

# Development (Planning) Application Checklist

## Commercial and Multiple Dwelling Developments

This checklist is to assist applicants to prepare a complete Development Application submission for commercial or multiple dwelling developments.

A complete Development Application, where all necessary information has been provided in accordance with this checklist will enable the City to undertake a full planning assessment and avoid unnecessary delays occurring in processing your application.

An application can be lodged over the counter at the **City of Joondalup Administration Building, 90 Boas Avenue, Joondalup**, or by mail to **City of Joondalup, PO Box 21, Joondalup WA 6919**.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant will receive a letter acknowledging receipt of the application. Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

While most applications are able to be determined under delegated authority, applicants are advised that some applications may be referred to Council for determination. You will be notified by the City after a full assessment if your application is required to be considered by Council.

All development applications must include:

- A signed copy of this checklist confirming the application is complete.
- A completed application form - Application for Approval to Commence Development Form - MRS Form 1. The form must be signed by the owner(s) of the property in ink.
- The development application fee (refer to the City's Schedule of Planning Fees).

Development plans in accordance with the following specifications:

- One (1) hard copy of site, floor and elevation plans drawn to a scale of 1:200 or 1:100.
- Where plans have been created electronically, an electronic copy of the plans, preferably saved to a Compact Disc (CD). Electronic copies of plans must meet the following requirements:

- submitted as Adobe Systems portable document format (PDF)
- unlocked
- to scale
- a minimum resolution of 200 dots per inch (dpi).

- Details of the proposed development, and written justification addressing any aspects of the development that requires the City to undertake an assessment against the design principles of the *Residential Design Codes of Western Australia*, or where the proposed development does not meet the requirements of the *City's District Planning Scheme, a Local Structure Plan, or a Local Planning Policy*.

Additionally, the following information is required for new commercial and multiple dwelling developments, and substantial additions to existing developments:

- A completed copy of the City's Environmentally Sustainable Design Checklist.
- Building perspectives.
- Landscaping concept plans indicating location of landscaping and plant species proposed.
- Relevant technical reports including, but not limited to:
  - Transport assessment
  - Acoustic assessment
  - Arborist report, where tree removal is proposed.

It is strongly recommended that you submit comments and signed plans from the owner(s) and occupier(s) of adjoining dwelling(s) if your proposed development has the potential to impact on that (those) property(ies). This will assist in minimising the amount of time taken to assess and determine your application.

## Plans

All applications must include the following detail on the plans:

### Site plan

- Street name(s) and lot number.
- Lot dimensions, north point and scale.
- Existing and proposed natural ground levels based on the Australian Height Datum (AHD) and the position and levels of all existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures.
- Vehicle driveways, access points, car parking areas, and manoeuvring areas.
- Proposed landscaping areas, including shade trees within car parking area(s), showing the species and maturity of plants to be installed. For residential developments please refer to clause 6.3.2 of the Residential Design Codes of Western Australia for further details on what is required in relation to landscaping plans.
- The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as road islands adjacent to the site.
- The position, type and size of any existing tree exceeding 3 metres and any other significant landscaping features.
- The location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site.
- For residential development, the extent of shadow cast by the proposed development onto neighbouring lot(s) to the south in accordance with clause 6.4.2 of the Residential Design Codes. (overshadowing diagram).
- For residential development, the extent of any overlooking into neighbouring lot(s) in accordance with Clause 6.4.1 of the Residential Design Codes (overlooking diagram).
- Location of existing structures on adjoining properties where they are adjacent to the proposed development and may affect, or be affected by, the proposed development, including windows in buildings.

### Floor plans

- Street name(s) and lot number.
- North point and scale.
- Room layout including location of walls, doors, windows with dimensions and the proposed use of each room (separately for each storey of construction).
- Location, dimensions and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window).
- Finished levels of the floor(s) of the building, relative to the natural ground levels of the site.

### Elevation drawings

- Street name, lot number, and scale.
- View of every face of the proposed buildings, incorporating the existing building(s) where applicable.

- Location, dimensions and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window).
- Roof pitch(es).
- Proposed and existing colours and materials .
- Height, extent, and materials of any proposed retaining and fencing.
- Location of Building Threshold Envelope to be provided for development in the Residential Zone – Refer to Council Policy '*Height and Scale of Buildings within Residential Areas*'.

When you have checked off your checklist, sign the box below to verify you have included all the information necessary to determine your application.

**Thank you for completing this checklist to ensure your application is processed as quickly as possible.**

#### Applicant's Full Name

#### Contact Number

#### Email Address

#### Applicant's Signature

#### Date Submitted

#### Accepting Officer's Signature

#### Do you wish to receive your decision?

- By mail
- By email

### Links to other documents

Residential Design Codes  
[planning.wa.gov.au](http://planning.wa.gov.au)

City of Joondalup District Planning Scheme No. 2  
[joondalup.wa.gov.au](http://joondalup.wa.gov.au)