

## SUBMISSION CHECKLIST

*Non Residential*

The following checklist is provided as a guide for lodging a complete application. While the standard of plans required will vary depending on the scale of your development, most applications will need to include the following:

**The following information is to be provided when lodging your Development Application**

### YOU GENERAL INFORMATION

- Completed Application Form which has been signed by the owner.
- Appropriate Fee Paid.
- One copy of the following drawings;**
- Site Plan
- Floor Plan(s)
- Elevations
- Certificate of title supplied or paid for
- Written justification for any non-complying items

### YOU SITE PLAN (scale 1:200 or 1:500)

- Street Names, lot numbers, dimensions of site and north point.
- Existing and proposed ground levels (including spot levels, contour levels and verge levels) and finished floor levels *(relative to a nominated datum or AHD)*
- Existing and proposed building/structures
- Setbacks of existing and proposed buildings/structures
- Existing and proposed uses
- Method and location of stormwater disposal

- Landscaping, trees (to be retained and/or removed), street trees, footpaths, street furniture and infrastructure, existing and proposed crossover(s), existing and proposed retaining walls and fences
- Location and dimension of all car parking areas, septic tanks and leach drains (if necessary) and rubbish storage areas
- Location of any easements (sewer, access, stormwater etc)

#### **YOU FLOOR PLANS (scale 1:100 or 1:200)**

- Show all proposed and existing floor plan layouts with nomination of room use, including the use of any existing rooms
- A plan of every storey
- Dimensions of room layouts
- Finished floor levels and ground levels of proposed development

#### **YOU ELEVATION DRAWINGS (scale 1:100 or 1:200)**

- View of every face of the proposed building(s) detailing all openings and architectural features
- Vertical dimensions of the building(s)
- Proposed finishes and materials
- Details and location of any fencing and/or retaining walls
- Existing and proposed ground levels *(relative to a nominated datum or AHD)*
- A streetscape elevation, including any fencing details

#### **YOU SIGNAGE**

- Completed Schedule 5: Form 4
- Location of signs shown on the site plan
- Dimensions, colours and artwork
- Elevations of proposed signage

**YOU HOME BUSINESS / HOME OCCUPATION**

- Completed Schedule 10: Form 6
- Details of room/building to be used
- Indication of parking for customers

**APPLICANT DECLARATION**

- I understand that the City may require additional information before determining the application
- I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application
- I understand that documents that are required to be advertised under the provisions of the *City of Kalgoorlie-Boulder Town Planning Scheme No.1* may be made publically available and may be displayed on the City's website.

<hr/> Applicant's Signature
<hr/> Contact Number(s)
<hr/> Date Submitted
<hr/> Accepting Front Counter Officer
<hr/> Checking Planning Officer
<hr/> Application Number
<hr/> Assessment Number(s)