

# 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 Licence 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.

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**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.
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**FOR USE BY 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.....  
Date.....

Area not zoned for proposed use

**Regulation requirements**

Civic number/identify 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 1:4800, 1:5000, 1:10,000) 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 of 10 lots and over, 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 for each unit should be provided as follows:

- Studio - 13.93 m<sup>2</sup>
- 1-Bedroom - 27.87 m<sup>2</sup>
- 2-Bedrooms & Over - 55.74 m<sup>2</sup>

ii) For parking requirements (*see revised 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 10 lots, write 'N/A' in each of the boxes in lines Section 5 lines (e) and (k).

If 'other' then details should be given.

Solid Waste Disposal in Section 5 line (i) refers to whether the service of collection is provided for the community where the sub-division is proposed.

Section 6: (a) Recommended minimum lot sizes for residential purposes are 371.609 m<sup>2</sup> (4,000 sq ft) in urban areas and 1011.75 m<sup>2</sup> (1/4 acre) in rural areas. Agricultural lots are to be a minimum of 2 hectares (5 acres each), or that the lot size determined by the Ministry of Agriculture.

(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 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 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.

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### 1. PROPERTY

- a) Name of property/subdivision.....
- b) Name of City/Town/District/Village.....
- c) Address and Number 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.....

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### 2. APPLICANT

#### LAND OWNER

#### AGENT

Name.....

Name.....

Mailing Address.....

Mailing Address.....

Tel. No.....Business.....Home

Tel. No.....Business.....Home

E Mail Address.....

E Mail Address.....

TRN.....

TRN.....

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### 3. SIZE ALLOTMENT

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

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### 4. USE ALLOTMENT

- a) Present Land Use Agricultural Residential Commercial Industrial Institutional  
(specify).....  
Ruinate Farmstead Homestead Recreational Mixed Use Warehouse Other  
(specify)..... Forest..... Park/Protected Area

- b) Proposed Land Use  Agricultural  Residential  Commercial  Industrial  Institutional  
(specify).....  
 Ruinate  Farmstead  Homestead  Recreational  Mixed Use  Warehouse  Other  
(specify).....
- c) Indicate Lot Nos. to be used for each of the above purposes.....
- d) Number and use of buildings existing on the land.....
- e) Covenants which may be breached by proposed subdivision.....
- f) Land use on adjoining properties.....

5. AMENITIES AND UTILITIES: (Place an 'x' in the appropriate box) Existing supply must have capacity to provide what is needed

- a) Electricity Supply:  Public  Private  Not Available
- b) Domestic Water Supply:  Parish Council Tank  Private Tank  Private Reservoir  
 Public Reservoir  Well  Other (specify).....
- c) Irrigation Water:  Available  Not available
- d) Telephone:  Available  Not available
- e) Sewage:  Sewage Main  Site Sewage disposal system  Package Plant  
 Septic Tank  Tile Field  Other(specify).....
- a) Nearest Education Facilities in km.....Primary.....Secondary.....High.....Tertiary
- b) Nearest Health Facilities in km.....Hospital.....Health Centre
- c) Distance from nearest Town or Village.....
- d) Solid Waste Disposal  Yes If yes, what type .....  No
- e) Proposed domestic water supply.....
- f) Proposed waste water Treatment.....

6. STATEMENTS: (If necessary, use additional paper)

- a) If lot sizes are below the minimum recommended, state reasons.  
.....
- b) Describe any peculiar or unusual physical characteristics of the property that prevents it from yielding a reasonable return, if used as is or if it is improved. (See 6b of information section)  
.....
- c) Any other relevant information to clarify proposals  
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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**

1. Date received by the Local Authority.....Information Checked by.....Date checked.....
2. Comments of City Engineer/Supt. Of Roads and Works.....  
.....
3. Comments of the Fire Dept.....
4. Is Site Inspection report attached                     Yes    No   Other   Comments.....  
.....
5. Date transmitted to NEPA.....
6. Date returned form NEPA.....    Approved    Refused
7. Date Presented to the Technical Committee (9 lots and under Applications ONLY).....
8. Decision of the Technical Committee (9 lots and under Applications ONLY).....
9. Date presented to the Building & Planning Committee.....
10. Decision of the Building and Planning Committee.....
11. Date Conditions were sent to Applicant.....      Date Local Authority received response from Applicant.....
12. If approved, Date referred to Minister.....
13. Applicant appeals to Ministry   Yes                    No
14. Date dispatched to Minister.....
15. Decision of Appeals Committee/Minister    Confirmed                     Not supported
16. Date decision received from Minister.....
17. Date condition (if approved by Minister) forwarded to him for his dispatch.....
18. Date Common Seal of Council affixed on plan.....
19. Date advice sent to applicant.....

<b>Payment Information</b>		
Receipt # .....	Amount \$.....	Received by .....
Date.....		



