

SUBDIVISION APPLICATION
INFORMATION REQUIRED

The On-Site Sewage Disposal Systems Regulations (Environment Act) and the Provincial Subdivision Regulations (Municipal Government Act) apply to any lot that is shown on a plan or instrument of subdivision that must be submitted to a development officer for approval by a municipality and is in an area that is not serviced by an approved central wastewater collection and treatment system, **except for a lot that is:**

- (a) larger than 9000 m² in area and 76 m or more in lot width; **and**
- (b) identified on an application for subdivision as not intended for development purposes.

If the proposal meets these criteria, then NSE comments are not required.

A subdivider who proposes to put an on-site sewage disposal system on their lot and does not meet the conditions listed above must submit **all** the following information with their application:

- the name, address, including civic number, and telephone number of the owner of the lot to be subdivided.
- the name, address, including civic number, and telephone number of the subdivider.
- the name and address, including civic number, of each owner of land abutting the lot to be subdivided.
- for a subdivider who is not the owner of the lot, proof from the owner that the subdivider is appointed as the agent of the owner to make the application.

- Fee required (if cheque, made payable to *Minister of Finance*) *Subject to change ([Fees Regulations - Environment Act \(Nova Scotia\)](#))
 - 1-2 lots - No fee
 - 3-10 lots - \$232.35
 - More than 10 lots - \$630.45

- Department Request for Subdivision Comment form
- Qualified Person's Site Assessment/Report, including:
 - a plan or sketch of the lot to be subdivided showing **all** the following:
 - the dimensions and area of the lot
 - the lot layout, including all the following, whether proposed or existing:
 - building, systems, driveways, water wells
 - the location on the lot and adjoining lots of all the following:
 - surface watercourses, wetlands, or marine water bodies
 - any features that may influence the selection or design of the system, including any ditches, roads, or easements
 - the surface slopes and directions
 - the location of any test pits
 - an evaluation of the results of a soil assessment
 - an explanation of **all** the following:
 - the proposed system selected or designed for the lot
 - the extent to which the system will be used
 - the expected volume for the system
 - what uses the system will be subjected to.

PLEASE NOTE: These requirements are used for the purposes of **subdivision only**. The construction of an on-site sewage disposal system will require a separate notification or approval.