



Town of Happy Valley-Goose Bay

212 Hamilton River Road

P.O. Box 40 Station B, HV-GB AOP 1E0

Phone: (709) 896-3321

muntech@townhvgb.com

SUBDIVISION APPLICATION

Revised: November 2023

OFFICE ONLY:

Approved: _____

Not Approved: _____

PERMIT #: SUB-_____

Date Received: _____

Application fee: _____

Section 1: Applicant and Property location	
Applicant(Company name and contact)	Property street address
Email:	Property ID:
Mailing address:	Phone #(s):
Contact Preference	OWNER (need proof of ownership)
Contractor Information	
Section 2: Project Information (Select all that apply)	
New Subdivision <input type="checkbox"/>	New Phase in an Existing Subdivision <input type="checkbox"/>
Existing Subdivision Name: <input type="checkbox"/>	Phase #
Number of Lots:	Number of Phases:
PROPOSED USES: Residential <input type="checkbox"/>	Public/Institutional <input type="checkbox"/>
Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>
Cottage <input type="checkbox"/>	Other:
<input type="checkbox"/> Development Approval-MINOR Subdivisions -Subdivision of lands fronting on an existing serviced public street of four (4) or fewer lots. Submission requirements as per Section 8.1.2 (5) of Development Regulations, 2019.	
<input type="checkbox"/> Development Approval - MAJOR Subdivisions - Subdivision of Lands resulting in the creation of five or more includes extension to an existing street or new street(s). Submission requirements as per Chapter 8 , Development Regulations,2019.	
ZONE (Refer to development standards in Chapter 3-Development Regulations) Permitted/Discretionary Use	
Existing Use:	Notices Required Section 8.1.4 (If Major Subdivision):
Referrals to other agencies (including Service NL):	
SPECIAL CONSIDERATIONS: Variance (2.3.1), Development Agreement (2.5.1) , Planning Impact Analysis (2.5.2), Financial Guarantees/Security deposit (2.5.3&4), Development Design Guidelines (Appendix 5)	
SERVICING: Onsite Well <input type="checkbox"/> Onsite Septic <input type="checkbox"/> Municipal Water <input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Municipal Road <input type="checkbox"/> Provincial Road <input type="checkbox"/>	
Indicate if existing, new, or transfer of services	
Description of Work:	
CONSTRUCTION VALUE (Materials & Labour):	
SUBDIVISION PLAN – REQUIRED: To be prepared by a Certified Surveyor and submitted with this application. Where Council determines that further information is needed which requires a professional technical assessment (i.e., environmental, geotechnical, drainage, etc.), the work shall be conducted by a qualified professional registered in the Province of NL who will provide a certified report and recommendations at the expense of the applicant.	

DECLARATION:

I, _____ of _____ in the Province of Newfoundland & Labrador, do solemnly declare that the plans, specification and statements herein contained in the said application are true and conform to the best of my belief to the requirements of the Regulations of the Town of Happy Valley-Goose Bay with full knowledge of the circumstances connected with same, and that the above Regulations will be complied with in the development whether specified herein or not. , I make this solemn declaration, conscientiously believing it to be true and knowing that is of the force and effect as if made under oath.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

This information is being collected to assist the municipality in identifying and addressing problems observed by residents. The information is collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015. If you have any questions about the collection, use and disclosure of your information, please contact Nadine MacAulay at cao@townhvgb.com.



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Subdivision Application Checklist

Preliminary Subdivision Examination (no application fee)

- Completed application form
- Preliminary plan of subdivision

Approval in Principle -Concept Subdivision Plan

- Completed application form Application processing fee**
- Copies - Concept Plan
- Special consideration reports
- Servicing Schematic, if serviced by central sanitary & storm sewer or water systems

Final Subdivision Plan Approvals

- Completed application form (see over)
- Application processing fee
- Final Plan of Subdivision (Survey Plan)
- Special consideration reports
- Storm Drainage Plan
- Servicing Schematics* (centreline plan and profiles) for the street system including the sanitary, storm & water systems, if serviced by any or all of these systems

Where new streets, sanitary & storm sewer and water systems (infrastructure) are to be provided, the following *additional* information is required:

- Complete Engineering Design Drawings for the street system, including sanitary & storm sewer and water systems, if serviced by any or all of these systems
- Storm Drainage Plan
- Subdivision Grading Plan
- Design Calculations for the sanitary & storm sewer and water systems
- Construction Cost Estimates
- Engineer's Certificate of Design Compliance