



## SIGNS AND ADVERTISING APPLICATION CHECKLIST

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 or 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)	Always		
One (1) copy of the Site Plan drawn to scale and to include:	Always		
• Lot boundaries	Always		
• Existing buildings and structures	Always		
• Location of proposed signage	Always		

# DEVELOPMENT APPLICATION CHECKLIST



Information	When it is required?	Provided (Applicant to complete)	Received (City to complete)
One (1) copy of the Elevation Plans drawn to scale <ul style="list-style-type: none"> <li>• Sign location</li> <li>• Sign dimensions</li> <li>• Natural ground level annotated on elevations</li> <li>• Colours, materials and proposed text</li> </ul>	Always  If attached to an existing structure  Always  Always  Always		
One (1) copy of the colours and materials schedule (Can be denoted on the elevation drawings)	Always		
Perspectives	Planning Officer discretion		
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 the City's policy framework, including written justification outlining how the proposal meets the relevant objectives of the City's policy framework.	Always		
Full set of above plans in PDF format (USB or CD)	Always		

## 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: \_\_\_\_\_

Office Use Only:

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