

Please note that this checklist is provided for convenience only, and may not address all of the requirements necessary for the approval of a Plan of Subdivision. In addition, the requirements to be satisfied will vary depending on the nature of the subdivision being proposed. For determination of the requirements for subdivision approval please refer to the Municipality's Subdivision By-law.



Final Subdivision Checklist

(Use this checklist when no new roads and/or new central services are proposed)

The Standard approval time is approximately 45 days.

- Have a N.S. Land Surveyor prepare a Plan of Subdivision.
- Submit Application form and Plan of Subdivision to Development Officer, include the following:
 - 12 copies of the Plan of Subdivision;
 - QP Report (On-site suitability assessment for septic on development lots);
 - A cheque payable to: Registry of Deeds, in the amount specified at time of submission.
 - A cheque payable to: Municipality of Lunenburg for the application fee specified at time of submission.
- 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 Plan of Subdivision to:
 - Department of Environment: 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; or d) a lot containing an on-site septic in which the lot is increasing in size.
 - Department of Transportation: reviews the "Stopping Sight Distance" of the access to a public road;
 - If applicable: Department of Assessment: Market value for Public Open Space contribution;
 - If applicable: Authority having jurisdiction for central services.
 - If applicable: Nova Scotia Power & Aliant.
 - Land Information Centre: reviews for pre-approval of PID numbers
 - If applicable: Municipal Engineer to determine if the lot is or can be serviced by a central sewer.
- If a Public Open Space Contribution is required and upon receipt of a letter advising that a 2% cash Public Open Space contribution is required, submit Public Open Space Contribution as per the amount stated in your letter. Exemption: a) lots created that contain existing main buildings; b) remainder lots; c) the consolidation of two or more lots; d) the alteration of lot boundaries in which no additional lots are created; and e) a private road approved as a separate lot.
- If applicable: Submit Deed(s) and fee for recording -- payable to: Registry of Deeds, in the amount specified at time of submission. (for plans of consolidation or additions, where lots are under different ownership).
- Approved/Refused
 - Approved: Applicant is sent endorsed Final Plan of Subdivision (Upon receipt of positive comments from all agencies requested to give comments and if the plan satisfies all the other requirements of the Subdivision By-law the Development Officer approves the Final Plan of Subdivision)
 - Refused: If the Plan does not satisfy the requirements of the Subdivision By-law the Development Officer notifies the applicant in writing that the plan has been refused and also notifies of the right to appeal to the Nova Scotia Utility and Review Board.

Note: Upon approval of the Final Plan of Subdivision the Development Officer files the plan, indicating approval of the Final Plan of Subdivision, at the Land Registration Office. The subdivision takes effect once the plan is filed.