



Upper Nappan Service Centre
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File No.

Toll Free: 1-888-756-6262
 CumberlandCounty.ns.ca
 permits@cumberlandcounty.ns.ca

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 _____

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 (\$200 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.**

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

Land Registration (Specify reason below) **OR** **Registry of Deeds** (Specify reason below)

Results in 3 or more newly configured parcels. Subdivision is for the purpose of family gifting. (Affidavit of family gifting must be included.)
 Subdivision involves LR and Non LR parcels. Results in less than 3 configured parcels.
 Voluntary

WATER SERVICES	Existing	Proposed	SEWER SERVICES	Existing	Proposed	ROAD ACCESS	Existing	Proposed
Municipal System	<input type="checkbox"/>	<input type="checkbox"/>	Municipal System	<input type="checkbox"/>	<input type="checkbox"/>	Public Road	<input type="checkbox"/>	<input type="checkbox"/>
Drilled Well	<input type="checkbox"/>	<input type="checkbox"/>	On-Site	<input type="checkbox"/>	<input type="checkbox"/>	Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			Other: _____			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 9000m², 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.