



NATIONAL CAPITAL DISTRICT COMMISSION

PHYSICAL PLANNING DIVISION

APPLICATION FOR OUTLINE PERMISSION  
 NCD PHYSICAL PLANNING BOARD  
**APPLICATION CHECK LIST**

NOTE: Applicant to assess and complete checklist prior to lodgment of the application

APPLICATION WILL NOT BE ACCEPTED UNTIL CHECKLIST IS COMPLETE

Completed by Applicant	Completed by Commission	Documentation	Notes Office Use Only
		. Completed Application Form in Triplicate.	
		. Three (3) Sets of Plans including the following: - Location Plan at a Scale of not less than 1:4000 - Site Plan showing all site dimensions, siting of buildings, all building dimensions, front and side boundary setbacks, onsite car parking arrangements and access driveways at a Scale not less than 1:500.	
		. Sketch design of the proposed development.	
		. A Brief description of the Proposal & Statement of Uses and specific areas to be occupied for Minor proposals and a Comprehensive report for Major Proposals.	
		. Evidence of land ownership (title copy) and letter of Consent from owner of land if an agent is making or non-owner the application or letter of notification notifying the owner of the application made.	
		. Confirmation from Eda Ranu on Water & Sewerage Services capacity and availability.	
		. Evidence of correct Planning Fees paid (copy of receipt).	

Key: A – Applicable      N/A – Not Applicable      O/S – Outstanding

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_