

TOWN of  
**Holyrood**  
*Come Ashore*



Residential Subdivision Design  
By-Law

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## **FORWARD**

These guidelines shall be known as the Residential Subdivision Design By-Laws and shall be read and used in conjunction with the suggested publications:

1. Town of Holyrood Municipal Plan and Development Regulations.
2. Town of Holyrood Engineering Design Guidelines for Subdivisions.
3. Private Sewage Disposal and Water Supply Standards, Government of Newfoundland and Labrador.
4. Groundwater Assessment and Reporting Guidelines for Subdivisions Serviced by individual Wells, Government of Newfoundland and Labrador.
5. Municipal Water, Sewer and Roads Master Specifications, Department of Transportation and Infrastructure, Government of Newfoundland and Labrador, May 2024 Edition.
6. Town of Holyrood Gravel Road Standards (as amended).

These Residential Subdivision Design By-Laws are adopted by Resolution of Council, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Resolution No. # \_\_\_\_\_.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Town Clerk

Under section 8(b) 11(a)(b) and (c) of the *Towns and Local Services District Act 2023*, the Town Council of Holyrood adopts the Town of Holyrood Residential Subdivision Design By-Laws as approved (or as amended).

SIGNED AND SEALED this \_\_\_\_ day of \_\_\_\_\_, 2025

Mayor: \_\_\_\_\_ (Council Seal)

Clerk: \_\_\_\_\_

# 1.0 GENERAL STANDARDS

The residential subdivision design approval is the process which guides the Town of Holyrood and potential developers through the design of residential building lots and street design layouts. The goal is to achieve an excellent high quality residential subdivision that attracts people to Holyrood as a pleasing place to live.

Land bordering developed residential areas may be suitable for future residential development. All proposed subdivision developments shall be subject to a comprehensive evaluation by Council taking into considerations such as:

- An examination of physical features of the site and the opportunities and constraints to development that they represent. Where possible, the layout of proposed lots and roads shall conform to the topography.
- An outline of how the proposed subdivision will integrate with existing development and roads and services on adjacent lands and provide for future access to undeveloped lands in the area.
- Ensure compatibility between the subdivision and surrounding land uses, both existing and future, and
- Review of municipal services proposed by the developer and the associated costs of providing and maintaining the infrastructure as a public work.

## 1.1 Subdivision Development Agreement

As a condition of approval for new developments, the Council shall require a developer to enter into a subdivision agreement with the Municipality. Such agreements shall include specifications for water and sewer infrastructure, storm drainage, streets, sidewalks, open space, as well as school bus stops, neighborhood mailboxes, where required, Newfoundland Power easements and street lighting

## 1.2 Conveyance to Council of Private Roads

New subdivision streets shall be constructed and upgraded to the Town’s road standards for paved roads (s.5,7) and gravel roads(Schedule A) before Council shall assume ownership and responsibility for future maintenance. All new streets shall have a legal land survey and a Deed of Conveyance before Council assumes ownership.

## 1.3 Access and Public Street

All development shall front onto a publicly maintained street, unless otherwise specified in these Guidelines.

## 1.4 Building Setback

Adequate building setback from roads shall be required to maintain road standards. Setbacks shall conform to the Town’s Development Regulations, Schedule C and should be sufficient to allow for landscaping of front yards, vehicle off-street parking and not interfere with the abilities of the Towns snow clearing program. In certain circumstances where topography restricts the development of a lot, a larger setback may be permitted to accommodate the development.

## 1.5 Soil and Drainage

Development shall only be permitted on lands having soil and drainage conditions which are suitable for the proposed uses.

## 1.6 Land Requirements for Residential Subdivisions

To ensure efficient use of land and future provision of services, avoid a proliferation of individual cul-de-sacs that are costly to service, and ensure that development is properly located so as not to interfere with optimal future development of adjacent lands, subdivision proposals will be considered only if they conform to the following:

- Conformity to the goals, objectives, and policies of the Holyrood Municipal Plan.
- Conformity to an area concept plan, a plan that identifies the relationship between adjacent parcels of land, roads and addresses all needs pertinent to planning and development as approved by Council.
- A description of the subject lands.
- Consideration of land ownership as it will affect the layout of streets and the optimal use of land and municipal services.
- Access to the site from existing roads and internal road layout.
- Demonstration of the long-term viability of any proposed on-site servicing system through soil analysis and other appropriate site evaluation. Council may require a site assessment as part of a area concept plan which shall accurately depict the conditions of the proposed subdivision site.
- Phasing scheme.
- Provision for lotting.
- Provision for 10% recreation open space lands or alternative measures if requested by Council.

## 2.0 DEFINITIONS

In these guidelines:

**Town** means the Town Council for the Town of Holyrood.

**Subdivision** means a concept proposal to subdivide property into building lots. It generally shows topographic information, natural features, such as rivers and vegetation, and the proposed lots and streets. It involves the construction of new streets and infrastructure for public use and requires the execution of a development agreement

**Developer** means an applicant or company who has applied for and has been granted approval to develop land.

**Development Permit** means written permission, and to which approved plans, conditions, and specifications may be attached. No development can proceed until a development permit has been issued by Council.

## 3.0 PRELIMINARY DEVELOPMENT APPLICATION

### 3.1 Concept Plan

The applicant will be required to submit a concept/subdivision plan showing the connecting streets, internal streets and lot layout, water courses, abutting developments, buffer, trails, legal boundaries and easements, and public open space. Plans submitted shall include one hard copy and one digital copy in both PDF and KMZ format.

### 3.2 Requirements

The subdivision plan will be reviewed by the Town for the following:

- a) Lotting Plan – development standards as per Development Regulations including lot area, side yards, setbacks, grading and driveways.
- b) Access - traffic flows and ease of access to and from the subdivision shall be taken into account in the overall concept plan.
- c) Water Supply - For onsite wells, a groundwater assessment may be required by the Department of Environment and Climate Change or connection to the Town’s water and sewer infrastructure.
- d) Internal Street Layout - The street layout will be reviewed for general conformance to the design criteria as given in the Subdivision Design Guidelines. Approval at this stage is preliminary and will not prohibit further changes that may become necessary during the detailed design.
- e) Approval from Department of Transportation and Infrastructure if connecting to a provincial road.

## 4.0 FINAL APPROVAL

The subdivision is to be designed and constructed in accordance with the Town’s Development Regulations and any other provincial or federal regulations and/or terms and conditions as deemed necessary by the Town.

### 4.1 Detailed Development Application

The Development Application including the Concept/Subdivision Plan must be professionally prepared by a Engineer, Architect, Planner or Surveyor other such profession and shall include the following:

Concept/Subdivision Plan containing the following:

- Boundary Survey

- street alignment information,
- lot metes and bounds, area, and number,
- right of ways, and easements,
- driveway locations,
- open space areas,
- bench mark locations and elevations,
- Survey Control Monuments,
- direction of flow for storm runoff,
- drainage course
- lot grading plan
- Site conditions showing sensitive areas such wetlands, bogs etc.,
- Proof of landownership or conveyance of land,
- Any provincial approvals or Permits as required,
- Any Federal approvals or Permits as required,
- Canada Post Mailbox locations if known, and
- A copy of all Deeds or Registrations identifying land ownership, and
- Master Survey Plan.

## 4.2 Approval

The detailed subdivision design will be reviewed for conformance with the Town's Development Regulations. If any non-conformances are noted the applicant will be required to make necessary revisions and resubmit the drawings for approval.

If plans conform to guidelines then Final Approval will be recommended, and the applicant will be asked to submit two hard copies of the Subdivision Plan. Approval will **not** be recommended until review has been completed without any noted problems (s.5.7).

Final Approval is valid for a period not exceeding one year but may be renewed once for a further period not exceeding one year. Final Approval shall not prevent the Town from thereafter requiring the correction of any errors or revisions to items which were not noted at the time of application.

The granting of Approval shall not prevent the Town from thereafter requiring the correction of any errors not noted or evident at the time of application.

Revisions to the approved Subdivision Plan shall not be made without the prior approval of the Town. Upon approval of any revision, one hard copy and one digital copy of the revised drawing shall be submitted.

## 5.0 DEVELOPMENT REGULATIONS

These Guidelines are derived from the Town's Development Regulations, more particularly, Part V - Subdivision of Land. Listed below are the pertinent Standards directly dealing with the design of a Residential Subdivision.

### 5.1 Permit Required

No land in the Holyrood Planning Area shall be subdivided unless a permit for the development of the subdivision is first obtained from Council.

### 5.2 Services to be Provided

A permit for subdivision development shall not be issued unless provisions for the drinking water, sewage disposal, and a storm drainage have been identified and mitigated to the satisfaction of Council.

### 5.3 Payment of Service Levies and Other Charges

A permit for subdivision development shall not be issued until a development agreement has been signed by the Developer for the payment of all fees levied by Council for connection to piped services, utilities and streets.

### 5.4 Application Approval Subject to Compliance

A permit shall not be issued when, in the opinion of Council, the development of a subdivision does not contribute to the orderly growth of the municipality and does not demonstrate sound design principles. In considering an application, Council shall, without limiting the generality of the foregoing, consider:

- (1) the location of the land,
- (2) the availability of and the demand created for schools, services, and utilities,
- (3) the provisions of the Plan and Regulations affecting the site,
- (4) the land use, physical form and character of adjacent developments,
- (5) the transportation network and traffic densities affecting the site,
- (6) the relationship of the project to existing or potential sources of nuisance,
- (7) soil and subsoil characteristics,
- (8) the topography of the site and its drainage,
- (9) natural features such as lakes, streams, topsoil, trees and shrubs,
- (10) prevailing winds,
- (11) visual quality,
- (12) community facilities,
- (13) energy conservation,
- (14) such other matters as may affect the proposed development.

## 5.5 Subdivision Subject to Zoning

The subdivision of land shall be permitted only in conformity with the Land Use Zones as shown on the Land Use Zone Map. Where a subdivision is contrary to the Land Use Zone, then Council may consider an amendment to the Land Use Zone.

## 5.6 Land for Public Open Space

- (1) Before a development commences, the developer shall, if required, dedicate to Council, and at no cost, an area of land equivalent to not more than 10% of the gross area of the subdivision or 25 m<sup>2</sup> for every dwelling unit permitted in the subdivision, whichever is the greater, for public open space, provided that:
  - (a) where land is subdivided for any purpose other than residential use, Council shall determine the percentage of land to be dedicated,
  - (b) if, in the opinion of council, no public open space is required, then the land may be used for such other public use as approved by Council,
  - (c) the location and suitability of any land dedicated as public open space shall be subject to Council approval and shall not accept land which is incapable of development for any purpose,
  - (d) Council may accept from the developer payment of money equal to the value of the land required to be dedicated,
  - (e) money received Council shall be reserved for the purpose of the acquisition or development of land for public open space or other public purpose.
- (2) Land dedicated for public use shall be conveyed to Council and may be sold or leased for the purposes of any development that conforms to this By-Law, and the proceeds of any sale or other disposition of land shall be applied against the cost of acquisition or development of any other land for the purposes of public open space or other public purposes.
- (3) Council may require a strip of land to be reserved and remain undeveloped along the banks of any river, brook or pond, and this land may, at the discretion of Council, constitute the requirement of land for public use.

## 5.7 Subdivision Design Standards

No permit shall be issued for the development of a subdivision unless the design of the subdivision conforms to the following standards:

- (1) The finished grade of streets shall not exceed 10%.
- (2) Every cul de sac shall contain a turning circle of a diameter of not less than 30 m.
- (3) The maximum length of any cul de sac shall be:
  - (a) 300 m in areas served by or planned to be served by municipal piped water and sewer services, and
  - (b) 490 m in areas not served by or planned to be served by municipal piped water and sewer services.

- (4) Emergency vehicle access to a cul de sac shall be not less than 3 m wide and shall connect the head of the cul de sac with an adjacent street.
- (5) No cul de sac shall be located so as to appear to terminate a collector street.
- (6) New subdivisions shall have street connections with an existing street or streets.
- (7) All street intersections shall be constructed within 5° of a right angle and this alignment shall be maintained for 30 m from the intersection.
- (8) No street intersection shall be closer than 60 m to any other street intersection.
- (a) No more than four streets shall join at any street intersection.
- (b) No residential street block shall be longer than 490 m between street intersections.
- (9) Streets in residential subdivisions shall be designed in accordance with the approved standards of the Council, but in the absence of such standards, shall conform to the following minimum standards:

Type of Street	Street Reservation	Pavement Width	Sidewalk Width	Sidewalk Number
Arterial Streets	30 m	15 m	1.5 m	Discretion of Council
Collector Streets	20 m	15 m	1.5 m	2
Local Residential Streets:				
- where more than 50% of the units are single or double dwellings;	15 m	9 m	1.5 m	1
- where 50% or more of the units are row houses or apartments.	20 m	9 m	1.5 m	2
Service Streets	15 m	9 m	1.5 m	Discretion of Council

- (10) No lot intended for residential purposes shall have a depth exceeding four times the frontage.
- (11) Residential lots shall not be permitted which abut a local street at both front and rear lot lines.

(12)The Council may require any existing natural, archaeological, historical or architectural feature or part thereof to be retained when a subdivision is developed.

(13)Land shall not be subdivided in such a manner as to prejudice the development of adjoining land.

## 6.0 SURVEY PLAN

A survey plan which forms part of the overall Concept Plan shall be completed, stamped and signed by a Newfoundland Land Surveyor (NLS).

## 7.0 DRAINAGE PLAN

In known areas of wetlands, Council may require a drainage plan. The drainage plan may be determined from contours and shall include any fringe areas. A Drainage Plan is a Report carried out by a professional engineer based on assessment of a residential lot to provide information on how surface water catchment will be managed, controlled and mitigated so as to not cause water damage or water runoff to adjoining lots.

# SCHEDULE A

## GRAVEL ROAD STANDARDS

### INTRODUCTION

The Holyrood Gravel Road Standard document has been prepared to manage growth within the Municipality with present and future transportation needs, local economic considerations, and other relevant factors in mind.

Within the Town of Holyrood there are several gravel roads to maintain, Brophy's Road, Furey's Woodpath and Garden Road to name a few. Gravel roads require maintenance on a regular schedule to ensure the road surface is trafficable. Gravel road maintenance activities include:

- A. Reworking or regrading the road surface, application of road gravel.
- B. Ditch Maintenance (removing accumulated sediment out of the roadside ditches).
- C. Repair of erosion damage.
- D. Dust Control
- E. Culvert Maintenance

Standard Operating Procedure SOP-019, Gravel Road Maintenance, outlines in detail, maintenance processes for gravel roads.

Standard Operating Procedure SOP-018, Storm Sewer/Culvert Maintenance, outlines in detail, maintenance process for storm sewer networks.

### OBJECTIVE/PURPOSE

To provide a document to supplement the Town of Holyrood's Engineering Design Guidelines section 7.0 Streets.

### STANDARD

The Town of Holyrood's Engineering design Guidelines Section 7.0 Streets have the following classifications

- Arterial
- Collector
- Local
- Local Unserviced

The design criteria for each of these classifications are identified in the table below, Characteristic of Street classes.

<b>Characteristic of Street Classes</b>				
<b>Street Classifications</b>				
	Arterial	Collector	Local	Local Unserviced
Street Grade (Max)	10% (6%)*	10% (6%)*	10%	10%
Street Grade (Min)	0.5%	0.5%	0.5%	0.5%
Street Right of Way Width	30m	20.5m	15m	20.5m**
Minimum Radius	90m	90m	50m	50m
Maximum Super Elevation	0.06m/m	0.06m/m	0.06m/m	0.06m/m
Minimum Stopping Sight Distance	65m	65m	45m	45m
Pavement Widths	15m	15m	9m	8m
Minimum "K" Value				
Vertical Curve				
Crest	7	7	7	7
Sag	11	11	11	11
Minimum length of vertical curve	L = length in metres should not be less than design speed in Kilometres per hour			
Vertical curve maximum (length for drainage)	Crest: K = 60 Sag: K=30			
Minimum distance between intersections	400m	60m	60m	60m
Minimum curb radius at intersections	15m	9m	8m	8m
Sidewalks (sides)	Both	Both	One*(Two)	-
Street lighting (minimum requirements)	1.5cd/m or 22 lx	1.0cd/m or 15 lx	1.6cd/m or 15 lx	1.6cd/m or 15 lx
Shoulders minimum width	2.0 m	2.0 m	2.0 m	2.0 m

## NEW GRAVEL ROADS

All new gravel roads shall conform to section 7.0 of the Town of Holyrood's Engineering Guidelines. Asphalt is not required.

## EXISTING GRAVEL ROADS

Existing gravel roads will be maintained as per the Standard Operating Procedure, SOP-019, Gravel Road Maintenance and Standard Operating Procedure, SOP-018, Storm Sewer/Culvert Maintenance. Future development or upgrading of existing gravel roads shall follow the Town of Holyrood's Engineering

Guidelines. Where existing gravel roads do not have the required Right of Way as specified in the Town of Holyrood Engineering Guidelines, the Infrastructure and Public Works Department will investigate, plan and perform due diligence on the established gravel road before presenting the conclusions and recommendations to Council for deliberation.

## GRAVEL ROAD EXTENSIONS FROM EXISTING PAVED SEGMENTS

Optimizing road management is vital when creating a program that systematically understands the characteristics of each road and the requirements to be considered in the final assessment in the management process. The segments of both existing paved and gravel road extension must be researched and analyzed to develop a plan that is practical for the assigned level of the service the road has been designated.

For example: the paved road segment of Butter Pot Road has a paved surface width of 5.6 meters, with the gravel road extension having a width of 4 meters with an asset management rating of fair and the level of service being moderate. Based on this the gravel road extension shall be developed to the standard for the existing paved segment of the road. This will provide similar characteristics for the entire road while maintaining consistency for pedestrians and vehicular traffic when merging from paved to gravel segments in the road.

This process will deliver results that prioritizes needs for road development, sets standards for future success of the program and provides guidance for budget allocation.

## STORM DRAINAGE

Storm drainage networks shall follow section four (4) STORM DRAINAGE, in the Town of Holyrood Engineering Design Guidelines.

Standard Operating Procedure SOP-018, Storm Sewer/Culvert Maintenance, outlines in detail, maintenance process for storm sewer networks.

## APPROVALS/PERMITS

All applicants must obtain the necessary approvals/permits from the Town of Holyrood prior to commencement of any work.