

Annex 3

STEPS IN PREPARATION OF A SUBDIVISION DEVELOPMENT

1. Obtain a Survey Plan of the plot and Certificate of Title.
2. Discuss intention with family members.
3. Discuss the Subdivision Plan with your surveyor.
4. Think long term, and prepare a Comprehensive Plan of your property.
5. Check with Physical Planning Division for Development Plan of that area.
6. Consult with Physical Planning Division for advice on:
 - The kind of uses suitable for that particular area.
 - The type of subdivision recommended for that particular area.
 - Lot density applicable to the area (Low, Medium or High density)
 - Minimum lot size which is determined by:
 1. Soil type (percolation capability of soil) which determines the sewerage system suitable for area.
 2. Character of the area.
7. Prepare Subdivision Plan. The plan should include:
 - Different uses (eg Commercial, Institutional, Recreational relevant to the area and size of development)
 - Dimension of lots
 - Lot numbers
 - Roads
 - Cross-section of road
 - Contours which indicate slope of land
 - Existing and proposed Water lines (Water Reticulation Plan prepared by a qualified engineer and certified by DOWASCO)
 - Existing and proposed electricity poles)
 - Location of garbage disposal
8. Plan must be checked by relevant agencies for recommendation:
 - Environmental Health
 - DOWASCO
 - DOMLEC
 - Agricultural Department
 - Forestry Division
 - Fisheries Division

Annex 4

CHECKLIST REQUIRED FOR PLANNING PERMISSION OF BUILDING PLANS

A completed development application for Planning permission in respect of new buildings and extensions should contain the following information.

1. The completed Application Form supplied by the Planning Division.

2. Proof of Ownership Document

This may be in the form of:-

- a. A copy of a Certificate of Title
- b. A copy of receipt
- c. Note from a solicitor confirming that application is being made for a Certificate of Title in favour of applicant possessing the land to which the plan relates,
- d. Note from the owner of the land, witnessed by someone for example, the Chairman of a Village Council or a Justice of the Peace confirming that the land to which the plans relates, has been given to the applicant for development.

3 One copy of the Survey Plan of the land to which the plans relates.

If a Survey Plan is not available then the Draftsperson must state on the plans or the sheet containing the site plan, whether or not the dimensions given on the site plan are based on measurements taken on site.

4. Plans

- All plans must be submitted in triplicate.
- All drawing, with the exception of the Location Plan must be drawn to scale.

5. Location Plan

This plan does not have to be drawn to scale. Its purpose is to assist the field officers in finding the site. It should show;

- Site in relation to easily identifiable landmark or features – eg, a bridge, ravine, street, corner, shop etc.
- Approximate distance to nearest landmark of feature;
- North point.

6. Site Plan

This plan should show;

- Distance between all survey points;
- All existing buildings on the site and indicate which ones are to be demolished and those to be retained;
- Front, sides and back setbacks using dimension lines;

- Distance between the proposed building and existing buildings on the site;
- Proposed location of septic tank/soakaway;
- Names of adjoining property owners;
- North point;
- Access to site;
- Any other relevant information/specifications

7. **Floor Plan (a)**

This plan should show:

- Overall dimension of building in respect of each floor;
- Width and length of all spaces using dimension lines
- Thickness of walls;
- Type of material of main external walls/partitions;
- Door swings;
- Width of windows and length of intermediate exterior wall sections, using dimensions lines
- Location of columns and/or stiffeners;
- Position of staircases;
- Any other relevant information/specification.

8. **Foundation Plan**

This plan should show:

- Spacing of columns, if any, at centres;
- Means of tying columns to each other;
- Size of columns;
- Size of column pads;
- Size of footings;
- Width of foundation walls;
- Spacing of foundation walls;
- Overall dimensions of foundation;
- Any other relevant information/specification.

9. **Elevations**

Observations of at least three (3) facades of the building.

- Elevations of floor relative to existing and/or finished ground level;
- Slope of land
- Position, height and width of windows and doors relative to floor plan(s);
- Position and form of external steps and handrail where applicable;
- Roof finish material;
- Length of overhangs.

10. **Roof Plan**
- Overall dimensions of roof;
 - Size, type and spacing of roof members,
 - Size and position of main beams;
 - Slope of roof sections
 - Length of overhangs.
11. **Cross Sections**
- At least one cross section through the proposed building must be provided;
 - Depth of foundation/columns;
 - Height of floors;
 - Depth of floor slabs;
 - Height of roof from plate to ridge;
 - Slope of roof;
 - Depth of beam
 - Material and thickness of walls;
 - Roof truss system;
 - Slope of ground;
 - Any other necessary information/specification.
12. **Beams Framing Plan**
- Arrangement of floor beams relative to foundation;
 - Column layout/floor plan;
 - Reinforcement plans/specification of floor slab;
13. **Details**
To be taken at all critical sections of buildings.
- (i) **Foundation and Retaining Walls**
- Depth, thickness, width, material, arrangement, size and
 - Spacing of reinforcement in foundation wall and footings;
 - Method of tying footings to foundation wall to floor slab and wall;
 - Height of retaining wall;
 - Any other relevant information/specification.
- (ii) **Floor Slab on Grade**
- Height of slab above ground;
 - Thickness of slab;
 - Reinforcement in slab;
 - Support of slab at point of details;
 - Thickness of blinding;
 - Damp-proofing material;
 - Thickness of hardcore;

- Method of tying slab to wall;
 - Any other necessary information/specification
- (iii) **Columns**
- Size of columns;
 - Depth of pads, including thickness;
 - Size of spacing of reinforcement in column and pads
- (iv) **Beams**
- Depth of beam including slab thickness
 - Size and arrangement of reinforcement at mid-spans support
 - Cantilever section;
 - Spacing of ties
- (v) **Stiffeners**
- Size;
 - Arrangement and size of reinforcements
- (vi) **Roof**
- Size of members
 - Spacing of members
 - Size of tie beams
 - Roofing materials
 - Method of tying roof to plate/tie-beam/walls;
 - Length of eaves;
 - Ceiling material and method of support;
 - Any other necessary information/specification
- (viii) **Suspended Slabs**
- Slab thickness;
 - Position of beams in slab section
 - Arrangement, size and spacing of reinforcements at mid-span,
 - Supports and cantilever section;
 - Any other necessary information/specification
- (viii) **Ring Beam**
- Width and depth of beam;
 - Size of reinforcement;
 - Spacing of ties
- (ix) **Steps**
- Number of risers and landings;
 - Height of risers;
 - Width of tread;
 - Waist thickness;
 - Size, arrangement and spacing of reinforcement

- Depth size of footing below grade;
 - Height, material and method of support to handrail;
 - Means of support;
14. **Electricity Plan**
- Type and location of lighting fixtures and switches;
 - Location of sockets;
 - Type and location of switches to each lightings fixture;
 - Door swings;
 - Location of main switch;
 - Location of meter;
 - Any other necessary information/specification.
15. **Plumbing Plan**
- Arrangement/type of fixture in washrooms and kitchen;
 - Water line to all fixtures;
 - Waste line from all fixtures;
 - Size of water line and waste lines;
 - Sources of supply;
 - Any other necessary information/specification.
16. **Drainage Plan**
- Size and arrangement of soil pipes;
 - Location/size of manholes;
 - Location of septic tank if any;
 - Location of effluent disposal field/soakaway;
 - Size, type and arrangement of storm/surface water drainage channels;
 - Disposal point of storm/surface water in draining channels.
17. **Special Information**
- (i) **Septic Tank**
- Plan, section and size of septic tank, (if applicable) approved by
Chief Environmental Health Officer
- (ii) **Soakaway**
- Type and dimensions of soakaway recommended by the Chief Environmental Health Officer, (if applicable).

(iii) **Engineer's Certificate`**

Required for but not limited to the following:

- Buildings which are three floors or more
- Change of use from residential to commercial, industrial or institutional;
- Pre-fabricated buildings;
- Non-conventional roof truss systems;
- Two storey buildings with continuous spans in excess of 16 feet;
- Two storey multi-unit residential buildings with 6 units or more;
- Commercial, institutional, industrial or mix-use buildings with a gross floor area of 5,000 sq. ft. or more.

(Provided that, the plans in respect of the aforementioned buildings were not prepared by a Civil or Structural Engineer.)

CHECKLIST FOR REVIEWING OUTLINE PLANS

A completed development application for Planning permission in respect of new buildings and extensions should contain the following information.

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4. Proof of Ownership Document

This may be in the form of:-

- a. A copy of a Certificate of Title
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4. Plans

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5. Location Plan

This plan does not have to be drawn to scale. Its purpose is to assist the field officers in finding the site. It should show;

- Site in relation to easily identifiable landmark or features – eg, a bridge, ravine, street, corner, shop etc.
- Approximate distance to nearest landmark of feature;
- North point.

6. Conceptual/Overall Plan.

The plan should include:

- Contours lines
- Proposed location of buildings and their various uses
- Any existing buildings on the site and indicate which ones are to be demolished and those to be retained;
- Distance between buildings and their setbacks from roads and footpaths.
- Proposed network of road and footpath and their width.
- Other land uses proposed for the development
- Landscaping plan, indicating existing trees to be preserved or new areas to be planted.

- Slope stabilization measures
 - Parking areas
 - Proposed Water Reticulation Plan prepared by a qualified engineer
 - Proposed Electricity Distribution Plan
 - Proposed Garbage Disposal System
 - Names of adjoining property owners;
 - North point;
 - Access to site;
 - Any other relevant information/specifications
8. **Typical Floor Plan (s)**
This plan should show:
- Overall dimension of building in respect of each floor;
 - Width and length of all spaces using dimension lines
 - Thickness of walls;
 - Type of material of main external walls/partitions;
 - Door swings;
 - Width of windows and length of intermediate exterior wall sections, using dimensions lines
 - Location of columns and/or stiffeners;
 - Position of staircases;
 - Any other relevant information/specification.
9. **Elevations**
Observations of at least three (3) facades of the building.
- Elevations of floor relative to existing and/or finished ground level;
 - Slope of land
 - Position, height and width of windows and doors relative to floor plan(s);
 - Position and form of external steps and handrail where applicable;
 - Roof finish material;
 - Length of overhangs.
16. **Drainage/Sewage Disposal Plan**
- Size and arrangement of soil pipes;
 - Location/size of manholes;
 - Location of effluent disposal field/soakaway;
 - Size, type and arrangement of storm/surface water drainage channels;
 - Disposal point of storm/surface water in draining channels.

Due to the nature and size of the development, an Environmental Impact Assessment (EIA) is required.