

Final Subdivision Checklist – including new proposed roads and central services.

(Use this checklist when new roads and/or central services are proposed)

- 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);
 - Cheque payable to Registry of Deeds, in amount specified at time of submission;
 - A cheque payable to: Municipality of Lunenburg for the application fee specified at time of submission.
 - 4 copies of Engineer designs of the following:
 - Existing and proposed central sewer and water systems;
 - Storm water management plan;
 - Roadway centre line profiles; and
 - Roadway cross-sections (including clearances to overhead power transmission lines).
- 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:
 - 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) Determines if any activities related to the proposed subdivision are subject to the “Activities Designation Regulations”, pursuant to the Environment Act.
 - If applicable: Authority having jurisdiction for central sewer.
 - Department of Transportation: reviews the “Stopping Sight Distance” of the access to a public road);
 - Department of Assessment: Market value for Public Open Space contribution;
 - If applicable: Nova Scotia Power & Aliant.
 - Land Information Centre: pre-approval of pending PID numbers
 - Any other agency of the Province or Municipality the Development Officer deems necessary.
- Build Roads and Central Services (Roads and central services must be constructed and inspected by the Municipal Engineer before approval or a “Construction Agreement and Bond” must be entered with the Municipality.)
- 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; or d) the alteration of lot boundaries in which no additional lots are created.
- Submit Deed(s) and fee for recording, Cheque payable to Registry of Deeds, in 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: Within seven (7) days of approval the Development Officer files the plan, indicating approval of the Final Plan of Subdivision, at the Land Information Centre. The subdivision takes effect once filed.