



Development Application Checklist

New Dwellings and Additions/Alterations to Existing Dwellings

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.

All 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 (*an extra set of scaled plans may be required if the works require referral or determination by an external authority*).
- Development application fee (refer to Schedule of Fees and Charges).
- Written justification for any variations to the Scheme, Residential Design Codes (addressing the relevant performance criteria) 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.
- Proposed buildings and existing buildings to be retained.
- Natural and proposed ground and finish floor levels (relative to nominated datum point or AHD).
- Access points: driveways and/or right of way access.
- Boundaries and lot dimensions.
- Setbacks to all boundaries.
- Details and location of any fencing.
- Street verge including – street verge trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions.
- Location of any easements.
- Location and height of retaining walls relative to existing ground levels.
- A schedule of material and finishes of ALL buildings, driveways, fences, retaining walls, boundary walls etc.
- The location, number, dimensions and layout of all car parking spaces intended to be provided.

- For proposals including partial demolition clearly show areas to be demolished.

Note: With regard to any proposed demolition, if the subject property is contained within the City's Municipal Inventory compliance is required with the provisions of the City's 'Heritage Conservation and Development' local planning policy.

2.0 FLOOR PLAN (Scale 1:100 or 1:200)

- A plan of every storey with floor levels (RL or AHD).
- Internal layout showing doors/windows etc and room names.
- Roof / eaves lines.
- Total floor area in square metres.
- Setbacks to all boundaries on all sides.

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

- All elevations are to be submitted with description / heading of each elevation (ie. north, south, east, west)
- Natural ground levels and proposed ground levels and finish floor levels (relative to nominated datum point or AHD).

4.0 OTHER

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

- Open space calculation expressed in percentages and square metres.
- Overshadowing calculation expressed in percentages and square metres, including diagram showing extent of overshadowing on adjoining properties.

NOTES:

1. Prior to lodging an application it is suggested you review the City's Local Planning Schemes and the Residential Design Codes of WA as well as 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 a 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.