

CHANGE OF USE APPLICATION

REQUIREMENTS

- ❖ **Proof of Ownership** (i.e. Registered Title, Sale Agreement, Probated Will, Deed of Gift)
- ❖ **One (1) Application Form**
- ❖ **Project Brief**
 - A word document describing the proposed development at the site.
 - State the area of the land and the area of the proposed building/structure.
 - Include the number of parking especially for disabled.
 - State the proposed type of sewage system.
- ❖ **Surveyor's Report**
- ❖ **Community Petition**
 - Community members living in the surrounding area should sign the document to state whether they object or not to the proposed development at least Fifty (50) people.
- ❖ **Four (4) copies of the proposed plan for the building**
 - Consist of location map, site plan, elevation, etc.
 - All sheets of the plans should be stamped by a registered Architect.
- ❖ **Landuse Survey Map**
 - At a scale 1:2500
 - Use shades of different colours to highlight activities around the site