

PART B BUILDING AND LAND USE PERMIT APPLICATION

TECHNICAL CHECKLIST

		Applicant Use		Office Use	
		YES	NO	YES	NO
1.0 <i>To be filled in for all applications (except for MORC & MOT)</i>					
(i)	3 sets of plans preferably on A4 or A3 size drawn to metric scale and signed by Professional/s submitted:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Location plan showing distances from specific and prominent landmarks preferably to the scale 1:2500, as well as width and status of access roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Site plan showing plot dimensions, layout of building with set backs from all boundaries, access roads & HWM, parking layout, septic tank/other waste disposal system and any other existing structures preferably to the scale of 1:200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Area of site, area of each floor and detailed calculations for plot coverage and parking shown on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	(a) Any basement proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Contour plan submitted to justify the basement level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Layout plans of each floor preferably to the scale of 1:100 or 1:200 showing clearly proposed use of all rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Main elevations preferably to the scale of 1:100 or 1:200, showing height of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Cross-sections preferably to the scale of 1:100 or 1:200 showing height of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	Title deed submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(x) Structural details submitted include:				
To be filled in if your development involves building construction	• Foundation layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Columns/Foundation details (bases, strip footing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Beam details for each level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Slab/s details for each level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Basement (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Septic Tank/other waste water disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Copy of all structural details of existing structure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xi)	C.E.B Clearance (for all construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xii)	C.W.A/ W.M.A Clearance (for new construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xiii)	Engineer's certificate in case of building over 2 levels or span exceeding 5 m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

(xiv)	Consent and copy of identity card of neighbor for construction at less than 0.9m from the common boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xv)	Lease/letter of reservation and planning clearance in case of state land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xvi)	PER/EIA licence submitted for scheduled undertakings as per Environment Protection Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xvii)	Land Conversion Permit /Declaration form for exemption under SIE Act for ownership of 1 Ha in aggregate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xviii)	Clearance from Ministry of Agro-Industry (Forestry Division) submitted for construction within river reserves (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xix)	Certificate of Registration with SEHDA for SE submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xx)	Details of all walls & fences shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PROCEED TO FILL IN FORM OS/PPG/2.0

1.1 To be filled in by Applicants for excision/subdivision in kind (MORC)

(i)	3 sets of plans on A4 or A3 size drawn to metric scale and signed by VAT registered Sworn Land Surveyor submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Survey plan and report showing clearly one excised lot and one surplus lot, together with report on previous excisions and permits obtained, submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Survey plan and report showing the number of lots to be subdivided among heirs and attribution of lots submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Affidavit and consent of heirs (in cases where lots are not attributed to certain heirs) submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	Consent of owner (where applicable) submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Location plan showing accurate distance from specific and prominent land marks submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Where site is located outside settlement boundaries/limits of permitted development and application is for residential purposes, location plan showing existing development in vicinity of site submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PROCEED TO FILL IN FORM OS/PPG/8.0

1.2 To be filled in by Applicants submitting application for any engine (MOT)/ a place of public entertainment

(i)	Legal Notice served on contiguous owners by an usher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Publication made in 2 daily newspapers, 15 days before submission of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Publication made in 3 daily newspapers on 3 successive occasions, 15 days before submission of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of officer.....

Date

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.


2.0 FOR ALL TYPES OF DEVELOPMENT (except MORC & MOT applications)
(Compliance with Outline Scheme, PPG & Building Regulations)

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Site is located <input type="checkbox"/> within or <input type="checkbox"/> on edge of settlement boundary or <input type="checkbox"/> within growth zone or <input type="checkbox"/> within limits of permitted development, <input type="checkbox"/> coastal frontage, <input type="checkbox"/> coastal land, <input type="checkbox"/> inland. **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Complies with policies of the Outline Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3(i) Site is outside <input type="checkbox"/> settlement boundary/ <input type="checkbox"/> growth zone/ <input type="checkbox"/> limits of permitted development**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Affidavit submitted to prove hardship as per policy of Outline Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4(i) Site is an agricultural land, as per definition in SIE Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Land conversion certificate has been obtained from the Ministry of Agro-Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Declaration submitted for exemption from land conversion as per S.I.E (Amendment) Act 2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Clearance from Water Resources Unit - Borehole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Clearance from Irrigation Authority for site located in Irrigation Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Formal commitments given by Ministry responsible for Public Utilities, the Town and Country Planning Board, the Ministry of Housing and Lands or under a Government approved scheme prior to the approval of the Outline Scheme. Bona fide evidence submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Clearance from Ramsar Committee if site on wetland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Proposal can be readily connected to existing transport and utility networks or can be connected without unacceptable public expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 <u>Building Set Backs</u>				
(a) From roads				
(i) 15 m from motorway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 6 m from A or B road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 4.5 m from any other road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) 3 m from lightly-trafficked road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) 1.5 m from minor access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) From side and rear boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) 0.9 m from side and rear boundaries (other than coastal zone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Please tick as appropriate

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

	Applicant Use		Office Use	
	YES	NO	YES	NO
(ii) At less than 0.9 m or on common boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Neighbor's consent submitted for (ii) above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) A distance of 1.8 m observed between 2 buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9(i) The following set backs have been observed from: <u>River-16m</u> / <u>Rivulet-8m</u> / <u>Feeder-3m</u> **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Permission obtained from the Ministry of Agro-Industry for building within river reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <u>Guidelines applicable to coastal zone</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) 20% plot coverage within 'coastal frontage A'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 27.5% plot coverage within 'coastal frontage B'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 30% plot coverage within 'coastal road C'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) 40% plot coverage within 'coastal road D & inland'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Height: G +1 for Coastal Frontage A (13m max.) G+1+33% of G for Coastal Frontage B (13m max.) G+1+50% of G within Coastal Road C (13m max.) G+2 within Coastal Road D (15m max.) G+2+50% of G within Inland (18m max.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) 3 m from side and rear boundaries in 'coastal frontage A & B'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) 2 m from side and rear boundaries within 'coastal road C & D and inland E'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii) Septic tank/other waste water disposal system at 2m from boundary and 2m from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix) Building located at 30m from high water mark (HWM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(x) Provisions have been made for accessibility for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature of Professional:			Signature of officer	
Date			Date.....	

Note to applicants: Please proceed as follows	
	Fill in 3.0 for residential apartments/tall buildings. Fill in 4.0 for commercial development and services. Fill in 5.0 for commercial development by SE. Fill in 6.0 for industrial development/ sui generis. Fill in 7.0 for Hotel/Integrated Resorts development. Fill in 8.0 for Excision/Subdivision among heirs.

** Please tick as appropriate

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

3.0 Development of residential apartments/tall buildings -G+4 & above

1.	Location plan/context plan submitted to show existing development in the immediate area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
2.	There are other buildings of same height in the immediate vicinity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
3.	There are higher/taller buildings in the immediate vicinity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
4.	The following setback provided:																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td style="width: 40%;">Building height (m)</td> <td style="width: 55%;">Min. set back (m)</td> </tr> <tr> <td></td> <td style="text-align: center;">7.5</td> <td style="text-align: center;">2.0 side 3.0 – 15.0 front</td> </tr> <tr> <td></td> <td style="text-align: center;">15.0</td> <td style="text-align: center;">3.0 side 3.0 – 15.0 front</td> </tr> <tr> <td></td> <td style="text-align: center;">25.0</td> <td style="text-align: center;">5.0 side 6.0 – 15.0 front</td> </tr> <tr> <td colspan="3" style="text-align: center;">Setbacks for buildings > 25 m to be agreed with Local Authority</td> </tr> </table>	(a)	Building height (m)	Min. set back (m)		7.5	2.0 side 3.0 – 15.0 front		15.0	3.0 side 3.0 – 15.0 front		25.0	5.0 side 6.0 – 15.0 front	Setbacks for buildings > 25 m to be agreed with Local Authority			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a)	Building height (m)	Min. set back (m)																		
	7.5	2.0 side 3.0 – 15.0 front																		
	15.0	3.0 side 3.0 – 15.0 front																		
	25.0	5.0 side 6.0 – 15.0 front																		
Setbacks for buildings > 25 m to be agreed with Local Authority																				
5.	Parking (2.5m x 5.5m) provided at the rate of 1 space per residential unit and an additional visitor’s space for every 5 units provided on site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
6.	Access to parking is not from any main street that has an active retail frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
7.	Multi level car park is proposed and (b) It is screened from principal streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
	(c) It will be used by shops and offices as well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
	Vehicles can leave site in forward gear (for A & B roads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
9.	Open balconies are provided and serve as Canopies, verandah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
10.	The balconies will not be enclosed so as to compromise the integrity and architectural form of the tall building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
11.	The building will not be detrimental to the privacy, day lighting and amenity of neighboring dwellings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
12.	There is no “vue directe” onto neighboring properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
13.	Commercial/services activities proposed in the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
14.	Application complies with Outline Scheme/ PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															

Signature of officer

Signature of Professional:

Date

.....
Date.....

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

4.0 Commercial Development (COMM), Services (SERV)

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Site is located in <input type="text" value="CBD"/> , <input type="text" value="edge of centre & Out of town"/> , <input type="text" value="Local centre"/> **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vehicular access to site is tarred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site is accessible, well served by public transport & other infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Development will consolidate existing clusters of commercial activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Development will constitute infill within a local centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Corner shops do not exceed 60m ² in gross floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. There is proposal to floodlight the ** <input type="text" value="building"/> , <input type="text" value="perimeter fencing"/> , <input type="text" value="car park"/> , <input type="text" value="grounds"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Landscaping plan and schedule of landscaping materials submitted for major projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provision has been made for safe and easy pedestrian movement to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provision has been made for side walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. For development in major shopping street, the following have been provided:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) A window shopping space (min 1.5m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) circulation space (min 1.8m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) An amenity lane for street trees, seating, bus Shelters, etc. (Min 1.5m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sidewalk provided with canopies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Parking has been provided as per the following standards:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Cinemas/Theatres/ Concert, Assembly and Wedding halls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Hotel & Guest House With: Dining areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 space/4m ² public floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 space/3 bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 additional space/ 30m ² dining space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 additional space for 15m ² of conference or function space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** Please tick as appropriate				

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

(iv) Shops	1 space/ 30m ² gross floor area (subject to a minimum of 1 space/shop unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Supermarkets	1 space/ 18m ² gross floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Restaurants/ Cafeteria, Eating houses	1 space/ 8m ² dining area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) Bars	1 space/ 6m ² of the predominant drinking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii) Discotheque/ Nightclub	1 space/ 8m ² public floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix) Banks	1 space/ 75 m ² ground floor area for staff + 1 space/ 25m ² public floor area for customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	For mixed use development, “dual use” of parking spaces is proposed (this would apply for development where uses proposed have differing peak parking demands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Developers of adjoining plots have made provision for collective car parking space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Floor area ratio provided (please specify).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Plot coverage (for sites outside CBD) not more than 35%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Provision made in design of building and car park for specific use by disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	There is adequate visibility, both for drivers turning into the site and for those coming out onto the road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Entrance has been positioned so as to minimize risk of traffic having to queue on public road or street while waiting to get into the car park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Application complies with all provisions/policies of Outline Scheme/ PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Professional:

Date

Signature of officer

.....
Date.....

5.0 Commercial Development by Small Enterprise

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Approved PER / EIA licence submitted for Scheduled activity under the Environment Protection Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Site is located in an established residential zone, commercial zone, industrial zone, CBD, Local Centre**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site is located in a mixed use zone: residential/comm, residential/industrial, commercial/agricultural**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed development will be carried out in an existing residential building, commercial building, industrial building**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proposed activity involves a change of cluster (under 11 th Schedule of Local Government Act 2003).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The residential building will no longer be used as a private residence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The enterprise will result in a marked rise in traffic or people calling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The enterprise will involve activities unusual in a residential area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The enterprise will create noise, dust, fumes or smell pollution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: If you reply YES to 6-9 above, the proposed activity is likely to be UNACCEPTABLE in a residential area.</i>				
10. Loading and unloading facilities for light van (5.5m x 3.0m) have been provided on site and clearly shown on site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Adequate parking (2.5m x 5.0m) spaces provided for staff and visitors on site and shown on site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Proposed activity will not give rise to on-street parking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Vehicles can leave site in forward gear. (Access road is an A or B road)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. There are structures along the roadside boundary of the site (ex. Handrails, open drain, raised pavement, electric pole, wall/hedge, traffic lights, pedestrian crossing, bus lay by, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. If yes, please specify.....				
16. Existing development on neighboring sites (side, rear & opposite side) shown on location plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Activity has already started on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Construction has already started/already completed**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Activity may be carried out outside normal working hours and during week-ends and public holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Please tick as appropriate

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

- | | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 20. | Existing building is at less than prescribed distance (as specified at Para. 8 of 2.0 of this form)
Please specify..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | There are other buildings on that same alignment in that street. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | This has been shown on the location plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | There are other commercial activities in the vicinity of the site and has been shown on the location plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Vehicular access to site is tarred and is a public road , private , common access ** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Site is in a cul-de-sac. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | There will be flood lighting of the building , perimeter fencing , car park , whole property ** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | The flood lighting will not cause traffic hazard on adjoining roads or cause light pollution nuisance to neighboring properties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Agreement reached with owners of adjoining plots for collective provision of car parking
<i>(Please submit proof)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | There is adequate visibility, both for drivers turning into the site and for those coming out onto the road. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Entrance has been positioned so as to minimize risk of traffic having to queue on public road or street while waiting to get into the car park. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Proposed activity will be carried out solely within the building. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. | There will be sale of products on site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. | Application complies with all provisions/ policies of outline Scheme & PPG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Professional:

Date

** Please tick as appropriate

Signature of officer:

Date.

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

6.0 Industrial Development (INDU)& SUI GENERIS

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Site located in				
(i) Industrial zone				
(ii) Mixed industrial/residential zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Residential zone				
(iv) Other (specify)				
2. 1 km buffer zone provided from an existing residential area for polluting activities (Sui Generis cluster)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3(a) Site located at 200 m from existing residential area for animal activities & treatment plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Site is located at 500m from housing/education and health facilities for piggery/slaughter house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maximum plot coverage of 50% complied with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For building over one floor the 2 m set back from side and rear boundaries increased by half a metre for each additional floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Loading and unloading space <input type="text" value="14m x 3.5m"/> or <input type="text" value="18.5m x 3.5m"/> provided on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. On site parking space (2.5m x 5.0m) provided for both staff and visitors at the rate of 1 space/115 m ² of gross floor area but with no less than 2 car spaces per industrial unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Parking for offices provided at the rate of 1 space/60m ² gross floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heavy goods vehicle parking provided as follows:				
(i) Light industry/service industry - 1 space/500m ² gross floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) General industry - 1 space/200m ² gross floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hazardous materials will be stored. If yes, please specify.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Security gate at minimum of 15m into the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. There is adequate visibility, both for drivers turning into the site and for those coming out onto the road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Entrance has been positioned to minimize risk of traffic having to queue on public road while waiting to get into the car park.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Application complies with Outline Scheme/PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Professional:.....

Signature of officer:

Date

.....

Date

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

7.0 Hotel/Integrated Resorts Development

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. IRS project includes <input type="checkbox"/> golf, <input type="checkbox"/> marina, <input type="checkbox"/> hotel, <input type="checkbox"/> residential <input type="checkbox"/> villas**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Design of the golf course is as per PPG.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Parking provided as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space/3 rooms or 1 space per apartment in IRS.				
-1 space for every 3-hotel room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space for 15-m ² conference/function rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space for 30 m ² of hotel dining space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space for 8m ² public floor area for discotheques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Building set backs are as per PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plot coverage for Hotel Resort provided as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 20% within coastal frontage A				
- 40% within coastal road B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 40% within inland C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Height for Hotel Resort:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G+1+33% for coastal frontage A within 81.21m				
G+ 2 for remainder of coastal frontage 13 m – 15 m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G+ 2 within coastal road B (15m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G+ 2 + 50% within inland C (18m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Project complies with all provisions/ policies of Outline Scheme & PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature of Professional:.....			Signature of officer:.....	
Date			Date.	
** Please tick as appropriate				

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

8.0 Excision/Subdivision among heirs

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Purpose of excision/subdivision tallies with zoning in Outline Scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In case of an agricultural development size of lots are in conformity with the policy of the Ministry of Agro-Industry: <ul style="list-style-type: none"> • 0A 25P (for heirs). • 0A 50P (for sites not exceeding 2 Arp). • 1A (for sites exceeding 2 Arp) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There is only 1 excised lot and 1 surplus lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum plot size: 1000m2 within Coastal Frontage A 600m2 within Coastal Frontage B 300m2 within Coastal Road C 265m2 for Semi-D plots within Coastal Road C 235m2 within Coastal Road D & Inland E 210m2 for Semi-D plots within Coastal Road D & Inland E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Site is located in a Morcellement where there is a restriction on the further subdivision of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adequate Kerb radius (3m/4.5m/6m/10m) provided as per PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Road reserves provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Access road of min. width 5.0 – 5.5m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Access road/s will be tarred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Water & electricity are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. There are existing buildings on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Not more than 3 excisions have been approved by the Local Authority from original lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Last permit issued by the Council for excision – more than 1 year ago.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Application complies with all provisions/policies of the Outline Scheme & PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Land Surveyor/Planner:.....

Date

Signature of officer:

.....

Date.

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.