

SUBDIVISION APPLICATION

Under the Local Improvements Act (1914)

Instructions

General

PLEASE NOTE: ALL APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS, FORMS AND CONTAIN THE FOLLOWING INFORMATION. APPLICATIONS NOT MEETING THE REQUIREMENTS WILL BE RETURNED.

1. Six copies of this form should be filled out and lodged with the Local Authority, which are the KSAC and the Parish Councils.
2. Submit plans as follows:

| | Requirement |
|---------------------|-------------|
| a) 9 lots and under | - 15 copies |
| b) 10 lots and over | - 18 copies |
3. In addition a digital copy of plans will also be accepted. Any digital plans submitted will be for the processing of this application only. Copyrights will not be infringed.
4. All layout plans should be accurately drawn to scale showing dimensions (in metric) and shape of lots, areas and lot numbers. The width of all existing and proposed roads and access ways, and their grades and profiles, access to existing public road ways from the subdivision, all existing building e.g. adjoining owners, where appropriate area(s) for solid waste storage facilities and detailed access to this/these area(s), telecommunications network including cellular towers on subject and or/ adjoining property etc., also particulars of any outstanding natural and cultural features, e.g. Cliffs, ponds, wells, sinkholes, spring and heritage sites should be shown.
5. Provide a location plan at the scale of 1: 12,500 for rural areas and 1: 1,250 or 1: 2,500, 1:5,000 for urban areas. A description of the location and access to the site or co-ordinates of the site may also be provided.
6. Existing and proposed **drainage** details are to be accurately shown on all subdivision plans.
7. Detailed plans for river or gully training works should be submitted where applicable.
8. Subdivision plans should be drawn to one of the following scales: 1/500, 1/1000, 1/2000, 1/4000
9. All applications for non-agricultural subdivisions being 10 lots and over must be accompanied by a site investigation report and soil percolation test report. Applicants are advised to consult with the Ministry of Health, Environmental Health Unit (EHU) and Mines and Geology Division (MG) for guidelines in preparing above reports.
10. Contour lines are to be shown for sub-divisions over 15% gradient
11. Where necessary additional information should be stated on plain paper and attached.
12. Completed Project Information Forms (PIF) must be submitted to NEPA for all applications 10 lots and over.
13. All subdivision plans to be dated and signed by a Commissioned Land Surveyor.
14. Drainage plans for all applications 10 lots and over must be dated and signed by a Registered Engineer.
15. Documents and information submitted must be indicated by ticking () the appropriate boxes on the checklist on pages 2-4
16. If the property is affected by the Restrictive Covenant Act this should be specified.

UNIVERSAL REFERENCE NO: /- - - - /- - - /- - - /- - - - -

Subdivision Checklist

Six copies of the application forms Are To Be Completed

(To be filled out by the applicant and checked by the Local Authority)

1. Proof of Ownership -The following documents must be submitted to confirm ownership

Certified copy of Original Registered Title or

In the absence of registered title the following certified copies of documents in combination are acceptable:

Common Law Title or

Probated Will & Surveyors report/diagram or

Letter from Attorney or Government Agency for Land Settlement

Authorization letter from owner, if the owner is not an applicant. Authorized letter must be stamped by Justice of the Peace (JP)

2. Assessment Documents -The following documents must be submitted to allow for an assessment

Up-to-date Property Tax receipt

Valuation Report or Certificate (not more than a year)

Layout plans

Estimated cost of infrastructure works for the entire subdivision

3. Registration -The following must be submitted to complete the registration process

Documents submitted at 1 & 2 (above) and the following

Processing fees

4. Information - the following are requirements by NEPA for Subdivision 10 lots and over

Environment Permit Application for 10 lots and over

Environment License Application for 10 lots and over

5. Design Plans-The following documents will provide detailed information on the proposed development **LOCATION PLAN/DIAGRAM**

- Shows where the subdivision is located in relation to surrounding areas.
- To be done at a scale of:
Urban Areas – 1:5,000, 1:2,500 or 1: 1,250
Rural Areas – 1: 12,500, where map scale is not available 1:50, 000 including other maps & written details

 Layout Plan (accurately drawn to scale)

- Area of land (to scale) showing boundaries of lot inclusive of roads and open space.
- Dimensions
- Schedule of lot numbers and areas
- Particulars of any outstanding features such as cliffs, ponds, cellular towers etc.
- Scheduling outlining the proposed use of each lot including the remaining lot where applicable. The non- residential uses should be clearly demarcated on the plan
- Location, type (s) & use (s) of existing structure (s)
- Field note for the outer boundaries
- Meridian to which plan is drawn
- Proposed phasing, if any clearly demarcated on the plan
- Name, signature, occupation, address of owner & agent
- Contour lines for gradient 15% and over
- Orientation of layout (North Sign)
- Identification of mined out areas and quarries should be made where these occur on the proposed site or on the adjoining property.

INFRASTRUCTURE/ SERVICES

- Name of existing roads
- Name of proposed roads
- Grade of all road & access

INFRASTRUCTURE/ SERVICES continue.**Roads layout continue.**

- Longitudinal & cross section of new roads
- Width of all existing roads and Access ways
- Width of all proposed roads and Access ways

Drainage

- Comprehensive drainage plan showing drainage pattern (natural), storm water flow and features including adjoining properties.
- All proposed drainage features such as culverts etc.;
- Proposed surface water drainage detail accurately drawn to scale;
- Existing surface water drainage detail accurately drawn to scale;
- Details for the safe disposal of run off along the proposed road to point of final off site disposal
- Details of river and gully training works

Utilities**Water**

- Water mains layout Distribution System plan. For subdivision 20 lots & over
- Water certificate (KSAC requirement) to be lodged with the application

Electricity

- Electrical Distribution system plan for subdivisions 20 lots and over

Sewage

- Sewage Main Layout (for central sewage schemes)
- Type of treatment proposal

Fire

- Fire Approval (KSAC requirement) to be lodged with the application
- Existing hydrants

Solid Waste Disposal

- Description of Service required (i.e.house to house or skip collection)

Telecommunications

- Telecommunications network. This would include cellular tower, transmission towers/masts etc.

6. Report and Plans - *The following documents will provide detailed information on the engineering component of the proposed development*

Water supply

- Maximum & Minimum Service Pressure
- Pipe Diameters
- Design & justification of design;
- Reservoir station;
- Outer pumping needs

Waste Water Treatment

- Population data and flow estimates
- Soil properties
- Justification of proposed design
- Process diagram of treatment
- Design calculations and dimensions
- Plans for final effluent disposal
- Plans and maintenance procedures for handling of grease, grit, sludge and screening
- Provisions for maintenance programme
- Recovery, reuse and recycling of wastewater

Solid Waste Management Plan

- For subdivision 20 lots and over

Soil percolation test report

- A soil percolation test report must be submitted where subdivision is for (10) lots and over.

PIF (Project Information Form) to be submitted to NEPA for the development

Application for Permit & Licence (to be submitted to NEPA)

Landscape Plan

- Type of trees (width, length etc.)
- Street furniture

Hazard impact assessment if applicable

Planning Report

- Sub-division in excess of 100 lots and or in excess of 22.25 hectares (50 acres). Indicating the rationale for the proposal, provision of social and physical infrastructure, location of nearest settlement, slope analysis etc.

FOR THE USE OF LOCAL AUTHORITIES ONLY

Date of Application.....

Check list

Checked by

Date

Site Investigation Report

Completed by.....

Date.....

Planning Report

Completed by.....

Date

Zoning

Area zoned for proposed use

Checked by.....

Area not zoned for proposed use

Date.....

Regulation requirements

Civic number/identity

Assigned By.....

Date.....

Subdivision Application Form

Information Section

Section 1: Give details of how the site can be located for inspection, if necessary. Provide street name and valuation number if these exist. If not, provide distance from an outstanding landmark such as milepost, business place, prominent residence etc. or name of persons who can be contacted locally. Planimetric sheets (1:1250, 1:2500, 1:5000,) should be used for sites within an urban area and topographic sheets (1:12,500) for other areas.

Section 2: If the property is not recorded at the tax office in your name, you are considered the agent. If you are applying as an agent, supply the information for both the landowner and yourself.

Section 3: For residential subdivision in excess of 10 lots, open space for community purposes should be provided at the ratio of one hectare for each 100 lots. If the subdivision is less than 10 lots, write "N/A" in line (d).

(b) i) For Multifamily developments the minimum common amenity area ^φ for each unit should be provided as follows:

- | | | |
|----------------------|---|----------------------|
| • Studio | - | 13.93 m ² |
| • 1- Bedroom | - | 27.87 m ² |
| • 2- Bedrooms & Over | - | 55.74 m ² |

ii) For parking requirements (*see A Manual for Development, under the Development Standards for Parking*)

Section 4: (a) If this is a multi-purpose subdivision the existing and proposed uses for all the lots in the sub-division and the number of lots to be used for each activity should be stated.

(b) Please see *Land Development Classification* for details of land uses (available at NEPA and all Local Planning Authority).

Section 5: If a package treatment plant will be used as the means of sewage proposal, preliminary approval should first be obtained from the Ministry of Health (in the Environmental Health Unit). Details of the system should then be submitted along with this application for final approval. If the proposal is for less than 21 lots, write 'N/A' in each of the boxes in lines (e) and (k).

If 'other' then details should be given.

Solid Waste Disposal in line (i) refers to whether the service of collection is provided for the community where the subdivision is proposed.

Section 6: (a) Recommended minimum lot sizes for residential purposes are 371.609 m² (4,000, sq ft) in urban areas and 1011.75 m² (¼ acre) in rural areas. Agricultural lots are to be a minimum of 2 hectares (5 acres each). If lot sizes do not conform to the above, line (a) must be completed.

(b) Lines (a) and (b) should be completed if a change of land use is contemplated, e.g. from agricultural to residential. Note: temporary limitations, e.g., unavailability of water for irrigation purposes, will not necessarily be a reason for removing land from agricultural use.

(c) Supply any other information, which you think will assist in the processing of the application. A certified copy of the original document showing ownership should accompany the application.

Section 7: The selection of an appropriate sewage disposal system for the site depends on the local hydrogeology. The

^φ An area within the boundaries of a project intended for leisure purposes, which may include landscaped site area, communal lounges, swimming pool, etc.

Resources Authority (WRA) should also be consulted.

The Application

To ensure the accurate and efficient processing of this application and to avoid delay, supply all the required information. Fill out all sections completely, supply clear and concise answers based on the opposite page and sign the application.

1. PROPERTY

- a) Name of property/subdivision.....
- b) Name of City/Town/District/Village.....
- c) Name and No. of Street (if applicable).....
- d) Name of Parish.....
- e) Planimetric Sheet No.)(f) Topographic Sheet No.....
- g) Title Registration: Volume (S)(h) Folio (S)
- i) Land Val. No

2. APPLICANT

LAND OWNER

AGENT

Name.....

Name.....

Mailing Address.....

Mailing Address.....

.....

.....

Tel. No.....

Tel. No.....

E Mail Address.....

E Mail Address.....

TRN.....

TRN.....

3. SIZE ALLOTMENT

- a) Total area of land being subdivided hectares/sq.m
- b) Lot sizes range fromhectares to.....hectares.....
or.....sq.m tosq.m
- c) No. of Lots proposed d) Total area of open spaceH/sq.m

c) Any other relevant information to clarify proposals

7. I hereby certify that the foregoing information is to the best of my knowledge and belief true and correct.

Please note that false or incorrect information submitted in respect of this application, will disqualify the application and/ or render any approval granted null/void.

Signature: Owner/Agent

Date

FOR THE USE OF LOCAL AUTHORITIES ONLY

Date received by the Local Authority Information Checked by Date checked.....

Comments of City Engineer/Supt. Of Roads & Works

Comments of the Fire Dept.....

Is Site Inspection report attached Yes No Other Comments.....

Date transmitted to NEPA..... Date Returned from NEPA.....

Date Presented to the Technical Committee (9 lots and under Applications ONLY)

Decision of the Technical Committee (9 lots and under Application Only).....

Date presented to the Building & Planning Committee

Decision of the Building and Planning Committee.....

Date Conditions were sent to Applicant Date Local Authority received response from Applicant

Applicant Appeals to Minister Yes No

Decision of Appeals Committee/Minister..... Date received from Minister.....

If Approved Date referred to Minister.....

Confirmed Disallowed by Minister (Place 'X' in appropriate box)

Date Common Seal of Council affixed on plan..... Date advice sent to applicant.....

Payment Information

Receipt # Amount \$ Received by
Date.....

