



2. SITE PLAN	Yes	No	OFFICE USE ONLY
<p>Two (2) accurate, professional, scaled site plans which clearly show:</p> <p>(i) The existing lot boundaries, dimensions of all lot boundaries, road location, a scale and north point;</p> <p>(ii) All existing crossovers, driveways, landscaping and parking areas;</p> <p>(iii) Contours and existing site levels;</p> <p>(iv) Relevant context of neighbouring properties (surrounding buildings, levels, land uses) – Only If Applicable (i.e. adjacent property levels if cut and fill proposed with retaining)</p> <p>(v) The position, type and use of all existing buildings and improvements on the land;</p> <p>(vi) All new proposed development including buildings, access, retaining walls, earthworks/fill, parking areas, landscaping etc;</p> <p>(vii) The Finished Floor Level of existing and proposed buildings.</p>			<input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete
3. ELEVATION PLAN	Yes	No	OFFICE USE ONLY
<p>Two (2) accurate, professional, scaled site plans which clearly show:</p> <p>(i) An elevation view of the existing and proposed development as viewed from each property boundary;</p> <p>(ii) Elevations to be clearly marked north, west, south and east;</p> <p>(iii) All elevations should show the Natural Ground Level and the Finished Floor Level;</p> <p>(iv) If earthworks, fill or retaining is proposed as part of development, then the elevation should clearly show the existing Natural Ground Level, the cut or filled levels, and all retaining wall details.</p>			<input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete  <input type="checkbox"/> Incomplete

	Yes	No	OFFICE USE ONLY
<b>4. FLOOR PLAN</b>			
A detailed floor plan showing the dimensions of the proposed development and use of each floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
For multi storey residential development, the lower and upper floor plan must be shown for each dwelling on the site plan with Finished Floor Levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
<b>5. APPLICATION FEE</b>			
Planning application fees must be lodged with the planning application, or the application is not valid. The application cannot be processed until the payable fees are lodged.	<input type="checkbox"/> PAID	<input type="checkbox"/> NOT PAID	<input type="checkbox"/> Incomplete
The application fees are generally based on the cost of development, or the type of application.		Application incomplete without fee	
The application fee is to assist with administration and processing costs and is non-refundable.			
<b>6. DETAILED COVERING LETTER</b>			
A detailed letter explaining what the development is for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
This may range from a brief letter explaining what a proposed oversized shed is to be used for, or a more comprehensive letter for a change of land use or commercial use describing the proposed business, how it will be managed and operated, and general information on staff numbers, hours of operation, deliveries etc			

**CHECKLIST COMPLETED BY:**

**Name:** .....

**Email Address:**.....

**Phone Number:**.....

**Date:**.....

**DISCLAIMER**

THIS DEVELOPMENT CHECKLIST HAS BEEN COMPILED TO ENSURE THAT APPLICATIONS LODGED ARE COMPLETE AND PROVIDE ALL INFORMATION REQUIRED. THIS WILL ASSIST THE SHIRE OF SHARK BAY TO EXPEDITE PROCESSING OF APPLICATIONS.

PLEASE NOTE THAT THE SHIRE RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION FOR SPECIFIC APPLICATIONS SUCH AS VEHICLE MOVEMENT PLANS, TRAFFIC REPORTS, COLOUR PERSPECTIVE ELEVATIONS, COASTAL SETBACK REPORTS, VISUAL IMPACT ASSESSMENT, AND ACOUSTIC REPORTS.