

Checklist – Planning Applications – Section 6 Planning Regulations

	Site Plan Must Show the following:
<input type="checkbox"/>	Site lot plan at a convenient natural scale
<input type="checkbox"/>	The location of the proposed building(s)
<input type="checkbox"/>	The location of existing buildings on the site and on adjacent land or label vacant
<input type="checkbox"/>	The front, rear and side setbacks (setback lines or dimensions)
<input type="checkbox"/>	The dimensions of relevant lots (for subdivisions) – 1:625, 1:1250 or 1:2500
<input type="checkbox"/>	The fronting roads giving their names and widths
<input type="checkbox"/>	The existing and proposed site levels
<input type="checkbox"/>	The water and sanitary drainage systems
<input type="checkbox"/>	The north point
<input type="checkbox"/>	Provide space on the bottom right corner for stamps (e.g. 3” x 9” from title block)
	Other Requirements
<input type="checkbox"/>	Floor Plans to scale (1/8”=1’ or 1/4” = 1’)
<input type="checkbox"/>	Front, Side and Rear elevations to scale (1/8”=1’ or 1/4”=1’)
<input type="checkbox"/>	Every plan must have the name of the person that prepared it
<input type="checkbox"/>	Every plan must have a block and parcel and unit number (if applicable)
<input type="checkbox"/>	All plans must have the statement “I hereby certify that all dimensions shown on this plan are correct” – under this please sign and put address
<input type="checkbox"/>	If the site is located on the seaside, Highwater Mark Survey is Required The High Water Mark Survey must be submitted to Lands and Survey for authentication and a copy of the receipt submitted to planning at same time as submission of application
<input type="checkbox"/>	Land Register (both sides) – Less than 60 days old – Date stamp Lands and Survey
<input type="checkbox"/>	Land Registry index map – Less than 60 days old – Date Stamp Lands and Survey
<input type="checkbox"/>	OPS Form must provide applicant name, P.O. Box, Email and phone number
<input type="checkbox"/>	Drawings must not have the statement “NOT FOR CONSTRUCTION”
<input type="checkbox"/>	Building details section on the OPS form completed for each structure
<input type="checkbox"/>	Cost of development section on the OPS form completed for each structure

Note: Planning Notices should not be mailed until the application is accepted and paid