



A GUIDE TO SUBDIVISION

Just what is a subdivision?

Whether you and your neighbor are just swapping pieces of your lots or you are creating twenty lots, what you're doing is subdividing. Simply defined, a subdivision is the division of any area of land into two or more lots, and includes a re-subdivision which alters existing lot lines, or a consolidation of two or more parcels of land. Lot boundaries cannot be changed and new lots cannot be created without subdivision approval.

Lot Design Requirements

All lots require a minimum amount of road frontage and lot area depending upon where your property is located. Lot sizes range from as small as 10,000 square feet in areas with piped sewer to as much as 30,000 square feet or greater in areas serviced by septic systems and wells. **Due to soil conditions in these areas, the Department of Environment may require lot sizes that are larger than MoDG's minimum.**

Requirements vary depending on where your property is located, and what zoning is in place on your property. In most cases, the following lot sizes are the standard for single unit residential properties:

Lots serviced with piped sewer:

Frontage: 70 feet
Lot area: 10,000 square feet

Lots serviced by septic systems:

Frontage: 100 feet
Lot area: 30,000 square feet or greater

Street Requirements

All lots must have frontage on a public street or private road.

Public streets in MoDG are owned and maintained by the Department of Transportation & Infrastructure Renewal. Private roads include those roads or road right-of-ways which extend to and have approved access on a public street.

Where do I start?

Stage 1 – Preliminary, Concept or Tentative Evaluation (optional)

These stages are optional and are typically used when a developer is proposing new public streets or municipal services. For more information please refer to the Nova Scotia Provincial Subdivision Regulations.

Stage 2 – Final Approval

A person proposing to subdivide an area of land may submit 12 copies of a final plan showing your proposal. This plan must be drawn to scale and show the following information:

- the words "PLAN OF SUBDIVISION" located in the title block
- a clear space for stamping
- the name of the subdivision, if any, and the name of the owner
- the book/page or document number of the deed to the area of land
- PID number for all land being subdivided
- civic number of main buildings
- names of all owners or identifiers of all properties abutting the subdivision
- shape, dimensions and area of the proposed lots
- each proposed lot identified by a number, except in cases where a parcel is being added to or subtracted from an existing area of land, in which case the parcel shall be identified by a letter and the new lot identified by the existing area of land identifier, where applicable, and the letter
- boundaries of proposed lots shown by solid lines, and the vanishing boundaries of existing areas of land being re-subdivided, consolidated or both, shown as broken lines
- location of existing buildings within 10 metres (32.8 feet) of a property boundary
- the geographical and mathematical location of all buildings within 3 metres (9.8 feet) of a proposed boundary
- the location of all public or private roads
- name of existing and proposed public streets or private roads
- width and location of railroads and railway rights-of-way
- the general location of watercourses, wetlands or prominent rock formations
- the width, location and nature of any easements on or affecting the area of land proposed to be subdivided
- where applicable, a notation stating the lots are serviced by a central sewer and/or water system
- the north point
- the date the plan was drawn and the date of any revisions
- the scale to which the plan is drawn
- any other information necessary to determine whether or not the plan conforms to these regulations

Remember, the more information you can provide us with, the easier it will be to process your application. Please note that this information is being provided as a general guide only. For a detailed list of requirements, please refer to the Provincial Subdivision Regulations.

Processing your application

At each subdivision stage, your application is circulated to other departments for review and comment. Comments are required from all applicable referral agencies before MoDG can approve your plan. Depending on the location of your subdivision, these other departments may include:

- NS Department of Transportation & Infrastructure Renewal for comments on road frontage and access where provincial roads are involved.
- NS Department of Environment for soil testing of proposed lots in unserviced areas where septic systems are required.
- NS Department of Environment where a watercourse runs through or borders the land being subdivided.

Where do I apply?

You may apply for subdivision approval by contacting the Municipal Office as follows:

Municipality of the District Of Guysborough
c/o Deborah Torrey, Development Officer
33 Pleasant Street, PO Box 79
Guysborough, NS B0H 1N0
Phone: 902.533.3705, Ext: 222
email: dtorrey@modg.ca

Additional Contacts

Public Sewer

Glen Avery, Director of Public Works
533-3705, Extension 233

Septic Systems

NS Department of Environment – 863-7389

Public Street Access

NS Department of Transportation – 863-3420