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File No. \_\_\_\_\_

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### Application for Subdivision Approval

**LAND TO BE SUBDIVIDED**

Property Location \_\_\_\_\_

Subdivision Name \_\_\_\_\_

PIDs of affected lots \_\_\_\_\_

**PROPERTY OWNERS**

Name \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT** (Correspondence and plans will be sent to applicant)

Name \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**LAWYER** (Responsible for migration, submitting PDCA's & Deeds)

Name \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**SUBDIVISION AND PARCELS TO BE RECORDED IN:** Please check ( ) appropriate box

**Land Registration** (Specify reason below) **OR**

Results in 3 or more newly configured parcels.

Subdivision involves LR and Non LR parcels.

Voluntary

**FEES**

**Application Fees: (payable to the Municipality of Cumberland)**

Preliminary Plan (No fee)

Tentative Plan \$ 75.00

Final Plan or  Instrument of Subdivision \$ 75.00

Public or Private road to be approved on a plan \$ 200.00

Recreation Fee (\$100 per lot being approved) \_\_\_\_\_

Total Application Fees: \_\_\_\_\_

**Registration Fees\*: (cheque payable to Minister of Finance)**

Instrument of Subdivision \$100.00

Final Plan - Migrated Property \$113.35

Final Plan - Non-Migrated Property \$213.35

**NS Environment Fees\*: (cheque payable to Minister of Finance)**

Under 3 lots - Free, 3-10 lots - \$232.35, 11+ lots - \$630.45

Applications must be accompanied by cheques to cover all fees. The Municipality may return applications deemed incomplete.

If consolidating deeds are required to be submitted along with the subdivision application, they must be accompanied by registration forms, an affidavit of value and a cheques covering registration fees and any applicable deed transfer tax.

**\* External fees are subject to change, applicant is responsible for ensuring accuracy of external fees.**

**WATER SERVICES**

	Existing	Proposed
Municipal System	<input type="checkbox"/>	<input type="checkbox"/>
Drilled Well	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		

**SEWER SERVICES**

	Existing	Proposed
Municipal System	<input type="checkbox"/>	<input type="checkbox"/>
On-Site	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		

**ROAD ACCESS**

	Existing	Proposed
Public Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		

**ON-SITE SEWAGE DISPOSAL**

One of the following conditions must be met for each lot shown on this subdivision plan, **including any remainders.**

Lot has access to existing Municipal sewer system (requires confirmation from the Municipality) **OR**

Lot is accompanied by a Soil Assessment Report **OR**

Lot is over 9000m<sup>2</sup>, can contain a 75m diameter circle **AND** the owner has certified an on-site sewage system is not required (below)

**CERTIFICATION IF ON-SITE SEWAGE DISPOSAL SYSTEM IS NOT REQUIRED**

I certify that \_\_\_\_\_ (is, are) being subdivided for a purpose \_\_\_\_\_ which will not require the installation of an on-site sewage disposal system.

(Lot(s) being approved and/or remainder lot) (Specify Purpose)

Signature \_\_\_\_\_

**SIGNATURE(S) OF ALL PROPERTY OWNERS**

Signature _____	Date _____	Signature _____	Date _____
Signature _____	Date _____	Signature _____	Date _____
Signature _____	Date _____	Signature _____	Date _____

**Office Use Only**

Date Received \_\_\_\_\_ District \_\_\_\_\_

Processing Fee Received

Registration Fee Received

Receipt No. \_\_\_\_\_

Notes: \_\_\_\_\_

# Subdivision Application Tips

- ◆ **Plan ahead** – applications normally require comments and checks by four external agencies in addition to ourselves. Applications typically take four to six weeks to be approved.
- ◆ **Read instructions carefully**, missing information will cause delays.
- ◆ Send in **one complete package** with plans, signed application forms, soil assessments, cheques to cover fees, any consolidating deeds and affidavits of family gifting if necessary. Incomplete applications cause many delays and may be returned to the applicant.
- ◆ Choose **one contact person** (owner, surveyor or lawyer) and indicate this on the application form. All correspondence will be directed to the contact person.
- ◆ Speak to Nova Scotia Environment or a Qualified Person (QP) regarding on-site septic requirements. Incomplete files will not be forwarded to Nova Scotia Environment.
- ◆ Soil assessments (QP Reports) should be sent to this office, NOT Nova Scotia Environment. An incomplete file may be here waiting for the report.
- ◆ All **landowners** identified in the title block **must sign the application form**.
- ◆ Signed original documents are required, a fax is **not** sufficient for final approval. If you send an application by fax, please indicate that the original will follow by mail.
- ◆ Include fees, cover forms and affidavits of value for any consolidating deeds.
- ◆ During peak time (May to October) processing may take longer.
- ◆ Only the person identified as the contact person should check the status of a subdivision application. Communicating with multiple parties creates confusion and takes time away from other files.
- ◆ Files are processed in the order they are received.
- ◆ Applications **MUST** be complete within 90 days unless the Development Officer agrees in writing to an extension.
- ◆ Applications **NOT** complete within 90 days will be deemed rejected.