

# CHECKLIST



Town of Cottesloe

## Development (Planning) Application

***This checklist must be completed and submitted with the application.***

	TICK
Completed <b>Application for Development Approval</b> signed by the owner(s) of the land.	<input type="checkbox"/>
<b>Written cover letter</b> summarising the proposal and providing justification for any discretions to the Town's Local Planning Scheme, Residential Design Codes of Western Australia and/or Policies. <b><i>Where discretion is sought to the Residential Design Codes, each of the relevant Design Principles in the Codes must be addressed separately.</i></b>	<input type="checkbox"/>
<b>One hard copy</b> set of plans and <b>one electronic copy</b> on USB.	<input type="checkbox"/>
<b>Site feature survey</b> drawn to scale (not less than 1:200), endorsed by a Licensed Land Surveyor, showing the following: <ul style="list-style-type: none"> <li>• street name, lot number, address, north point and scale bar</li> <li>• all site boundaries, area dimensions and street frontages</li> <li>• existing levels, preferably using Australian Height Datum (AHD), contours at maximum 0.5m intervals and spot levels at all boundaries at intervals no greater than 5m</li> <li>• position of existing buildings, retaining walls and other structures</li> <li>• position and size of any existing tree exceeding 3m and/or significant landscaping features</li> <li>• street verge, including footpaths, street trees, crossovers, truncations, power poles and any services (telephone, gas, water and sewerage) within the verge</li> <li>• location of any easement or piped service traversing the site</li> <li>• location of any access restrictions such as road islands adjacent to the site</li> <li>• position of any adjoining buildings and habitable room windows that might be affected by the proposed development.</li> </ul>	<input type="checkbox"/>
<b>Site plan</b> drawn to scale (not less than 1:200) showing the following: <ul style="list-style-type: none"> <li>• street name, lot number, address, north point and scale bar</li> <li>• all site boundaries, area dimensions and street frontages</li> <li>• existing and proposed site levels, preferably using Australian Height Datum (AHD), contours at maximum 0.5m intervals and spot levels at all boundaries at intervals no greater than 5m</li> <li>• position and levels of all proposed buildings, walls, fences, retaining walls and other structures</li> <li>• proposed finished site levels</li> <li>• position of paved vehicle, pedestrian access ways and on-site and off-site car parking spaces</li> <li>• driveway gradient</li> <li>• existing structures and trees (indicate which are to be retained and which are to be removed)</li> <li>• private open space areas and dimensions including areas to be landscaped</li> <li>• shadow that would be cast at noon on 21 June by any proposed building onto any adjoining property</li> <li>• landscaping and minimum required tree planting area (as per clause 5.3.2 (C2.2) of <i>the R-Codes</i>).</li> </ul>	<input type="checkbox"/>

<p><b>Roof plan</b> drawn to scale (not less than 1:200) showing the following:</p> <ul style="list-style-type: none"> <li>natural ground level contours and spot levels clearly depicting the relative level at each corner of the building and the top of the roof(s) of the proposed development in relation to the natural ground level vertically below.</li> </ul>	<input type="checkbox"/>
<p><b>Floor plan(s)</b> drawn to scale (1:100), showing the following:</p> <ul style="list-style-type: none"> <li>dimensioned setbacks from all boundaries of the site</li> <li>internal layout of all floors.</li> </ul>	<input type="checkbox"/>
<p><b>Elevations</b> drawn to scale (1:100), showing the following:</p> <ul style="list-style-type: none"> <li>natural and proposed ground levels along the boundaries</li> <li>height of any existing/proposed retaining walls</li> <li>wall heights measured from the natural ground levels along the boundaries</li> <li>proposed exterior materials, colours and finishes of the development.</li> </ul>	<input type="checkbox"/>
<p><b>Cross-section(s)</b> drawn to scale (1:100) through any proposed areas of excavation or filling with the natural and proposed ground levels related to an established datum (preferably AHD).</p>	<input type="checkbox"/>
<b>ACCOMPANYING INFORMATION</b>	
<p>For <b>applications seeking a discretion to building height</b> requirements under clause 5.7.5 of the Town of Cottesloe Local Planning Scheme No. 3 (LPS 3):</p> <ul style="list-style-type: none"> <li>A composite elevation showing the proposed development and the existing dwellings either side.</li> <li>A cover letter addressing the criteria listed in clause 5.7.5 of LPS 3.</li> </ul>	<input type="checkbox"/>
<p>For <b>home occupation</b> and <b>home business</b> applications:</p> <p>Plans and a cover letter addressing the relevant 'Land use definition' in the Town of Cottesloe Local Planning Scheme No. 3.</p>	<input type="checkbox"/>
<p>For <b>non-residential applications</b>:</p> <p>A cover letter detailing staff and customer numbers, allocated parking bays, frequency of deliveries, loading areas, hours of operation, and signage where applicable.</p>	<input type="checkbox"/>
<p>For <b>heritage listed properties</b>:</p> <p>A heritage assessment may be required in a form approved by the Heritage Council of Western Australia. Please refer to the heritage information on the Town's website.</p>	<input type="checkbox"/>
<p>For <b>residential applications of two or more dwellings</b>:</p> <p>A diagram of indicative lot boundaries and sizes, including any common property</p>	<input type="checkbox"/>
<p>For <b>signage applications</b>:</p> <p>A completed <i>Additional Information for Development Approval for Advertisements form</i>.</p>	<input type="checkbox"/>