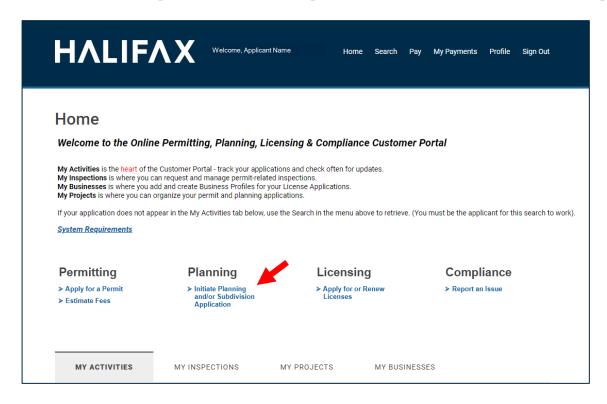
HALIFAX

Customer Portal Guide: Initiating a Heritage Development Agreement

Housing Accelerator Fund Regional and Community Planning | Planning and Development

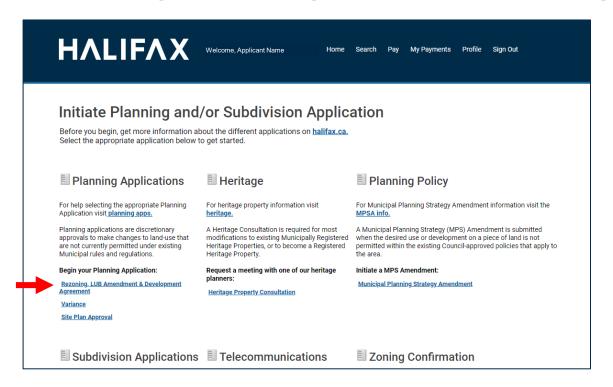


Step 1

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

. .

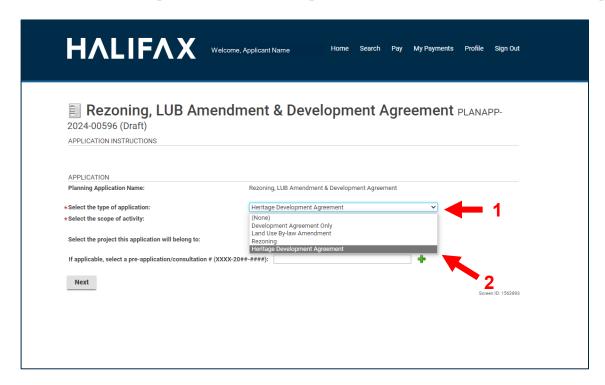




Step 2

Next, select "Rezoning, LUB Amendment & Development Agreement".



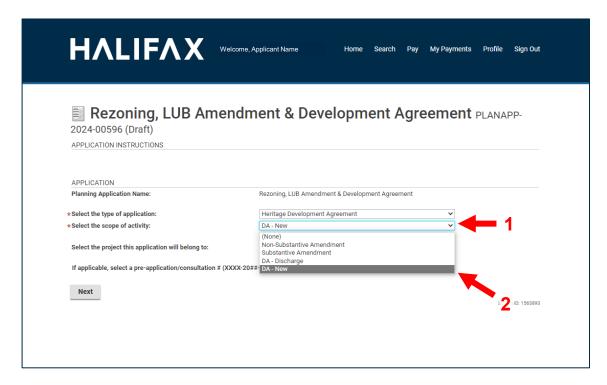


Step 3

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

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

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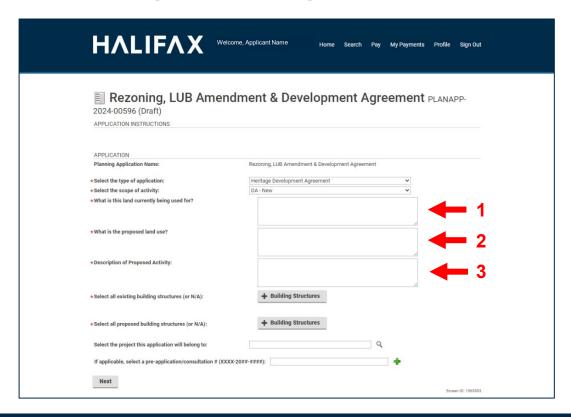


Step 4

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

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





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

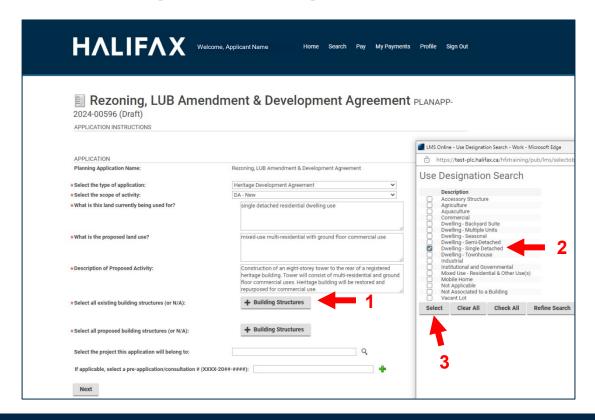
In the second text field, please describe the proposed land use:

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





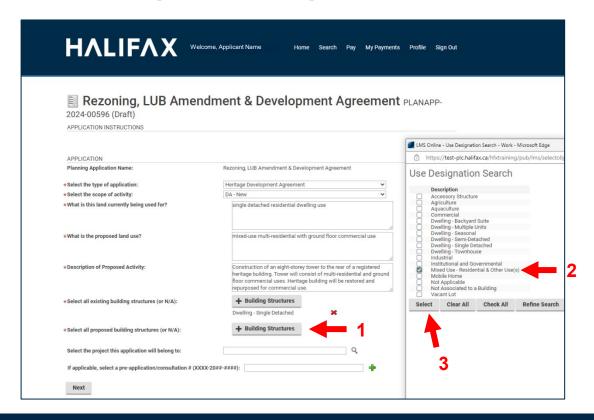
Step 6

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.





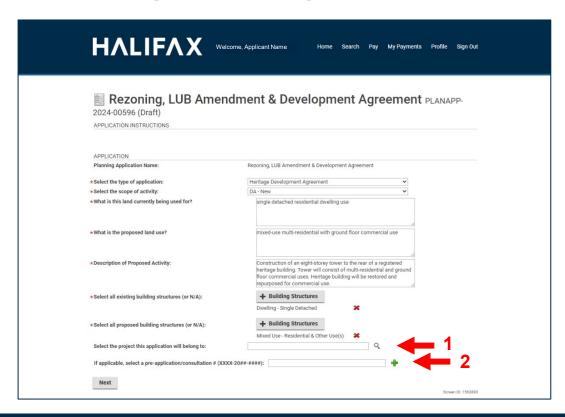
Step 7

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.



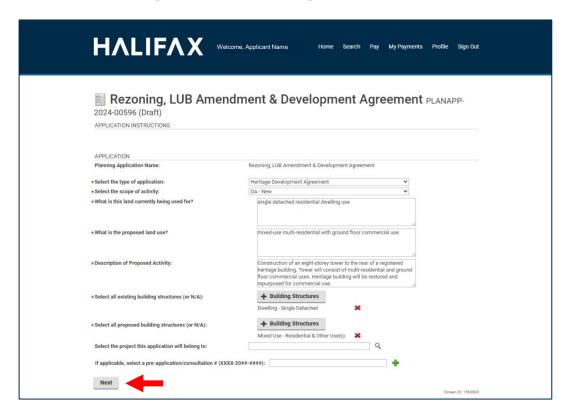


Step 8

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.



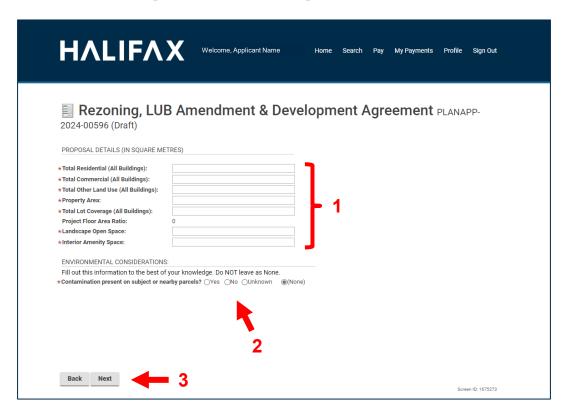


Step 9

Click **Next** to continue.

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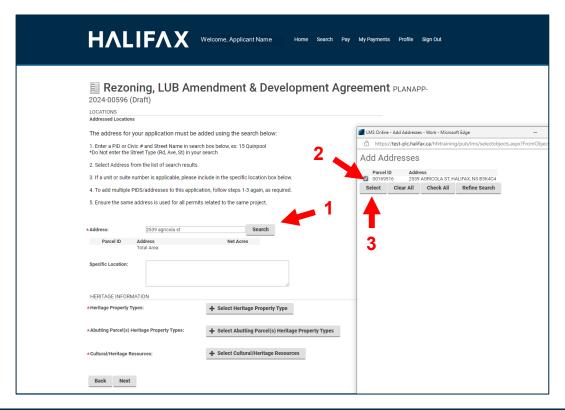
Step 10

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.





Step 11

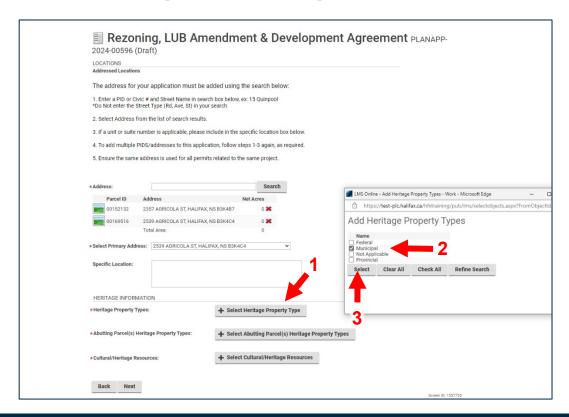
Enter the PID or civic address for the property associated with this application and click the **Search** button. A pop-up window will open. Within this window, check the box next to the parcel you wish to select, and click the **Select** button to record your selection.

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.







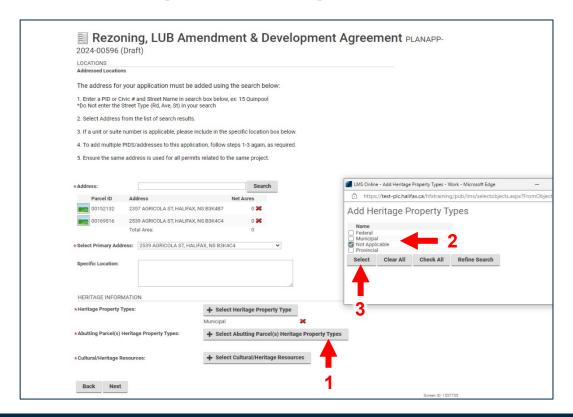
Step 12

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.





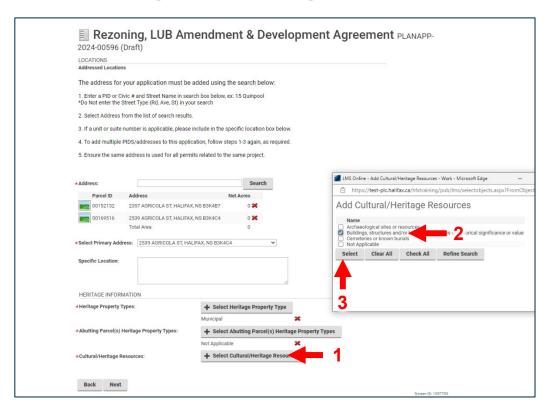
Step 13

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.





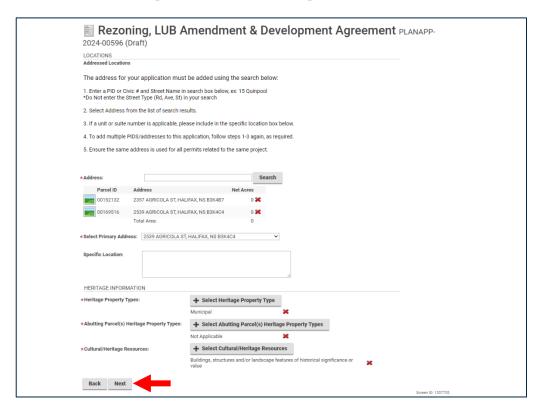
Step 14

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.

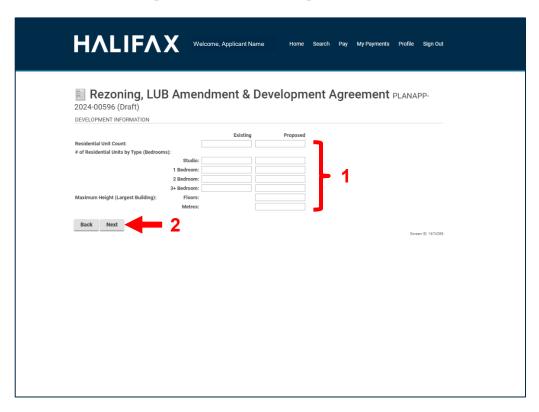




Step 15

Click **Next** to continue.





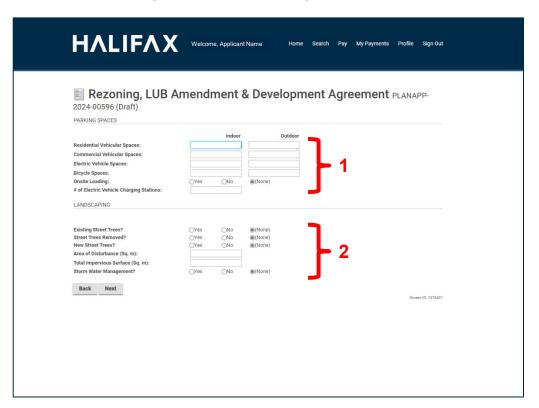
Step 16

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.



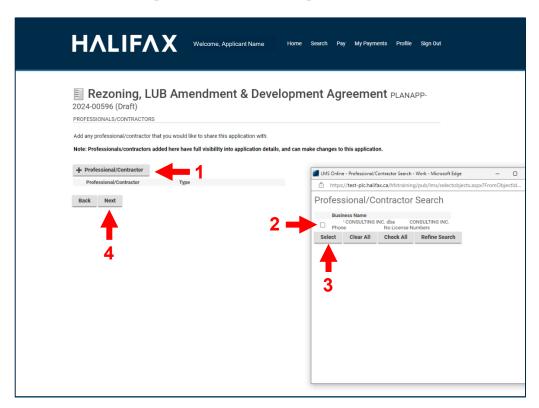


Step 17

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.



Step 18

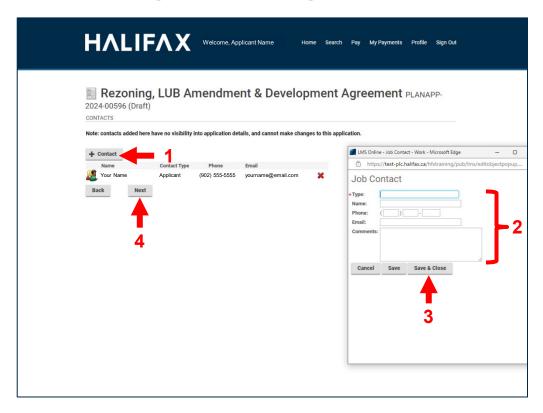
If applicable, select the contractor/professional account you wish to share your application with. They will be able to view and edit your application. The contractor or professional must have created a contractor profile in the customer portal to be searchable using this feature.

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.





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.





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.

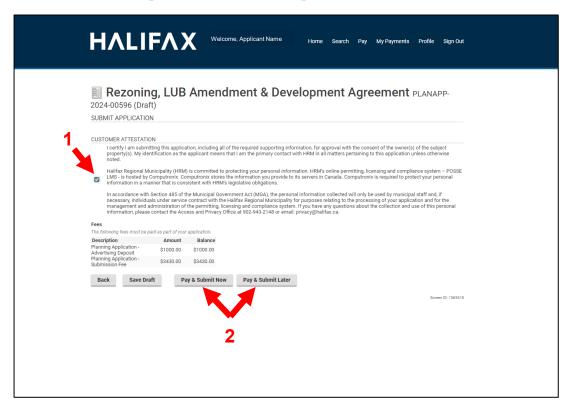
Once uploaded, click the **document type** dropdown next to your uploaded document and select the applicable document type.

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

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







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.

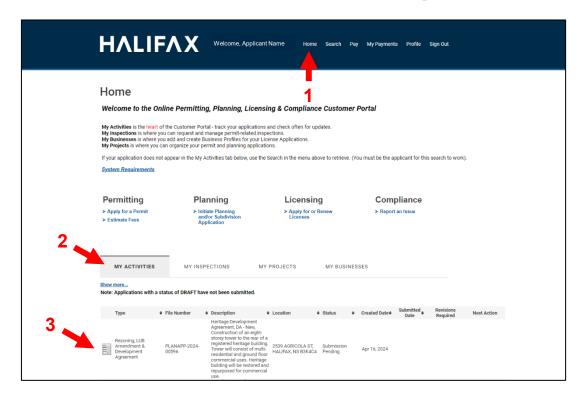
To submit and pay fees now, click **Pay & Submit Now**.

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



Checking Status

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

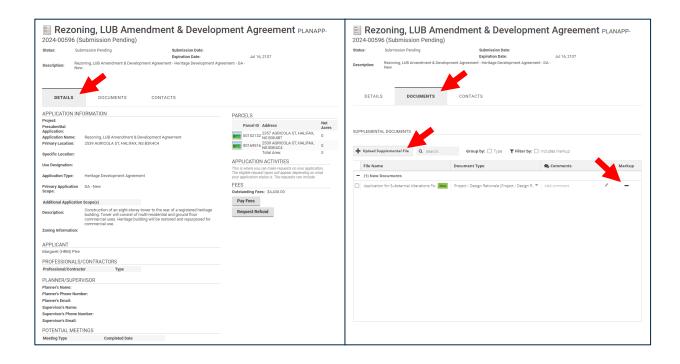
Under the **My Activities** tab, which is selected by default, you will find all your permit and planning applications.

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



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.

