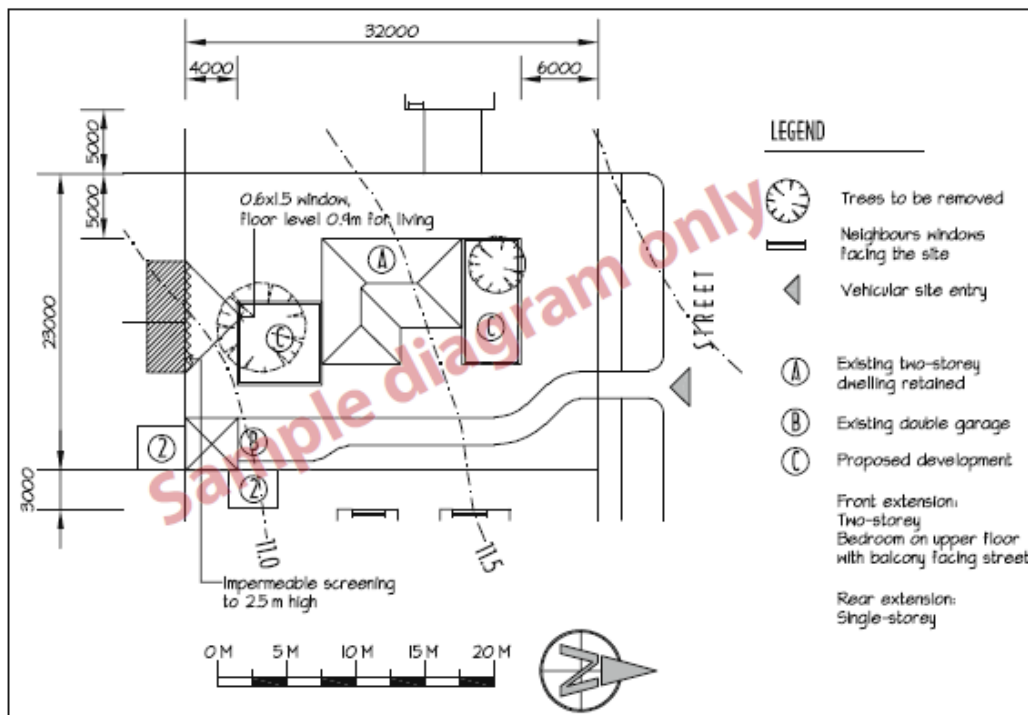


## Development Application Checklist

### 1. Site Plan (Two Copies to scale)

- The location of the property including street names, lot number(s), north point and the dimensions of the site;
- Type of all existing and proposed structures with clear indication of the distance from the property boundaries to the proposed building(s), including all existing structures and vegetation proposed to be removed;
- Existing and proposed means of access for pedestrians and vehicles to and from the site;
- Location, number, dimensions and layout of all car parking spaces intended to be provided;
- Storm water disposal details if known, location of existing septic system and leach drains (length and distance from other buildings etc); and
- Landscaping if required



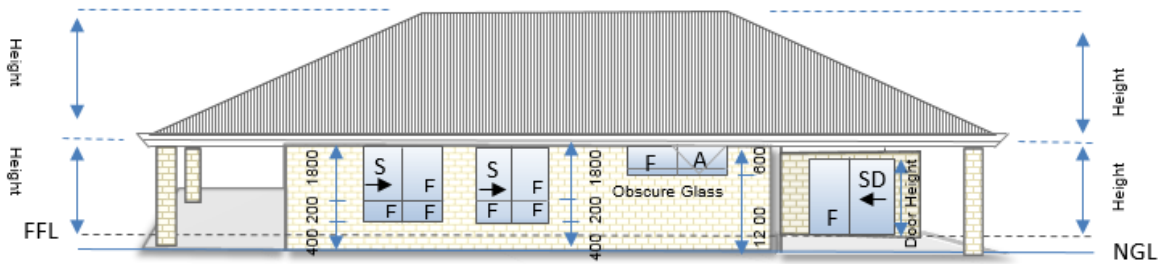
*This is an example of a Site Plan  
Source: Residential Design Codes of Western Australia*

### 2. Floor Plans (Two Copies to scale)

- All dimensions of proposed new buildings and/ or additions;
- Internal Layout, including room names and sunken areas;
- Location and dimensions of windows and doors;
- Smoke detector location(s) (essential for Bed & Breakfast and Holiday Accommodation proposals) ; and
- Ridge, valley, eaves line and downpipe locations.

### 3. Elevations (Appropriately labeled e.g.; North, South, East and West)

- Front rear and side views of proposed new buildings or existing buildings if additions are proposed;
- Location and dimensions of windows and doors (including window sill heights from finished floor level and direction of opening eg: fixed, sliding, awning);
- Wall and roof heights;
- Existing ground level;
- Finished floor levels of any proposed new buildings or existing buildings if additions are proposed; and
- Include details of any proposed cut or fill and retaining walls.



Rear Elevation Example

### 4. Bushfire Attack Level (BAL) assessment

- Check the Department of Fire and Emergency Services website to see if the property is located in a Bushfire prone area [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). If yes;
- Contact the City of Albany Development Services to check if a Bushfire Attack Level (BAL) assessment is required with your application.

### 5. Covering Letter

- The existing and proposed use of the site and buildings to be erected on the site;
- Justification of the nature of proposed development or use;
- Type and colours of building materials; and
- For proposed business also include hours of operation, number of staff and parking provided.

### 6. Adjoining Owners Comments

- Check with City of Albany Development Services to see if required

**Please Note:** Depending on the nature of your application additional information may be requested.

Your plans and covering letter should show as much information as possible, otherwise delays in processing times may occur. If you need help deciding what information you should provide please contact the City of Albany's Development Services via phone (08) 6820 3040 or email [planning@albany.wa.gov.au](mailto:planning@albany.wa.gov.au).