

Checklist for Development Approval

- Copy of the Certificate of Title.
- Completed **Application Form** signed by the owner of the land
- Payment of the required **Planning Fee**
- Written justification** for any variations to Town Planning Scheme
- Written justification** for any demolition of properties located within a **Heritage Protection Area**.
- Two copies of **site layout plans**, drawn to scale of not less than 1:200 showing:
 - parking, turning & manoeuvring areas and crossovers;
 - proposed contours, finished floor levels, finished ground levels (including courtyards) and location & height of retaining walls;
 - location of new buildings & existing buildings to be retained;
 - courtyards and location of drying areas;
 - details of front fencing and details of boundary fencing;
 - overshadowing and privacy cone of vision diagrams.
- Two copies of **plans** drawn to a scale of 1:100 showing:
 - Elevations indicating height above the natural ground levels;
 - Floor plans of every floor with internal layout
 - For residential applications for two or more dwellings, a diagram of indicative lot boundaries and sizes, including any common property.
- Two copies of a **Site Feature Survey** (including street verge), drawn to scale of not less than 1:200 and endorsed by a Licensed Surveyor showing:
 - Existing contours at 0.5m intervals extending past property boundaries;
 - Relevant spot levels; location and finished floor levels of adjoining buildings and existing structures, including retaining walls;
 - Street trees & other fixtures (bus stops, power poles, traffic islands etc);
 - Lot boundaries and dimensions;
 - A schedule of **Material & Finishes** of all buildings, driveways, fences etc.

Note: *For development on Common Property of a Strata development, the Strata Company is the usually the legal owner of the land and therefore it may be required to obtain its authorization for any proposed application.*