b> above.	

## PART 4: SUPPORTING INFORMATION REQUIREMENTS

The following is a list of information recommended to be submitted to support your pre-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** and for permit pre-applications, the level of review will be adjusted based on the submission details available. Submissions at the early design stages are encouraged.

Please refer to the [Regional Centre Land Use Bylaw](#) (Part I) to identify the submission requirements for your specific proposal given the context and scale of application, and please consult Planning & Development staff if clarification of submission requirements for your specific proposal. In some cases, additional information may be requested.

1.	<p><b>DESIGN RATIONALE</b></p> <p>Site Plan Approval applications require 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 IX of the Land Use By-law, including illustrations showing the location and type of variation being requested. A voluntary design rationale may also be submitted for other pre-applications to assist in staff review of the design concept.</p>
2.	<p><b>SITE PLAN*</b></p> <ul style="list-style-type: none"> <li>• lot dimensions and lot lines,</li> <li>• the location of all existing and proposed structures and uses, including on abutting lots within 15 m of any side or rear lot line</li> <li>• setbacks,</li> <li>• the location and dimensions of all parking lots, parking spaces, driveways, driving aisles, off-street loading spaces, and parking lot entrances and exits,</li> <li>• the location and dimensions of all pedestrian walks and walkways,</li> <li>• the location of hard landscaping or soft landscaping, and</li> <li>• the location of solid waste management areas;</li> </ul>
3.	<p><b>ELEVATION DRAWINGS*</b></p> <ul style="list-style-type: none"> <li>• height measurements and dimensions shown for all sides of proposed structures,</li> <li>• external cladding material type and detail labelled, and</li> <li>• any architectural details where required</li> <li>• scaled representation of buildings on abutting lots, a minimum 15.0 metres from any side or rear lot line.</li> </ul>
4.	<p><b>FLOOR PLANS &amp; ROOF PLANS</b></p> <ul style="list-style-type: none"> <li>• showing dimensions shown and the intended use of all rooms labelled</li> </ul>
5.	<p><b>LOCATION OF WATERCOURSES AND WETLANDS*</b></p> <p>where a watercourse, or a wetland that is contiguous to a watercourse, exists and is located on the lot where a development is being proposed or within 60.0 metres of the lot where a development is being proposed, a site plan which shows the following:</p> <ul style="list-style-type: none"> <li>• the location of any watercourse or wetland,</li> <li>• the location of any wetland that is contiguous to a watercourse,</li> <li>• the required watercourse buffer,</li> <li>• existing vegetation limits, and</li> <li>• land contours with lot grading information, certified by a surveyor or professional engineer</li> </ul>
6.	<p><b>OTHER FEATURES</b></p> <ul style="list-style-type: none"> <li>• the location of bicycle parking areas;</li> <li>• the location of building utilities;</li> </ul>

	<ul style="list-style-type: none"> <li>the location of all exterior lighting</li> </ul>
7.	<p><b>PERFORMANCE STANDARDS REPORTS (where applicable)</b></p> <ul style="list-style-type: none"> <li>Pedestrian Wind Impact Assessment</li> <li>Shadow Impact Assessment</li> <li>Proposed mitigation strategies</li> </ul>
8.	<p><b>VIEW PLANES</b></p> <p>compliance with the view plane, Halifax Citadel rampart sight line, or waterfront view corridor requirements of Part X, site plans or elevation drawings that are certified by a surveyor</p>
9.	<p><b>LANDSCAPE PLAN</b></p>
10.	<p><b>DESIGN &amp; HERITAGE DESIGN REQUIREMENTS*</b></p> <ul style="list-style-type: none"> <li>Illustrate how applicable design requirements are achieved</li> </ul>
11.	<p><b>BONUS ZONING</b></p> <ul style="list-style-type: none"> <li>floor area calculation &amp; public benefit calculation</li> <li>form of proposed public benefits (on-site or money payment)</li> </ul>
12.	<p><b>VARIATION RATIONALE</b></p> <ul style="list-style-type: none"> <li>explaining the nature, extent and rationale for any requested variation based on the variation criteria</li> </ul>
13.	<p><b>ANY OTHER INFORMATION TO DEMONSTRATE COMPLIANCE WITH THE BY-LAW</b></p>