

Concept Plan Checklist

(Use this checklist when new public highways or designed roads are proposed)

- Have a N.S. Land Surveyor prepare a Concept Plan.
- Submit Application form and Concept Plan to the Development Officer, include the following:
 - 8 copies of the Concept Plan;
 - QP Report (On-site suitability assessment for septic on development lots);
- Within 14 days of receipt of the application the Applicant is sent a letter from Development Officer acknowledging receipt of the application and whether the application is complete or incomplete (If the application is incomplete you will be notified of what information is required to make the application complete).
- Once the application is complete the Development Officer forwards the Concept Plan to:
 - Municipal Engineer (to evaluate the Concept Plan with regards to topography, natural features and other site constraints and restrictions).
 - Department of Environment:
 - a) Reviews lot for on-site septic suitability
Exception: a) lot more than 9000 sq m; b) width of 75 m or more; and c) used for a purpose not requiring on-site sewage disposal.
 - b) If the subdivision is to be serviced by central sewer (for information purposes)
 - c) Determines if any activities related to the proposed subdivision are subject to the “Activities Designation Regulations”, pursuant to the Environment Act.
 - Department of Transportation (Where the proposed public highway or design road extends from, or intersects with a road owned and maintained by DOT; for preliminary evaluation).
 - If applicable: Nova Scotia Power & Aliant.
- Approved/Refused
 - Approved: Applicant is sent a copy of the approved Concept Plan (Upon receipt of positive comments from all agencies requested to give comments).
 - Refused: If the Plan is refused the Development Officer notifies the applicant, in writing, that the plan has been refused and that the applicant has the right to appeal to the Nova Scotia Utility Review Board.

Note: Concept Plans are not filed at the Registry of Deeds as no subdivision takes effect until a Final Plan of Subdivision is endorsed by the Development Officer and filed in the Registry of Deeds.