

Check Sheet - Project Information Memorandum



For use with applications for a Project Information Memorandum only

Address: _____

Use this check sheet to assist you in lodging a complete PIM application and to avoid delays in processing. Please attach **one (1) copy** of the following information (unless otherwise specified) with your completed PIM application form. Tick each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer Use	<input type="checkbox"/>	a	Application form (one (1) copy)	Completed and signed by the owner or by an agent on behalf of the owner.	For office use only	<input type="checkbox"/>
	<input type="checkbox"/>	b	Certificate of Title or other proof of ownership (one (1) copy)	One recent copy of current certificate/s of title (i.e. not older than three (3) months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.		<input type="checkbox"/>
	<input type="checkbox"/>	c	Application fee	Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.		<input type="checkbox"/>
	<input type="checkbox"/>	d	Locality plan (1:500) showing:	Physical location of the site in relation to streets or landmarks, north point, name of building and Lot and DP number.		<input type="checkbox"/>
	<input type="checkbox"/>	e	Site plan (1:100) showing:	Dimensions of all boundaries, north point, finished floor levels, ground contours (extend to boundaries)/levels, site area, site coverage, street name and number, lot and DP number, outline of building, area of building, distances to boundaries.		<input type="checkbox"/>
	<input type="checkbox"/>	f	Drainage plan (1:100) showing:	Proposed stormwater and wastewater disposal including connections to Council mains (not required if included on site plan).		<input type="checkbox"/>
	<input type="checkbox"/>	g	Elevations (1:100/1:50) showing:	Accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation, location of door and window openings, floor levels in relation to ground levels, exterior cladding nominated to all elevations.		<input type="checkbox"/>
	<input type="checkbox"/>	h	Vehicle access plans showing:	<ul style="list-style-type: none"> <input type="checkbox"/> Location and extent of driveway relative to existing legal boundaries of the site, public footpath/roadway and, where relevant, other features (e.g. house, wall, fence, tree) that potentially effect visibility, and <input type="checkbox"/> long-section (1:100) showing proposed levels and gradients along the centreline; on wide or tight-turning <input type="checkbox"/> accesses, three long-sections along left, centre and right <input type="checkbox"/> location and area of parking spaces 		<input type="checkbox"/>