

SUBDIVISION RESOURCE CONSENT CHECKLIST

Applicant's Name:

Site Address:

This check sheet is to assist you in lodging a complete resource consent application and to avoid delays in processing. Please return this check sheet with your completed application.

Tick each box that is relevant as you compile the information. If it is not relevant, please write NA across the box. Please attach a copy of the required information with your completed resource consent application form and this check sheet. **Please provide two copies of the Application at the time of lodgement.**

- ☐ **Completed Application Form**
Ensure applicant/agent contact and property details are correctly and completely filled out.
Check application form is signed.
- ☐ **Certificate of Title**
One copy of current certificate(s) of title in respect of the subject site.
- ☐ **Locality Plan (1:1000) or Aerial Photograph (1:10,000)** (Rural sites can be shown at 1:10,000 scale if required)
Showing the physical location of the subject site in relation to adjoining streets and sites.
- ☐ **Description of Application:**
Explaining the application in full, including the zoning and specifying the exact matter(s) for which consent is sought and quantifying of degree of non-compliance.
- ☐ **Assessment of Environmental Effects**
This is required by the Fourth Schedule of the Resource Management Act 1991 commensurate with the application type.
- ☐ **Aerial Photograph (1:1000) with the Proposed Subdivision Marked On It**
- ☐ **Site Plan (to a suitable scale) showing the EXISTING Situation on the subject site, including, where relevant:**
 - ☐ Topographical information, wherever possible in terms of Otago Datum (100 m above mean sea level)
 - ☐ Existing building(s) and fences
 - ☐ Watercourses and catchment orientation
 - ☐ All significant areas of vegetation and individual specimens
 - ☐ Existing easements and covenant areas
 - ☐ Details of hazardous areas (e.g. uncompacted filling or flood-prone areas)
 - ☐ Landforms and landscape elements
 - ☐ Existing services (electricity, drainage, water)
 - ☐ Location and areas of any existing esplanade reserves, esplanade strips, or access strips
 - ☐ North point
- ☐ **Concept Plan detailing the PROPOSED Subdivision, including:**
 - ☐ The position of all proposed allotments and certificate of title boundaries
 - ☐ Indicative building positions and indicative vehicle access points and driveways on street edges
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 - ☐ The areas of new allotments (except in the case of a subdivision to be effected by the grant of cross lease, company lease or by the deposit of a unit plan)
 - ☐ Location and type of all proposed trees and other vegetation, including all existing vegetation to be retained
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- ☐ Formation widths and grades of proposed roads and right-of-ways, parking bays, bus stops and speed control devices
- ☐ Location and areas of any land proposed to be set aside as new road, recreation, esplanade or other reserve
- ☐ Proposed earthworks
- ☐ Proposed easements and covenant areas
- ☐ The location and areas of any land below mean high water springs of the sea, or any part of the bed of a river or lake, which is required under Section 237A of the Act are to be shown on a survey plan as land to be vested in the Crown
- ☐ Any other information to show compliance with any other relevant District Plan rule, especially those pertaining to land use requirements
- ☐ A4 size copy of the plan

☐ **Application Fee(s)**

Contact the Dunedin City Council's City Planning Department for relevant fees. Fixed fees or deposits must be paid at the time the application is lodged.

PLEASE NOTE:

Council may request further information under Section 92 of the Resource Management Act 1991. In addition, Council may require the applicant to provide certification by a registered surveyor in respect of contours, natural ground level, siting of buildings or structures, location of boundaries or any other feature which may affect the validity of the proposal which is the subject of the application.

Once the above attachments have been compiled and the resource consent application form and this check sheet completed, deliver or post two copies of your application to:

City Planning
Dunedin City Council
1st Floor, Civic Centre
50 The Octagon
PO Box 5045
Dunedin

For further information contact the Dunedin City Council Planning Enquiries Team on:
Phone 03 477 4000
Fax 03 474 3451

DISCLAIMER

Please note that the completion of this form does not comprise any type of Council approval under the Resource Management Act 1991. Nor does the completion of the form in any way prevent Council from making a request pursuant to Section 92 of the Resource Management Act 1991 for additional information required for processing the application.