

# Application Checklist for Residential Development In Monash

RESIDENTIAL CHECKLIST

Adopted:- 1 September 2005

An application for Planning Permit for residential development lodged with Council must be accompanied by adequate information to enable its assessment in compliance with the provisions of the Monash Planning Scheme.

This Checklist has been prepared to give guidance to applicants so that the correct information is provided with the application and processing delays are minimised.

## **Application for Planning Permit - Detail to be submitted**

### **Application Form / Fees / Title - details**

Completed application form	The application form must be accurately completed, including the property address and full description of the proposal.
The prescribed application fee	A list of " <b>Current fees and charges</b> " is available
Notification fee (if applicable)	
Full copy of Title	Full details of any covenants or other restrictions must be provided.
Use of easement approval, (if relevant)	Written approval from the appropriate service authorities and Council's Engineering Division is required

### **Site and Neighbourhood Description**

Levels and Features Plan	Plan is to be prepared by a Licensed Land Surveyor accurately showing the existing site levels, contours at 0.20m interval and features at a <b>Scale of 1:100</b> .  If the land is located within the Special Building Overlay or Land Subject to Inundation Overlay the levels must be to Australian Height Datum (AHD).
A Site Description plan that documents the site and its surrounds	The Site Description should identify the opportunities and constraints relevant to development of the site. A separate " <b>Site Description Plan – Assessment</b> " <b>checklist</b> is available for use to verify if all relevant data has been included on the plan.
A statement confirming that the information on the Site Description plan is accurate.	A " <b>Certification of Accuracy of Site Description Plan</b> " form is available for completion by the Architect, Designer or consultant that has prepared the Site Description plan
Neighbourhood Description that documents the built form character surrounding the site.	This report must consider the dwellings in the surrounding area and document their character, built form, scale, front setback and fence, architectural and roof style and other notable features.  A " <b>Neighbourhood Description</b> " <b>guideline</b> is available to define the format and detail required by Monash to satisfy this requirement.

**Site and Neighbourhood Description (Continued)**

Arboricultural Report	<p>This report must be prepared by a qualified Arborist to detail the health and structure of significant trees on site and on abutting land within proximity of any proposed buildings or works.</p> <p>The report must also specify minimum setbacks of buildings and works and any construction techniques necessary to minimise impact on significant trees.</p>
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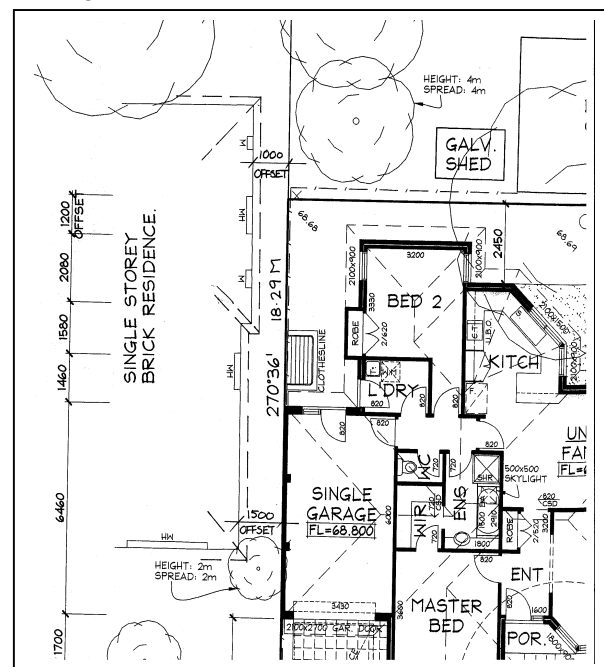
**Design Response**

A Design Response	<p>The Design Response must explain how the design of the proposed development has responded to the opportunities and constraints identified by the site analysis.</p>
Shadow diagrams	<p>Prepared for at 9am and 3pm at the September Equinox. Where shadows have an impact on adjoining secluded private open space, detail should be provided, including existing shadows, at a <b>Scale of 1:100</b>.</p>

**Proposed Development Plans - (3 copies required)**

**Ground Level Plan** - drawn to a **Scale of 1:100** showing the following detail;

Title boundaries of the site with dimensions shown.	
Location of buildings showing all windows on adjoining properties within 9 metres of the boundary including all eave overhangs.	
Location size height and spread of significant vegetation on adjoining properties within 9 metres of the boundary	
Internal layout of all buildings including existing buildings to be retained including all eave overhangs	
Detail of all landings, and steps to all buildings.	
Dimensions of all buildings	
Setbacks of buildings to all boundaries	
All service facilities, clotheslines, electric supply, water & gas meters, storage areas, rubbish bins area, air-conditioning units, water tanks, solar hot water units etc	
All proposed driveways, car parking areas, footpaths and paved areas	Information detailing site coverage and the area of hard surface pavement in square metres is to be provided.

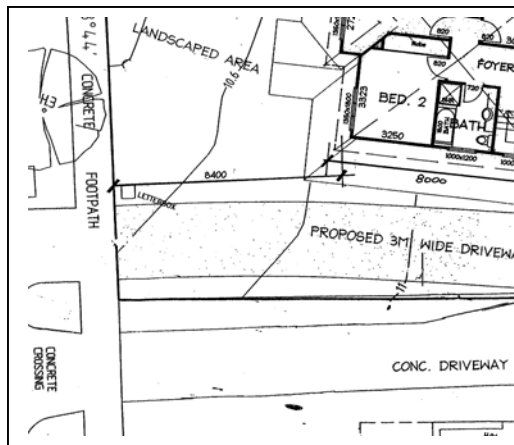


**Proposed Development Plans - (3 copies required)**

**Ground Level Plan** (Continued) - drawn to a **Scale of 1:100** showing the following detail;

Open space areas	Defined in square metres with a minimum dimension of 3 metres
Site levels and contours at 0.2m intervals	Transferred from the survey plan
Proposed finished floor levels	To same datum as site levels
Existing significant vegetation	Identified as "Retain" or "To be Removed"
Features on the road reserve abutting the site.	Service pits, poles, street trees, drains kerb and channel, footpaths, existing X'ings etc
Basic landscape detail. Such as screen planting areas, proposed canopy trees, and garden beds, lawn areas	Note:- A detail landscape plan will be required as a condition of approval

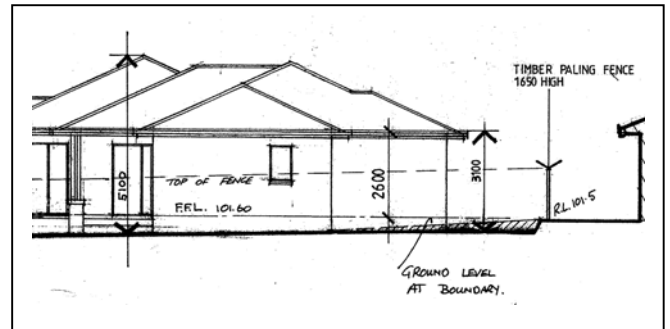
**First Floor Level Plan** (if relevant) - drawn to a **Scale of 1:100** providing the following detail;

Title boundaries of the site with dimensions shown.	
Location of buildings showing all windows on adjoining properties within 9 metres of the boundary including all eave overhangs.	
Internal layout of all first floor areas including existing buildings to be retained. All eave overhangs to be shown.	
Ground floor roof areas	
Detail of all decks, landings, and steps to first floor areas.	
Dimensions of all first floor areas.	
Setbacks of first floor areas to all boundaries	
Proposed finished floor levels	

### Proposed Development Plans - (3 copies required)

**Elevation Plan** - For all elevations of the dwellings drawn to a **Scale of 1:100** providing the following detail:

	Correctly drawn having regard to site levels and contour detail provided by the survey plan
	Ground level line at the adjacent property boundary
	Dotted line showing the top of the existing or any proposed fence on the property boundary
	Heights of walls located on property boundaries
	Overall building heights
	Floor to ceiling heights
	Proposed excavation works



**NOTE:- Failure to provide all of the information required will result in either:**

- **Return of all documents requiring re-submission with all information**
- or**
- **Delayed processing of the application.**

Acknowledgment:- Plans (modified) - McLauchlan & Associates