

Customer Portal Guide: Initiating a Heritage Development Agreement

**Housing Accelerator Fund
Regional and Community Planning | Planning and Development**

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

My Activities is the **heart** of the Customer Portal - track your applications and check often for updates.
My Inspections is where you can request and manage permit-related inspections.
My Businesses is where you add and create Business Profiles for your License Applications.
My Projects is where you can organize your permit and planning applications.

If your application does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work).
[System Requirements](#)

Permitting
> Apply for a Permit
> Estimate Fees

Planning 
> **Initiate Planning and/or Subdivision Application**

Licensing
> Apply for or Renew Licenses

Compliance
> Report an Issue

MY ACTIVITIES MY INSPECTIONS MY PROJECTS MY BUSINESSES

Step 1

On your Customer Portal account's home page, select "**Initiate Planning and/or Subdivision Application**"

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Initiate Planning and/or Subdivision Application

Before you begin, get more information about the different applications on halifax.ca. Select the appropriate application below to get started.

Planning Applications

For help selecting the appropriate Planning Application visit [planning apps](#).

Planning applications are discretionary approvals to make changes to land-use that are not currently permitted under existing Municipal rules and regulations.

Begin your Planning Application:

- [Rezoning, LUB Amendment & Development Agreement](#)
- [Variance](#)
- [Site Plan Approval](#)

Heritage

For heritage property information visit [heritage](#).

A Heritage Consultation is required for most modifications to existing Municipally Registered Heritage Properties, or to become a Registered Heritage Property.

Request a meeting with one of our heritage planners:

- [Heritage Property Consultation](#)

Planning Policy

For Municipal Planning Strategy Amendment information visit the [MPSA info](#).

A Municipal Planning Strategy (MPS) Amendment is submitted when the desired use or development on a piece of land is not permitted within the existing Council-approved policies that apply to the area.

Initiate a MPS Amendment:

- [Municipal Planning Strategy Amendment](#)

Subdivision Applications

Telecommunications

Zoning Confirmation

Step 2

Next, select “**Rezoning, LUB Amendment & Development Agreement**”.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: Rezoning, LUB Amendment & Development Agreement

*Select the type of application:

*Select the scope of activity:

Select the project this application will belong to:

If applicable, select a pre-application/consultation # (XXXX-20##-####): +

Next

Screen ID: 1563893

Step 3

Next, select the first drop down menu for the **type of application**.

From this list of options, select "**Heritage Development Agreement**".

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name [Home](#) [Search](#) [Pay](#) [My Payments](#) [Profile](#) [Sign Out](#)

Rezoning, LUB Amendment & Development Agreement

PLANAPP-2024-00596 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: Rezoning, LUB Amendment & Development Agreement

* Select the type of application: Heritage Development Agreement

* Select the scope of activity: DA - New

Select the project this application will belong to:

If applicable, select a pre-application/consultation # (XXXX-20##): DA - New

Next

5 ID: 1563893

Step 4

Next, select the second drop down menu for the **scope of activity**.

From this list of options, select "**DA - New**".

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name [Home](#) [Search](#) [Pay](#) [My Payments](#) [Profile](#) [Sign Out](#)

Rezoning, LUB Amendment & Development Agreement

PLANAPP-2024-00596 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: Rezoning, LUB Amendment & Development Agreement

*Select the type of application:

*Select the scope of activity:

*What is this land currently being used for?

*What is the proposed land use?

*Description of Proposed Activity:

*Select all existing building structures (or N/A):

*Select all proposed building structures (or N/A):

Select the project this application will belong to:

If applicable, select a pre-application/consultation # (XXXX-20##-####):

Screen ID: 1563893

Step 5

Several text fields will appear automatically.

In the first text field, please describe the existing land use:

e.g. single detached residential dwelling use

In the second text field, please describe the proposed land use:

e.g. mixed-use multi-residential with ground floor commercial

In the third text field, please describe the project as a whole:

e.g. construction of an eight-storey tower to the rear of a registered heritage property for multi-residential and ground floor commercial use and restoration of said heritage property

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION
Planning Application Name: Rezoning, LUB Amendment & Development Agreement

*Select the type of application: Heritage Development Agreement

*Select the scope of activity: DA - New

*What is this land currently being used for?
single detached residential dwelling use

*What is the proposed land use?
mixed-use multi-residential with ground floor commercial use

*Description of Proposed Activity:
Construction of an eight-storey tower to the rear of a registered heritage building. Tower will consist of multi-residential and ground floor commercial uses. Heritage building will be restored and repurposed for commercial use.

*Select all existing building structures (or N/A): **+ Building Structures** 1

*Select all proposed building structures (or N/A): **+ Building Structures**

Select the project this application will belong to: [Search Box]

If applicable, select a pre-application/consultation # (XXXX-20##-####): [Search Box] +

Next

LMS Online - Use Designation Search - Work - Microsoft Edge
https://test-plc.halifax.ca/hfxtraining/pub/lms/selectob

Use Designation Search

Description
<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Agriculture
<input type="checkbox"/> Aquaculture
<input type="checkbox"/> Commercial
<input type="checkbox"/> Dwelling - Backyard Suite
<input type="checkbox"/> Dwelling - Multiple Units
<input type="checkbox"/> Dwelling - Seasonal
<input type="checkbox"/> Dwelling - Semi-Detached
<input checked="" type="checkbox"/> Dwelling - Single Detached 2
<input type="checkbox"/> Dwelling - Townhouse
<input type="checkbox"/> Industrial
<input type="checkbox"/> Institutional and Governmental
<input type="checkbox"/> Mixed Use - Residential & Other Use(s)
<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Not Associated to a Building
<input type="checkbox"/> Vacant Lot

Select Clear All Check All Refine Search

3

Step 6

Select the first **+ Building Structures** button. A pop-up window will open.

In this pop-up window, please select all applicable **existing** uses (this should match your previous text answer)

When all applicable existing uses are selected, click the **Select** button inside the pop-up window to record your selections.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: Rezoning, LUB Amendment & Development Agreement

* Select the type of application: Heritage Development Agreement

* Select the scope of activity: DA - New

* What is this land currently being used for? single detached residential dwelling use

* What is the proposed land use? mixed-use multi-residential with ground floor commercial use

* Description of Proposed Activity: Construction of an eight-storey tower to the rear of a registered heritage building. Tower will consist of multi-residential and ground floor commercial uses. Heritage building will be restored and repurposed for commercial use.

* Select all existing building structures (or N/A): + Building Structures Dwelling - Single Detached

* Select all proposed building structures (or N/A): + Building Structures

Select the project this application will belong to:

If applicable, select a pre-application/consultation # (XXXX-20##-####):

Next

LMS Online - Use Designation Search - Work - Microsoft Edge
https://test-plc.halifax.ca/hftraining/pub/lms/selectob

Use Designation Search

Description
<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Agriculture
<input type="checkbox"/> Aquaculture
<input type="checkbox"/> Commercial
<input type="checkbox"/> Dwelling - Backyard Suite
<input type="checkbox"/> Dwelling - Multiple Units
<input type="checkbox"/> Dwelling - Seasonal
<input type="checkbox"/> Dwelling - Semi-Detached
<input type="checkbox"/> Dwelling - Single Detached
<input type="checkbox"/> Dwelling - Townhouse
<input type="checkbox"/> Industrial
<input type="checkbox"/> Institutional and Governmental
<input checked="" type="checkbox"/> Mixed Use - Residential & Other Use(s)
<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Not Associated to a Building
<input type="checkbox"/> Vacant Lot

Select Clear All Check All Refine Search

Step 7

Select the second + **Building Structures** button. A pop-up window will open.

In this pop-up window, please select all applicable **proposed** uses (this should match your previous text answer)

When all applicable existing uses are selected, click the **Select** button inside the pop-up window to record your selections.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement

2024-00596 (Draft) PLANAPP-

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: Rezoning, LUB Amendment & Development Agreement

*Select the type of application: Heritage Development Agreement

*Select the scope of activity: DA - New

*What is this land currently being used for?
single detached residential dwelling use

*What is the proposed land use?
mixed-use multi-residential with ground floor commercial use

*Description of Proposed Activity:
Construction of an eight-storey tower to the rear of a registered heritage building. Tower will consist of multi-residential and ground floor commercial uses. Heritage building will be restored and repurposed for commercial use.

*Select all existing building structures (or N/A):
+ Building Structures
Dwelling - Single Detached ✖

*Select all proposed building structures (or N/A):
+ Building Structures
Mixed Use - Residential & Other Use(s) ✖

Select the project this application will belong to: [Search] 🔍

If applicable, select a pre-application/consultation # (XXXX-20##-####): [Add] +

Next

Screen ID: 1563893

Step 8

If applicable, insert the application numbers for an existing larger project of which this application is a part, or the pre-application/consultation number.

Otherwise, skip this step.

Initiating a Heritage Development Agreement

Step 9

Click **Next** to continue.

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: Rezoning, LUB Amendment & Development Agreement

*Select the type of application: Heritage Development Agreement

*Select the scope of activity: DA - New

*What is this land currently being used for?
single detached residential dwelling use

*What is the proposed land use?
mixed-use multi-residential with ground floor commercial use


*Description of Proposed Activity:
Construction of an eight-storey tower to the rear of a registered heritage building. Tower will consist of multi-residential and ground floor commercial uses. Heritage building will be restored and repurposed for commercial use.

*Select all existing building structures (or N/A):
+ Building Structures
Dwelling - Single Detached ❌

*Select all proposed building structures (or N/A):
+ Building Structures
Mixed Use - Residential & Other Use(s) ❌

Select the project this application will belong to:

If applicable, select a pre-application/consultation # (XXXX-20##-####):

Next 

Screen ID: 1563893

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

PROPOSAL DETAILS (IN SQUARE METRES)

- *Total Residential (All Buildings):
- *Total Commercial (All Buildings):
- *Total Other Land Use (All Buildings):
- *Property Area:
- *Total Lot Coverage (All Buildings):
- Project Floor Area Ratio: 0
- *Landscape Open Space:
- *Interior Amenity Space:

ENVIRONMENTAL CONSIDERATIONS:
Fill out this information to the best of your knowledge. Do NOT leave as None.

*Contamination present on subject or nearby parcels? Yes No Unknown None

Back Next

Screen ID: 1675273

Step 10

Please insert the requested square meterage details for your proposal in the relevant fields. If you don't yet have square meterage details for one or more aspects of this proposal, simply enter 0 for the applicable field(s). Planning staff can update these later in the application process.

Please also indicate any known contamination on the subject or nearby parcels.

Select **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

LOCATIONS
Addressed Locations

The address for your application must be added using the search below:

1. Enter a PID or Civic # and Street Name in search box below, ex: 15 Quinpool
*Do Not enter the Street Type (Rd, Ave, St) in your search
2. Select Address from the list of search results.
3. If a unit or suite number is applicable, please include in the specific location box below.
4. To add multiple PIDs/addresses to this application, follow steps 1-3 again, as required.
5. Ensure the same address is used for all permits related to the same project.

*Address:

Parcel ID	Address	Net Acres
	Total Area:	

Specific Location:

HERITAGE INFORMATION

*Heritage Property Types:

*Abutting Parcel(s) Heritage Property Types:

*Cultural/Heritage Resources:

LMS Online - Add Addresses - Work - Microsoft Edge

https://test-plc.halifax.ca/hfxtraining/pub/lms/selectobjects.aspx?FromObject

Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4

Step 11

Enter the PID or civic address for the property associated with this application and click the **Search** button. A pop-up window will open. Within this window, check the box next to the parcel you wish to select, and click the **Select** button to record your selection.

Repeat these steps for any additional properties associated with this application.

If multiple properties are associated with your application, please select the primary address from the drop-down menu.

*Address:

Parcel ID	Address	Net Acres
<input type="checkbox"/> 00152132	2357 AGRICOLA ST, HALIFAX, NS B3K4B7	0 <input type="checkbox"/>
<input checked="" type="checkbox"/> 00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4	0 <input checked="" type="checkbox"/>
Total Area:		0

*Select Primary Address:

Specific Location:

11

Initiating a Heritage Development Agreement

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

LOCATIONS
Addressed Locations

The address for your application must be added using the search below:

1. Enter a PID or Civic # and Street Name in search box below, ex: 15 Quinpool
*Do Not enter the Street Type (Rd, Ave, St) in your search
2. Select Address from the list of search results.
3. If a unit or suite number is applicable, please include in the specific location box below.
4. To add multiple PIDS/addresses to this application, follow steps 1-3 again, as required.
5. Ensure the same address is used for all permits related to the same project.

*Address:

Parcel ID	Address	Net Acres
00152132	2357 AGRICOLA ST, HALIFAX, NS B3K4B7	0 <input checked="" type="checkbox"/>
00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4	0 <input checked="" type="checkbox"/>

Total Area: 0

*Select Primary Address: 2539 AGRICOLA ST, HALIFAX, NS B3K4C4

Specific Location:

HERITAGE INFORMATION

*Heritage Property Types:

*Abutting Parcel(s) Heritage Property Types:

*Cultural/Heritage Resources:

Screen ID: 150735

LMS Online - Add Heritage Property Types - Work - Microsoft Edge

https://test-plc.halifax.ca/hlxtraining/pub/lms/selectobjects.aspx?FromObjectId

Add Heritage Property Types

Name

Federal

Municipal

Not Applicable

Provincial

Step 12

Click the **+ Select Heritage Property Type** button. A pop-up window will open.

Click the checkbox next to each applicable heritage designation which applies to any of the properties associated with this application.

Click the **Select** button to record your selection.

Initiating a Heritage Development Agreement

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

LOCATIONS
Addressed Locations

The address for your application must be added using the search below:

1. Enter a PID or Civic # and Street Name in search box below, ex: 15 Quirpool
*Do Not enter the Street Type (Rd, Ave, St) in your search
2. Select Address from the list of search results.
3. If a unit or suite number is applicable, please include in the specific location box below.
4. To add multiple PIDS/addresses to this application, follow steps 1-3 again, as required.
5. Ensure the same address is used for all permits related to the same project.

*Address:

Parcel ID	Address	Net Acres
00152132	2357 AGRICOLA ST, HALIFAX, NS B3K4B7	0.38
00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4	0.38

Total Area: 0

*Select Primary Address: 2539 AGRICOLA ST, HALIFAX, NS B3K4C4

Specific Location:

HERITAGE INFORMATION

*Heritage Property Types:
Municipal ✖

*Abutting Parcel(s) Heritage Property Types:

*Cultural/Heritage Resources:

Screen ID: 1557755

LMS Online - Add Heritage Property Types - Work - Microsoft Edge

https://test-plc.halifax.ca/hftraining/pub/lms/selectobjects.aspx?FromObject

Add Heritage Property Types

Name

Federal
 Municipal
 Not Applicable
 Provincial

Step 13

Click the **+ Select Abutting Parcel(s) Heritage Property Types** button. A pop-up window will open.

Click the checkbox next to each applicable heritage designation which applies to any property **abutting** those properties associated with this application.

Click the **Select** button to record your selection.

Initiating a Heritage Development Agreement

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

LOCATIONS
Addressed Locations

The address for your application must be added using the search below:

1. Enter a PID or Civic # and Street Name in search box below, ex: 15 Quinpool
*Do Not enter the Street Type (Rd, Ave, St) in your search
2. Select Address from the list of search results.
3. If a unit or suite number is applicable, please include in the specific location box below.
4. To add multiple PIDs/addresses to this application, follow steps 1-3 again, as required.
5. Ensure the same address is used for all permits related to the same project.

+ Address:

Parcel ID	Address	Net Acres
00152132	2357 AGRICOLA ST, HALIFAX, NS B3K4B7	0 ❌
00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4	0 ❌

Total Area: 0

+ Select Primary Address: 2539 AGRICOLA ST, HALIFAX, NS B3K4C4

Specific Location:

HERITAGE INFORMATION

+ Heritage Property Types:
Municipal ❌

+ Abutting Parcel(s) Heritage Property Types:
Not Applicable ❌

+ Cultural/Heritage Resources: **1**

LMS Online - Add Cultural/Heritage Resources - Work - Microsoft Edge
https://test-plc.halifax.ca/hfxtraining/pub/lms/selectobjects.aspx?FromObject

Add Cultural/Heritage Resources

Name

- Archaeological sites or resources
- Buildings, structures and/or objects of historical significance or value
- Cemeteries or known burials
- Not Applicable

2 (points to checked checkbox)
3 (points to Select button)

Step 14

Click the **+ Select Cultural/Heritage Resources** button. A pop-up window will open.

Click the checkbox next to each applicable type of cultural/heritage resource found on any of the properties associated with this application.

Click the **Select** button to record your selection.

Initiating a Heritage Development Agreement

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)







LOCATIONS

Addressed Locations

The address for your application must be added using the search below:

1. Enter a PID or Civic # and Street Name in search box below, ex: 15 Quinpool
*Do Not enter the Street Type (Rd, Ave, St) in your search
2. Select Address from the list of search results.
3. If a unit or suite number is applicable, please include in the specific location box below.
4. To add multiple PIDS/addresses to this application, follow steps 1-3 again, as required.
5. Ensure the same address is used for all permits related to the same project.


*Address:


Parcel ID	Address	Net Acres
 00152132	2357 AGRICOLA ST, HALIFAX, NS B3K4B7	0  
 00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4	0  
Total Area:		0


*Select Primary Address:


Specific Location:

HERITAGE INFORMATION

*Heritage Property Types:
Municipal 

*Abutting Parcel(s) Heritage Property Types:
Not Applicable 

*Cultural/Heritage Resources:
Buildings, structures and/or landscape features of historical significance or value 



Screen ID: 1537755

Step 15

Click **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

DEVELOPMENT INFORMATION

	Existing	Proposed
Residential Unit Count:	<input type="text"/>	<input type="text"/>
# of Residential Units by Type (Bedrooms):		
Studio:	<input type="text"/>	<input type="text"/>
1 Bedroom:	<input type="text"/>	<input type="text"/>
2 Bedroom:	<input type="text"/>	<input type="text"/>
3+ Bedroom:	<input type="text"/>	<input type="text"/>
Maximum Height (Largest Building):		
Floors:	<input type="text"/>	<input type="text"/>
Metres:	<input type="text"/>	<input type="text"/>

2

Screen ID: 1674288

Step 16

Please insert the requested existing and proposed unit counts and maximum height details for your proposal.

If you don't yet have unit count or maximum height details, simply enter 0 for the applicable field(s). Planning staff can update these later in the application process.

Click **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

PARKING SPACES

	Indoor	Outdoor
Residential Vehicular Spaces:	<input type="text"/>	<input type="text"/>
Commercial Vehicular Spaces:	<input type="text"/>	<input type="text"/>
Electric Vehicle Spaces:	<input type="text"/>	<input type="text"/>
Bicycle Spaces:	<input type="text"/>	<input type="text"/>
Onsite Loading:	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> (None)
# of Electric Vehicle Charging Stations:	<input type="text"/>	

LANDSCAPING

Existing Street Trees?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> (None)
Street Trees Removed?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> (None)
New Street Trees?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> (None)
Area of Disturbance (Sq. m):	<input type="text"/>	
Total Impervious Surface (Sq. m):	<input type="text"/>	
Storm Water Management?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> (None)

Screen ID: 1676401

Note: Red brackets and numbers 1 and 2 highlight the Parking Spaces and Landscaping sections respectively.

Step 17

Please insert the requested parking and landscaping details for your proposal.

If you don't yet have details for one of more of the questions presented, simply enter 0 or select none. Planning staff can update these later in the application process.

Click **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)
PROFESSIONALS/CONTRACTORS

Add any professional/contractor that you would like to share this application with.

Note: Professionals/contractors added here have full visibility into application details, and can make changes to this application.

+ Professional/Contractor Professional/Contractor Type

Back Next

LMS Online - Professional/Contractor Search - Work - Microsoft Edge
https://test-plc.halifax.ca/hfxtraining/pub/lms/selectobjects.aspx?FromObjectid...

Professional/Contractor Search

Business Name
 CONSULTING INC. dba CONSULTING INC.
Phone No License Numbers

Select Clear All Check All Refine Search

Step 18

If **applicable**, select the contractor/professional account you wish to share your application with. They will be able to view and edit your application. The contractor or professional must have created a contractor profile in the customer portal to be searchable using this feature.

Instructions for creating a contractor profile can be found using the link below: https://cdn.halifax.ca/sites/default/files/documents/home-property/building-renovating/3.HowToCreateAContractorProfile_0.pdf

To share your application with a professional, click the **+** **Professional/Contractor** button. A pop-up window will open containing a search bar. Enter the business name of the professional and click **Search**. Any professionals matching this name will be listed. Check the box next to the professional you wish to share your application with and click **Select** to record your selection.

Click **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

CONTACTS

Note: contacts added here have no visibility into application details, and cannot make changes to this application.

Name	Contact Type	Phone	Email
Your Name	Applicant	(902) 555-5555	yourname@email.com

Back Next

1

4

Job Contact

Type:

Name:

Phone:

Email:

Comments:

Cancel Save Save & Close

2

3

Step 19

Optionally, you may add additional contacts (besides yourself) to your application. This allows staff to contact them as required, but unlike contractor profiles, these contacts do not have access to view and edit your application.

To add an additional contact, click the **+ Contact** button. A pop-up window will open. Enter the type of contact they are (e.g. Owner, Consultant, etc.) and their contact details. Click **Save & Close** to add this contact to your application.

Click **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

DOCUMENTS

Upload the required documents for your application

Note: Applications cannot be submitted if any required documents are missing. Documents must be uploaded as part of the application. We cannot accept documents that are emailed or mailed to us.

Document Standards
Application Documents must meet our standards, or they will be returned to the customer to correct before the application can proceed.

1. Documents must be legible
- Text font must be clear, using a standard font type, black ink, and be reasonable font size
- Text especially measurements should not be overlapping
- If documents are photocopied, there cannot be ink blots impacting our ability to read text

2. Documents must be provided to relevant document type
- One package containing all documents will not be accepted
- Each document must contain all required information for that document type (ex. all setbacks and watercourse buffers if required)

3. Documents must contain the correct address or PID matching the application ward information (if it is not sufficient).

4. Document File
- Uploads must not exceed 100MB
- Acceptable file formats include: Word, PDF and JPEGs
- Zipped folders are not acceptable
- Documents cannot be encrypted, or passwords protected.

For more information on required documents for each application type please visit [Planning Apts.](#)

Note: Document Types must be selected for each file uploaded. [How to Set Document Types](#)

Required	Uploaded	Attachment Type	Description	Sample Form
Required		Project / Design Rationale	A submission prepared by the project architect showing the consideration given to existing site conditions, topography, adjacent uses/buildings, creating a sense of place, unique natural features, heritage, etc. which resulted in the proposed site design choices.	None
Optional		Aerial Photographs	One or more pictures of the subject site captured from above, including but not limited to orthometric aerial photography, satellite imagery, open data sources, or drone images. A table indicating a summary of quantitative data for the project, potentially inclusive of but not limited to: - The number of residential units broken down by their bedroom count; - total commercial gross floor area; - total residential gross floor area; - total building gross floor area; - property area; - lot coverage;	None
Optional		Application Summary Table	- project floor area ratio; - landscape open spaces; - interior amenity space; vehicle parking and bicycle parking	None
Optional		Building / Site Lighting Plan	A plan showing the location and type of any lighting being proposed either on a building or on land within a site.	None

UPLOADED DOCUMENTS

+ Upload Files

File Name	Document Type	Comments
+ (1) New Documents		
Application for Substantial Alterations (0-1000)	Supplemental Documents - Planning	
	Application Documents	
	Digital 3D Model of Proposal	
	Legal Description of Property	
	On-site Sewage Disposal System Details	
	Supplemental Documents - Planning	
	Aerial Photographs	
	Application Summary Table	

Back **Next**

Step 20

On this page you will upload all relevant application documents.

To upload a document, either drag the file into the uploaded documents box, or click the **+ Upload Files** button and select the document from your file explorer.

Once uploaded, click the **document type** dropdown next to your uploaded document and select the applicable document type.

Repeat as necessary for all relevant documents. Comments may optionally be added to provide extra clarity to staff.

When done, click **Next** to continue.

Initiating a Heritage Development Agreement

HALIFAX Welcome, Applicant Name [Home](#) [Search](#) [Pay](#) [My Payments](#) [Profile](#) [Sign Out](#)

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Draft)

SUBMIT APPLICATION

1

CUSTOMER ATTESTATION

I certify 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). My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application unless otherwise noted.

Halifax Regional Municipality (HRM) is committed to protecting your personal information. HRM's online permitting, licensing and compliance system – POSSE LMS - is hosted by Computronix. Computronix stores the information you provide to its servers in Canada. Computronix is required to protect your personal information in a manner that is consistent with HRM's legislative obligations.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your application and for the management and administration of the permitting, licensing and compliance system. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-943-2148 or email: privacy@halifax.ca.

Fees
The following fees must be paid as part of your application.

Description	Amount	Balance
Planning Application - Advertising Deposit	\$1000.00	\$1000.00
Planning Application - Submission Fee	\$3430.00	\$3430.00

2

[Back](#) [Save Draft](#) [Pay & Submit Now](#) [Pay & Submit Later](#)

Screen ID: 1563618

Submission

Please review the customer attestation and check the checkbox to certify you have read and agree to it.

Your application fees may be paid now or paid later, but your application will not be deemed complete, nor will it be processed by staff, until all fees and deposits are paid.

To submit and pay fees now, click **Pay & Submit Now**.

To submit and pay fees later, click **Pay & Submit Later**.

Upon submission, you will be given a planning application number. Please keep this number for your records.

Status Check of a Heritage Development Agreement

HALIFAX Welcome, Applicant Name Home Search Pay My Payments Profile Sign Out

Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

My Activities is the heart of the Customer Portal - track your applications and check often for updates.
My Inspections is where you can request and manage permit-related inspections.
My Businesses is where you add and create Business Profiles for your License Applications.
My Projects is where you can organize your permit and planning applications.

If your application does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work).

[System Requirements](#)

Permitting
> Apply for a Permit
> Estimate Fees

Planning
> Initiate Planning and/or Subdivision Application

Licensing
> Apply for or Renew Licenses

Compliance
> Report an Issue

MY ACTIVITIES MY INSPECTIONS MY PROJECTS MY BUSINESSES

[Show more...](#)

Note: Applications with a status of DRAFT have not been submitted.

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
Rezoning, LUB Amendment & Development Agreement	PLANAPP-2024-00596	Heritage Development Agreement, DA - New, Construction of an eight-storey tower to the rear of a registered heritage building. Tower will consist of multi-residential and ground floor commercial uses. Heritage building will be restored and repurposed for commercial use.	2509 AGRICOLA ST, HALIFAX, NS B3K4C4	Submission Pending	Apr 16, 2024			

Checking Status

You can check the status of your application from anywhere in the Customer Portal by clicking **Home** in the header menu.

Under the **My Activities** tab, which is selected by default, you will find all your permit and planning applications.

Here we see the Heritage Development Agreement Application we just created at the top of our activities list. The application's status and any required revisions or actions on your part are displayed here.

Clicking on this application will open it, allowing you to review the details and documents submitted. It will also allow you to upload additional documents, or to view and make revisions when requested by staff.

Status Check of a Heritage Development Agreement

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Submission Pending)

Status: Submission Pending Submission Date: Jul 16, 2107
Expiration Date: Jul 16, 2107

Description: Rezoning, LUB Amendment & Development Agreement - Heritage Development Agreement - DA - New

DETAILS DOCUMENTS CONTACTS

APPLICATION INFORMATION

Project: [Redacted]
Preliminary Application: [Redacted]
Application Name: Rezoning, LUB Amendment & Development Agreement
Primary Location: 2539 AGRICOLA ST, HALIFAX, NS B3K4C4
Specific Location: [Redacted]
Use Designation: [Redacted]
Application Type: Heritage Development Agreement
Primary Application Scope: DA - New
Additional Application Scope(s): [Redacted]

PARCELS

Parcel ID	Address	Net Acres
00152132	2557 AGRICOLA ST, HALIFAX, NS B3K4B7	0
00169516	2539 AGRICOLA ST, HALIFAX, NS B3K4C4	0
Total Area:		0

APPLICATION ACTIVITIES

This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:

FEES
Outstanding Fees: \$4,430.00

Pay Fees **Request Refund**

Description: Construction of an eight-storey tower to the rear of a registered heritage building. Tower will consist of multi-residential and ground floor commercial uses. Heritage building will be restored and repurposed for commercial use.

Zoning Information: [Redacted]

APPLICANT
Margaret (HRM) Pike

PROFESSIONALS/CONTRACTORS
Professional/Contractor Type

PLANNER/SUPERVISOR
Planner's Name: [Redacted]
Planner's Phone Number: [Redacted]
Planner's Email: [Redacted]
Supervisor's Name: [Redacted]
Supervisor's Phone Number: [Redacted]
Supervisor's Email: [Redacted]

POTENTIAL MEETINGS
Meeting Type Completed Date

Rezoning, LUB Amendment & Development Agreement PLANAPP-2024-00596 (Submission Pending)

Status: Submission Pending Submission Date: Jul 16, 2107
Expiration Date: Jul 16, 2107

Description: Rezoning, LUB Amendment & Development Agreement - Heritage Development Agreement - DA - New

DETAILS **DOCUMENTS** CONTACTS

SUPPLEMENTAL DOCUMENTS

Upload Supplemental File Search... Group by: Type Filter by: Includes Markup

File Name	Document Type	Comments	Markup
(1) New Documents			
Application for Substantial Alterations Po...	Project / Design Rationale (Project / Design R...	Add comment	Markup

Viewing Your Application

After clicking on your application, you can review the **Details** and **Documents** submitted.

Under the **Documents** tab, you can review uploaded documents, upload supplemental documents, or view and revise existing documents when requested by staff.