

**DIRECTORATE: PLANNING & ECONOMIC DEVELOPMENT**

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| **LAND USE APPLICATION****COMPLIANCE CHECKLIST ITO S38 OF THE LAND USE PLANNING BYLAW, 2015** | **Date of Submission of Application** |  |
| **Erf No** |  | **Town** |  | **Suburb** |  |
| **Farm No** |  | **Farm Portion** |  | **Nearest Town** |  |
| **Owner / Applicant**  |  | **Contact number** |  |
| **Email address**  |  |
| **INDICATE WHICH OF THE FOLLOWING FORM PART OF THE DOCUMENTATION** | **ADMIN TO VERIFY[[1]](#footnote-1)** | **PLANNER TO EVALUATE[[2]](#footnote-2)** |
| **YES** | **NO**  |
| 1. Completed application form that is signed
 |  |  |  |
| 1. Power of Attorney / Owners’ Consent if the applicant is an agent and Company Resolution
 |  |  |  |
| 1. Bondholders’ consent
 |  |  |  |
| 1. Proof that applicant is authorized to act on behalf of an entity
 |  |  |  |
| 1. Proof of ownership or rights held in land
 |  |  |  |
| 1. Motivation based on criteria in s65
 |  |  |  |
| 1. SG diagram or General Plan
 |  |  |  |
| 1. Locality plan
 |  |  |  |
| 1. Site development plan or plan showing the land development
 |  |  |  |
| 1. Subdivision plan
 |  |  |  |
| 1. Permission for required servitude
 |  |  |  |
| 1. Title Deed
 |  |  |  |
| 1. Conveyancer’s certificate
 |  |  |  |
| 1. Feedback on Pre-application scrutiny
 |  |  |  |
| 1. Minutes of Pre-consultation Meeting
 |  |  |  |
| 1. Consolidation plan
 |  |  |  |
| 1. Street name and numbering plan
 |  |  |  |
| **INDICATE WHICH OF THE FOLLOWING FORM PART OF THE DOCUMENTATION** | **ADMIN TO VERIFY** | **PLANNER TO EVALUATE** |
| 1. Land use plan / zoning plan
 |  |  |  |
| 1. Landscaping / tree plan
 |  |  |  |
| 1. Flood line plan
 |  |  |  |
| 1. Neighbours’ consent
 |  |  |  |
| 1. HOA / Body Corporate consent
 |  |  |  |
| 1. Assessments: EIA, HIA, **TIA**, TIS, MHIA, EA/ROD
 |  |  |  |
| 1. Services report (Engineers report)
 |  |  |  |
| 1. Previous approvals
 |  |  |  |
| 1. Proof of failure of HOA
 |  |  |  |
| 1. Proof of lawful use right / zoning certificate
 |  |  |  |
| 1. Other documents

Specify:  |  |  |  |
| **VERIFIED & SIGNED BY ADMIN**  | NAME | SIGNATURE | DATE |
| ***Outstanding information (to be completed by Planner):*** |
| ***Applications to be invoiced (to be completed by Planner):*** |
| **EVALUATED & SIGNED BY PLANNER** | NAME | SIGNATURE | DATE |
| ***NOTES:***1. ***The documentation is not considered as a registered application until such time as it has been scrutinized, all outstanding information (if any) has been submitted and payment is reflected in Council’s bank account, after Applicant has been requested by Admin to make payment.***
2. ***Should it be found that the application is not complete, the Applicant will be notified of outstanding information [s41(1)(c)(ii)].***
3. ***Once payment has been confirmed and the application has been registered, the Applicant will be notified of the complete application [s41(1)(c)(i)] and will receive instructions to advertise [s48(4)].***
4. ***Should the outstanding information and/or payment of fees not be received, the applicant will be notified that the application will not proceed due to failure to submit required information [s41(4)].***
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1. *Verification by Admin only of the documentation attached and completeness of application and not the correctness thereof.* [↑](#footnote-ref-1)
2. *Technical evaluation by Planner of the documentation attached for completeness and correctness thereof.*  [↑](#footnote-ref-2)