

## ALTERATIONS AND ADDITIONS TO A DWELLING – DEVELOPMENT APPLICATION CHECKLIST (INCLUDES OUTBUILDINGS, PATIO’S, GARAGES, RETAINING WALLS, EXTENSIONS TO DWELLINGS)

All applications to commence development must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

### What information do I need?

Information	When it is required?	Provided (Applicant to complete)	Received (City to complete)
City of Vincent Application for Development Approval Form	Always		
Metropolitan Region Scheme Form 1	Always		
Payment of relevant fees	Always		
*Note an additional fee will be charged for applications that require advertising and result in more than 10 letters.			
Current copy of the property’s Certificate of Title (no more than three (3) months old)	Always		
One (1) copy of the Deposited Plan, Survey Strata Plan or Strata Plan	Always where the site is part of survey strata or strata lot AND/OR Where an easement, notification or encumbrance is listed on the certificate of title		
One (1) copy of the Site Feature Survey drawn to scale (must be endorsed by a licensed land surveyor)	No for patios, outbuildings and front fences where the site is <u>not</u> sloping and where the levels are <u>not</u> changing (to be indicated on plans ‘no changes to FFL’)  Always for carport and crossover applications  <i>Planners discretion</i>		
One (1) copy of the Site Plan drawn to scale and to include: <ul style="list-style-type: none"> <li>Finished floor levels</li> <li>Top of Wall heights</li> <li>Parking bay dimensions</li> <li>Levels of driveway / crossover</li> <li>Verge infrastructure (including trees)</li> </ul>	Always  Always For retaining walls only For garage and carport applications For garage and carport applications For garage, carport and front fence applications		

# CHECKLIST



Information	When it is required?	Provided (Applicant to complete)	Received (City to complete)
<p>One (1) copy of the Floor Plan drawn to scale</p> <ul style="list-style-type: none"> <li>Lot boundaries to be shown on plans</li> </ul>	<p>Always (can be combined in site plan)</p> <p>Always</p>		
<p>One (1) copy of the Elevation Plans drawn to scale</p> <ul style="list-style-type: none"> <li>Natural ground level annotated on elevations</li> </ul>	<p>Always</p> <p>Always</p>		
One (1) copy of Landscaping Plans	Always		
One (1) copy of overshadow diagrams	Where adjoining residential property to the south will be affected by the development.		
Top of Wall heights	For retaining wall applications only		
One (1) copy of the colours and materials schedule (Can be noted on elevation drawings)	Always		
Perspectives	<p>Always for extensive additions or where development will significantly alter the façade of the dwelling</p> <p><i>Planners discretion</i></p>		
Streetscape analysis	<p>Where significant development is proposed at the front of the site and may have a visual impact on the streetscape</p> <p><i>Planners discretion</i></p>		
Heritage Impact statement	Always for properties on the City's Municipal Inventory or the State Heritage List		
Statement identifying all design elements which do not satisfy the deemed-to-comply standard of the R-Codes and the City's policy framework, including written justification outlining how the proposal meets the design principles and objectives of the R-Codes and the City's policy framework.	Always		
Bushfire Attack Level (BAL) Assessment (A BAL Contour Map may be acceptable, please speak with a Planner for further information)	If property is within bushfire prone area and lot is >1100sqm		
Full set of above plans in PDF format (USB or CD)	Always		

# CHECKLIST



CITY OF VINCENT

## Applicant declaration

I, \_\_\_\_\_ confirm that I have provided all of the information as outlined above with my application. I am aware that the City may require additional information to process my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## Office Use Only:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_