

OUTLINE APPLICATION FOR PLANNING PERMISSION

An Outline Application for Planning Permission informs an applicant as to whether the type of development proposed is consistent with existing land use policy and provides overall development standards applicable to the particular site.

The Town and Country Planning Division requires the following documents to assess applications and issue a decision. Failure to provide this information may result in an application being queried or eliciting an unnecessary delay. Documents and information should be given at the outline phase and again at the final phase of the process.

Documents required to submit an Outline Application are as follows:

- ✓ Deed/ Certificate of Title
- ✓ Survey Plan/ Cadastral Sheet
- ✓ Location Sketch
- ✓ Description of Proposal Plan
- ✓ Conceptual Plan

Please see below for guidelines on the documents required before uploading onto the website.

Document/Plan		Notes
1	<p>Deed/Certificate of Title</p> <p>A Deed is a legal document which states interest or rights and ownership to a property.</p> <p>Certificate of title is a state or municipal-issued document that identifies the owner or owners of personal or real property.</p>	<p>A Certificate of Comfort is not a legal document and will not be accepted in place of a Deed or Certificate of Title.</p> <p>All pages of deed <u>must</u> be submitted.</p>
2	<p>Survey Plan or Cadastral Sheet Extract</p> <p>A survey plan is the official record of the legal boundaries of land and will usually indicate the dimensions and plot size.</p> <p>A cadastral sheet is a comprehensive land recording of the property boundaries and ownership in a particular area.</p>	<p>All Survey Plans must be signed by a licensed land surveyor and must refer to the property in question.</p> <p>The site in question must be accurately identified on the Cadastral Sheet.</p> <p>The survey plan or map must identify boundaries, area, dimensions and shape of entire parcel of land to which application relates and names of adjoining parcel owners.</p>

Document/Plan		Notes
3	<p>Description of the Proposal</p>	<p>This is a description of the proposed land use and any other details of the development. For Planning Permission applications, this should also include a design statement which addresses the quality of the design (including materials to be used) and how it enhances the existing character of the area.</p>
4	<p>Conceptual Plan</p> <p>This is a forecast of the potential development of the property, including proposed densities, mix of uses etc.</p>	<p>This is optional for simple developments, but mandatory for complex developments. For example, multi-story proposals with various uses.</p>

PLANNING PERMISSION

A Planning Permission entitles a particular use or development to proceed on a specific piece of land. The type of development category will depend on the proposal, e.g. subdivision of land, erection of new buildings, and engineering works. Planning Permission must be sought and obtained **PRIOR** to commencing any form of development.

At the stage of Planning Permission, you will be required to submit the following documents based on the intended use and type of development for your property.

BUILDING OPERATIONS

Documents required to submit a Planning Permission Application for Building Operations are as follows:

- ✓ Site Plan
- ✓ Floor Plan
- ✓ Elevation Plan
- ✓ Section Plan
- ✓ Roof Plan/ Roof Details
- ✓ Topographical Maps
- ✓ Deed

Please see below for guidelines on the documents required before uploading onto the website.

The Town and Country Planning Division requires the following documents to issue approval to incoming applications. Submitting this information would aid in a prompt response. Failure to provide this information may result in an application being queried or eliciting an unnecessary delay.

Document/Plan		Notes
1	<p>Site Plan</p> <p>This is a large-scale drawing that shows the full extent of a site for an existing or proposed development.</p>	<p>This drawing should include</p> <ul style="list-style-type: none"> - The drawn and written scale to which the plans were prepared - The boundaries and dimensions of the site; - Proposed building(s); - Any swimming pools, septic tanks and percolation areas, oil wells, significant tree stands etc. on site; - The levels or contours, where applicable, (for lands 1:4 in steeper); - The Cadastral Sheet number, if applicable; - The north point; - The name and address of the person by whom it was prepared; - Labelled roads adjoining the site; - Dimensioned driveways and circulation areas; - Dimensioned vehicle parking and loading areas; - Buildings to be demolished must be shown using a broken line and stated to be demolished; - Landscape layout which includes the location and type of vegetation and paved surfaces to be constructed; - Precise location of all existing buildings, including a clear identification of any building addition to be made; - External dimensions of the existing and proposed building(s); - Existing and proposed building setback distance from all property boundaries; - Details of existing and proposed site drainage system; - Details of the existing proposed water supply and sewage disposal system; - Whether the land has been subject to any previous excavation, earth-fill, land slip, etc.; - If it is a change of use, then the plans and particulars must show the proposed change for each plot or parcel of land. Also, if the land forms part of a larger parcel, the location of the plot to which the application relates, in relation to the larger parcel must also be shown.
2	<p>Floor Plans</p>	

Document/Plan		Notes
	This can be described as a visual representation of a room or building scaled and viewed from above.	These must be provided to show the layout, dimensions and use of each floor of the existing and proposed building(s). Proposed finished must be indicated.
3	Elevations This is an orthographic projection drawing that shows the front or side of a building.	This should show: <ul style="list-style-type: none"> - Ground level/ topography of the site - Elevations of all faces of the building(s), including colour and materials of all buildings and works Building and floor heights
4	Section Plan This is a plan view drawing that is in sections which shows piers, columns, and size of footings, foundation walls and supporting beams.	All floor and roof heights must be shown on the Section Plan.
5	Roof Plan/ Roof Details This is a scaled drawing of the proposed roof development containing dimensions of the entire roof structure, shape of roof, size, design and placement of all material, ventilation, drainage and slopes.	
6	Topographical Maps This is a map that illustrates the physical features of the earth's surface such as contour lines.	This is only required for hillside development, and steeply sloping sites.
7	Deed/Certificate of Title A Deed is a legal document which states interest or rights and ownership to a property. Certificate of title is a state or municipal-issued document that identifies the owner or owners of personal or real property.	A Certificate of Comfort is not a legal document, and will not be accepted in place of a Deed or Certificate of Title All pages of deed must be submitted.

N.B.

- Neighbouring plots should be shown clearly on the site plan where possible.
- Where the proposal in question is an addition to an existing building, the building plans submitted must show all existing and proposed development, with proposed additions clearly labelled and identified through shading in red, hatching etc.
- For engineering operations, engineering drawings must be submitted.
- Where off-site parking is proposed for a development; a Site Plan showing the design and layout of parking bays as well as a lease agreement for use of the site in question for at least five (5) years, must be provided.

SUBDIVISION OF LAND

Documents required to submit a Planning Permission Application for Subdivision of Land are as follows:

- ✓ Contour Map
- ✓ Final Survey/ Prepared Survey Plan
- ✓ Drainage/ Bridge Plans
- ✓ Road Details
- ✓ Grading Plan
- ✓ Deed

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The Town and Country Planning Division requires the following documents to issue approval to incoming applications. Submitting this information would aid in a prompt response. Failure to provide this information may result in an application being queried or eliciting an unnecessary delay.

Document/Plan		Notes
1	Contour Map	This should illustrate the entire parcel of land at a vertical interval of 1.5 metres (5 feet).
2	Final Survey/ Prepared Survey Plan	<p>For the parcels of land which are proposed for development it must show:</p> <ul style="list-style-type: none"> - The shape of the site with the dimensions of all boundaries; - The size of the site giving the area accurately; - The names of all existing roads which adjoin or cross the site, giving widths and building lines; - The names of all existing drainage channels or watercourses which adjoin or cross the site showing widths, building line setbacks and direction of flow; - The parcels to be developed in relation to the comprehensive proposal site; - The plots to be created in relation to the parent site; - The size, shape, dimensions and access of the remaining parcel area; - Buildings within 10m of property boundaries should be shown where applicable. <p>The plots to be created or areas which are the subject of the transaction are to be coloured in pink.</p> <p>Any plots to be created for community use must be coloured in yellow.</p> <p>Any plots to be created for recreational open space use must be coloured in green.</p> <p>N.B. details of all proposed plots of land showing the precise shape, size and dimension of each plot must be provided.</p> <p>Roadways should be coloured in brown.</p> <p>Watercourses and drainage channels must be coloured in blue.</p> <p>Construction details for all proposed access roads as well as right of way and carriageway widths and building lines must be shown</p>
3	Drainage/ Bridge Plans	<p>To be submitted where drainage works or bridging of watercourses is required for the proposal.</p> <p>Details of the proposed water supply and sewage disposal system.</p>

Document/Plan		Notes
4	Road Details	To be submitted where road works and the creation of roads is required.
5	Grading Plan	This must show all proposed cutting, excavating and filling operations.
6	<p>Deed/Certificate of Title</p> <p>A Deed is a legal document which states interest or rights and ownership to a property.</p> <p>Certificate of title is a state or municipal-issued document that identifies the owner or owners of personal or real property.</p>	<p>A Certificate of Comfort is not a legal document and will not be accepted in place of a Deed or Certificate of Title.</p> <p>All pages of deed <u>must</u> be submitted.</p>

ADDITIONAL DOCUMENT REQUIREMENTS FOR SPECIFIC DEVELOPMENT TYPES

Based on the type of intended development, the following additional documents need to be uploaded along with your application.

Document/Plan		Notes
COMMUNAL/ RECREATIONAL SPACES		
	Site Plan - Extended	Must include: Gas Lines High Tension Wires Vacant within Site Plan Landscaping
	Plan stating built portions/ facilities	Toilet facilities and/or stage etc.
HISTORIC/ HERITAGE PROPERTIES		
	Pictures of the site and the portions of the site/ building to which works are proposed	
ECO- LODGE- A specific type of hotel which does not exceed 25 rooms. It has basic amenities, high quality of service, and is usually located near an area of unusual natural beauty. The emphasis is on low impact both in terms of number of visitors and size of the establishment.		
	A brief description of the project indicating how the project will fit into the proposed environment and what will be the benefits and adverse impacts on the environment	
HOTEL OR GUEST HOUSE		
	A description of short- and long-term employment opportunities to be generated	

TELECOMMUNICATION TOWERS

	A plan which shows existing development within a 120m radius of the tower indicating use and height of buildings and structures	
	Where co- location or roof mounted options are not possible, the reasons must be stated	

INSITUITIONAL DEVELOPMENTS (schools, churches etc.) AND LARGE-SCALE COMMERCIAL DEVELOPMENTS

	<p>Attitudinal Survey</p> <p>This is an assessment of the feelings of the neighboring property owners to the proposed development</p>	<ul style="list-style-type: none"> - The survey question and description of the development (hours of operation etc.) must be presented to the Town and Country Planning Division (TCPD) for approval; - Owners of properties within ¼ mile of the site in question must be surveyed; - Telephone and email contact information for the survey; respondents must be provided - A map of the properties surveyed must be included at a scale of 1:1250 or 1:2500.
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INDUSTRIAL DEVELOPMENTS

	Additional information to be included:	<ul style="list-style-type: none"> - Products that will be manufactured; - The types, by volume, of raw materials that will be used in the processes and/or stored on site; - A description of the processes to be carried out on; - The composition of trade refuse and effluent and means of their treatment and disposal; - The means of transporting materials and products to and from the site; - Whether any of the hazardous or toxic materials listed at Appendix 111 will be used, created or stored on the site; - An Environmental Impact Assessment for some categories of industrial processes.
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