

Contacts

NOVA SCOTIA DEPARTMENT OF ENVIRONMENT

30 Damascus Road, Suite 115
Bedford, Nova Scotia B4A 0C1
902.424.7773 (ph) 902.424.0597 (fax)

*Lot requirements, septic tank and disposal field, on-site sewage disposal application.

NOVA SCOTIA DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL

P.O. Box 160
Windsor, Nova Scotia B0N 2T0
902.798.2369 (ph) 902.798.2927 (fax)

*Access to Provincial Roads

REGISTRY OF DEEDS

P.O. Box 2349
Windsor, Nova Scotia B0N 2T0
902.798.3015 (ph) 902.798.6601 (fax)

*Registration of Final Subdivision approval

DEPARTMENT OF ENGINEERING AND DEPARTMENT OF PUBLIC WORKS

15 Commerce Court
Elmsdale, Nova Scotia B2S 3K5
902.758.2299 (ph) 902.758.3497 (fax)

*Access to Municipal Roads

*For Municipal Water and Sewer Connection Approval

Costs

Administration Fees

Preliminary Plan \$100.00
Tentative Plan \$ 50.00 per lot*
Final Plan \$100.00

Cheques made payable to the
"Municipality of East Hants"
Tentative Plan \$100 for 2 lots. 3
or more lots are \$50.00 per lot
up to a max of \$5,000.00

Land Registration Fees

Register a Deed \$85.18
Register a Plan \$97.41 (Land Registered)
Register a Plan \$182.59
(Non-Land Registered)

Cheques made payable
"The Registry of
Deeds"
(Fees subject to change)



EAST HANTS

Growth. We live it.

230-15 Commerce Court, Elmsdale, N.S. B2S 3K5
Phone: (902) 758-2715 Toll Free: 1-866-758-2299

Subdividing Land

The Application Process and Municipal Subdivision By-law

Effective January 2012



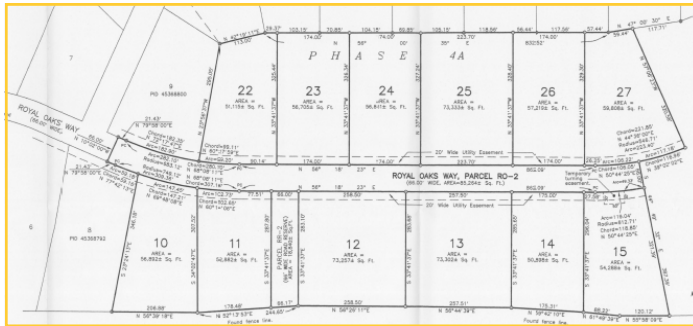
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What is a Subdivision

Simply defined, a subdivision is the division of any area of land into two or more parcels, and can include a resubdivision and/or a consolidation of two or more parcels.

Plans of subdivision submitted for approval may be for large subdivisions with new roads and services which require external approvals. These subdivisions are often done in stages of preliminary, tentative and final. Plans of subdivision may also be for minor additions to lots or consolidation of lots.



Preliminary Subdivision Plans are normally done for large developments which may have concerns with proposed public or private roads, Department of Environment criteria, extensions to Municipal Servicing or Department of Transportation & Infrastructure Renewal criteria. It is more of an information gathering process and must be followed with either a tentative or final plan.

Tentative Subdivision Plans are more informative and extensive. Upon completion of this process you have two (2) years to file a final plan of subdivision and you cannot deviate from the originally approved Tentative Plan.

Final Subdivision Plans are a legally binding document and registered at the Land Registration Office. They require assessment from any department or agency as determined by the Development Officer.

What is the Subdivision By-law?

The *Municipal Government Act* of the Province of Nova Scotia gives municipal units the right to adopt a Subdivision By-law. The Subdivision By-law regulates how an area can be subdivided to create new lots, additions to lots, consolidation of lots, and boundary adjustments. Major subdivisions may involve construction of new roads and the installation of municipal services.

The Subdivision By-law of the Municipality of East Hants is designed to protect the owner and the purchaser of the land by establishing uniform procedures and standards that apply to all subdivision land.

Procedure

1. The applicant discusses the requirements for subdivision of land with the Development Officer. This is necessary because different areas throughout the Municipality require different lot sizes and frontages depending on their location and zone.
2. At the Planning and Development Office, an application is made for subdivision approval along with 14 copies of the surveyed plan of subdivision. This plan is to be prepared by a registered Nova Scotia Land Surveyor. (see associated fees on the back page).
3. Contact the Department of Public Works to determine whether the lot can be serviced by sewer and/or water. If sewer services are not available, the lot must meet Nova Scotia Department of Environment requirements for installation of an on-site sewage disposal system. You will need to hire a Qualified Person to assess the lot and determine the minimum lot size. That report will need to be submitted to the Municipality, who will in turn submit it to the Department of Environment for final approval, along with a copy of the proposed plan of subdivision.

4. Contact the Department of Transportation and Infrastructure Renewal or the Municipality for access approval (depending on whether the road is provincially or municipally owned).
5. The application is sent to other agencies for their approval/comments (ie. Department of Environment, Department of Transportation, Land Registration Office).
6. When all external approvals are received, the Development Officer reviews the application for conformance with the Subdivision By-law and the subdivision plan is approved.
7. Four copies of the plan, the Notice of Subdivision Approval, along with registration fees and documents as required, are sent to the Registry of Deeds for registration.
8. When the Notice of Approval is returned from the Registry of Deeds, the approved plans are ready to be returned to the applicant.
9. The length of time required to grant subdivision approval can vary depending on location and approvals required from other department or agencies. Generally, the process takes about four to six weeks.

NOTE

Large scale subdivision plans involving new roads or phased development require additional submissions, including a concept plan, engineered street and service designs, storm drainage plans, etc. Please contact the Development Officer for more information.

