



Development Application Checklist

Signage

The City is seeking to improve the effectiveness and efficiency of its Development Approval process. One of the major contributing factors to delays in assessing development applications is that the application does not contain sufficient information when originally lodged.

In an attempt to make this process as user friendly as possible, the City of Greater Geraldton asks that you read the following information and complete the easy to use checklist to ensure ALL requirements have been met **before the application is lodged**.

Please note that incomplete applications may not be processed and may be returned to the applicant until such time as all details are provided.

Before lodging your application please ensure that you have reviewed the City's Signage Local Planning Policy as this outlines the maximum standards for Signs as well as other general provisions.

All Signage applications are to be accompanied by:

- A completed Development Application Form signed by the owner of the land.
- Three (3) copies of completed scaled and dimensioned plans. Scale to be nominated on plans.
- Development application fee (refer to Schedule of Fees and Charges).
- Written justification for any variations to the Scheme or Local Planning Policy requirements (if applicable).
- Covering letter outlining the general nature and details of the proposal.

The plans are to include the following information. Plans not drawn in ink, double sided plans or plans submitted on tracing paper will not be accepted.

1.0 SITE PLAN (Scale of not less than 1:200)

- Street and lot number and street / road name.
- North point.
- Access points: driveways and/or right of way access.
- Boundaries and lot dimensions.
- Setbacks to all boundaries.
- Outline of all existing building / structures on the property.

2.0 ELEVATIONS (Scale 1:100 or 1:200)

- All four elevations are to be submitted with description / heading of each elevation (ie. north, south, east, west)
- Over all height dimension to be shown from NGL to top of sign (ie. pylon, freestanding signs).

3.0 OTHER

In addition to the above, the following information is also required if it is relevant to the application.

- The location of the proposed signage shall be identified on the site plan.
- The location of the proposed signage on relevant building façade(s) shall be shown and include the following:
 - Dimensions of proposed signage (width, depth and area in square metres).
 - Height from natural ground level to underside of all signage.
- Provision of signage details, including:
 - Proposed colours, method of illumination and any lettering proposed
 - Percentage of sign areas in relation to the wall or building façade where proposed

NOTES:

1. Prior to lodging an application it is suggested you review the City's Local Planning Schemes and the City's Local Planning Policies as they may contain information that affects your proposal. Please visit the City of Greater Geraldton website at www.cgg.wa.gov.au or contact Town Planning on (08) 9956 6900 should you have any specific enquiries.
2. Fees and Charges – to determine the application fee please refer to Town Planning Schedule of Fees and Charges, which can be viewed at the City of Greater Geraldton website at www.cgg.wa.gov.au or at the Civic Centre, Geraldton. Alternatively please contact Town Planning on (08) 9956 6900.
3. In addition to obtaining Development Approval additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required.
4. The City may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.