

## TOWN PLANNING SECTION

# GENERAL APPLICATION CHECKLIST

PLEASE THOROUGHLY READ THE APPLICABLE APPLICATION FORM  
FOR FURTHER ASSISTANCE

### 1. APPLICATION FORM

- 1.1. Type(s) of application correctly indicated
- 1.2. Correct Erf No.
- 1.3. The application form **correctly filled in** and **completed**
- 1.4. Comprehensive Motivation Report provided (separately)
- 1.5. Drawing reference and date provided
- 1.6. Contact details provided with email address if available
- 1.7. Form signed by owner or applicant (Power of Attorney provided)
- 1.8. Form signed by applicant (If applicant is not owner)

### 2. DRAWINGS AND PLANS

- 2.1. Locality Plan
- 2.2. Zoning Map
- 2.3. Site Development Plan
- 2.4. Development / Building Plan & Elevations (If applicable)
- 2.5. Contour Plan by a registered Land Surveyor (If applicable)
- 2.6. Natural Ground Level indicated (If applicable)
- 2.7. Dimensions of all structures, including heights of structures
- 2.8. Dimensions of both main dwelling and second dwelling unit (If relevant)
- 2.9. All drawings provided have an up-to-date Drawing Number, Date and Revision Number

### 3. GENERAL

- 3.1. Three (3) sets of the application submitted
- 3.2. All plans to be **A4 or A3** in size and legible and in colour
- 3.3. Copy of Title Deed / Deed of Transfer
- 3.4. Conveyance's Certificate
- 3.5. Copy of Bondholder's consent (If applicable)
- 3.6. Proof of payment of application fee
- 3.7. Homeowners Association Consent
- 3.8. Consent of all affected property owners provided on appropriate form (with their erf no.) or in a letter and their signatures (Where applicable)