



Development Application Checklist

1. Proof of Ownership

Certified copy of Registered Title

In the absence of Registered Title Certified Copy of any of the following;

Probated Will

Sales Agreement

Deed of Gift/Conveyance

Letter from Attorney or Government Agency for Land Settlement

Letter of Authorization from the owner, stamped and signed by a Justice of the Peace or a Notary Public.

2. Other Requirements

Certificate of Tax Payment

Surveyor's Report

3. Plan details Requirements

Location Map; at required scale and shows where the development is located in relation to surrounding areas. To be done at a scale of: **Urban Areas** – 1:2000, 1:2,500, 1: 4800, 1:5000, or 1:10000 metric / **Rural Areas** – 1: 12,500 metric

Site Plans: Drawn to a minimum scale of 1: 500

- Define all survey pegs to the lot (s) involved. Show and calculate all areas of impermeable site coverage showing all trees over 6m in height and/or 600mm girth.
- The length and bearing of all boundaries.
- The existing site sanitary and storm water drainage and the proposed method of sanitary and storm water drainage to be shown.
- Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary.
- Existing land contours at a maximum of 3m increments.
- Any existing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings.
- Plumbing layout and position of sanitary drains, septic tanks, absorption pit, soak away pit, tile field etc.
- Provide details of vehicular access and where applicable car parking spaces and vehicular maneuvering on the property. Dimensions must be shown for parking spaces.
- The north point

Required Construction Drawings/Plans drawn to a minimum scale of 1:100 .

Floor plans; The entire floor layout including existing as well as proposed floor plans

Sections; a minimum of 2 (1 longitudinal & 1 cross-sectional) depicting interior details and showing ground and finish floor levels.

Elevations; Exterior finishes labeled (Walls, roof material), highlighting ground levels both existing and final. Minimum of 2 elevations for new development, alterations/extensions.

Structural Details; Include footing, lintel, belt beams, stiffeners , staircase plan (reinforce and section), roof vent detail etc.

Roof plan; showing all structural members (sizes, spacing, types, roof pitch, drainage etc.)

Drainage Details must include grease trap, trap gully basin, septic tank, absorption pit, tile field, manhole etc.

Electrical Plan

Drainage Plan

Contour lines for Gradient 15 degrees (1:4) and over where the land is susceptible to flooding and landslide

Structural Calculations: (..... copies); commercial, industrial and residential (3 storey and multi-family) will require structural drawings by a Registered Engineer.

Landscape Plan

- Show Tree Details
- Show Contact Details of the Landscape Designer
- Show proposed Landscaping including species, mature height, pot size and number to be planted
- Show proposed ground surfaces (paving, turf etc. to be consistent with site plan)
- Show finished ground levels
- Show retaining wall location, height and materials

Fire Concept (For all commercial, institutional, Industrial & Multi family –town houses/ apartments)

Other (specify): _____



Accept

The Plan meets all requirements for acceptance as indicated by √

Reject

The plan does not meet the requirement for acceptance becauseis/ are missing and / or information given in relation tois inadequate.

.....
for Superintendent of Roads & Works
or Director of Planning

.....
Date of Signature

Amendment

Accept: The Plan meets all requirements for acceptance.

Reject

The plan does not meet the requirement for acceptance becauseis/ are missing and / or information given in relation to.....is inadequate.

.....
for Superintendent of Roads & Works
or Director of Planning

.....
Date of Signature

NOTE:
Checklist subject to change with the implementation of the NEW BUILDING CODE