

# DOCUMENT AND PLAN REQUIREMENTS

Please use the application requirements checklists to help you prepare plans and supporting documents to submit with your application.

- All documentation must be lodged as a PDF or appropriate electronic format.
- Your application must contain the 'required items' as per the checklist for the development proposed. For any 'required items' not supplied **NI (Not Included)** must be placed in the Applicants check box and a comment included in the statement of environmental effects as to why this item is not required
- For confirmation of 'may be' required items please contact Councils on (02) 4677 1100
- Previously approved plans bearing Council's stamps must not be submitted for further approval also illegible drawings or plans not to scale will not be accepted
- Council may ask for additional information of a technical nature or require clarification of the information submitted upon assessment
- All electronic information is to be saved utilizing the heading names used through the application checklist. This includes each set of plans being saved as a separate document (Site Plan, First Floor Plan, Elevations, Section's etc.) then with the address of the property
  - e.g. Site Plan - 22 Wollondilly Street Picton
  - Statement of Environmental Effects – 22 Wollondilly Street Picton
  - Contour Plans – 22 Wollondilly Street Picton
- In preparing files for electronic submission, the following requirements need to be met:
  - each file should not exceed 10MB in size
  - documents are not be stored in folders or zip files
  - documents are not be secured with passwords
  - where a number of files fall under the same category, please save them into one file e.g. 'Multiple site photos – 22 Wollondilly Street Picton'
  - plans must be rotated for correct orientation e.g. landscape or portrait format
  - colour plans are to have a resolution between 300 and 900dpi
  - black and white plans in greyscale at a resolution of at least 300dpi

## **Plan requirements**

- (a) Drawn to minimum A3 size at a scale of 1:100 (preferred) or 1:200
- (b) Highlight proposed works to distinguish from existing structures

## **Site Plan** (*to scale*) including but not limited to:

- (a) The location, boundary dimensions, site area and north point of the land
- (b) Existing vegetation and trees on the land
- (c) The location and uses of existing buildings on the land
- (d) Existing levels of the land in relation to buildings and roads (RL or AHD)
- (e) The location and uses of buildings on sites adjoining the land
- (f) The location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
- (g) Proposed finished levels of the land in relation to existing and proposed buildings and roads
- (h) Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate).

## **Floor Plans** (*to scale*) including:

- (a) Dimensions
- (b) Layout
- (c) Partitioning
- (d) Room sizes
- (e) Intended uses of each part of the building
- (f) Access for disabled, where relevant
- (g) BASIX commitments e.g. Skylight, rainwater tank

**\*\* Floor plans must not be attached to any other plans for the development**

## **Elevation and Section Plans** (*to scale*) including:

- (a) Dimensions
- (b) Existing levels of the land in relation to buildings and roads (RL or AHD)
- (c) Relevant Orientation e.g. North, South
- (d) Calculated roof pitch and ridge height