

**CHECKLIST FOR CHANGE OF USE APPLICATION**

1. Two (2) copies of the development application form (please find same attached) duly filled out, which must be accompanied with the following documents
   * Copy of the Registered Title for the property
   * Copy of the Certificate of Property Tax Payment
   * Surveyor’s Diagram of the property
2. Six (6) copies of the location plan at a scale of 1:2500 or 1:12,500
3. Six (6) copies of the site layout plan at an appropriate scale showing the disposition of the building or buildings on the land together with
   * Circulatory system including access/egress
   * Parking layout and dimension of parking lots
   * Property boundary dimensions
4. Written details on the use contemplated in the form of a Project Brief which should also entail but not limited to the following information: size of the property, adjoining neighbours to the north, south, east and west of the property, type of sewage treatment disposal, storm water management, the number of parking spaces to be provided and plans for landscaping of the property. Also conduct a written and documented survey of your immediate neighbours and adjoining property owners to obtain their **No Objection** on the proposed development (**change of use)** that you want to undertake in their immediate environs. Provide as much information as possible to inform the proposal.
5. Kindly note that any plan submitted to the Corporation must be signed and sealed by a Registered Architect or Commissioned Land Surveyor or Registered Engineer
6. Land Use Map of the Area