

APPLICATION FOR SUBDIVISION RESOURCE CONSENT

(Section 88 of the Resource Management Act 1991)

Use this form to apply to the Waitaki District Council for Subdivision Resource Consent. We recommend, in order to avoid any unnecessary delays in processing, that a Registered Surveyor be consulted to ensure that the application and appropriate plans contain all the necessary information for Council staff. Please be aware that these details are available to the public.

I, (full name) being the applicant residing at the below address, apply to the Waitaki District Council for **Subdivision Resource Consent**.

Address:

Phone:

Email address:

First point of contact for correspondence (If different to the applicant).....

Address: Phone:

Email address:

First point of contact for billing:.....

Email address:

The site details of the location at which the below described activity is to take place are:

Street address:

Rapid number:

Legal description:

Parcel number:

District Plan zone:

The names and addresses of the owner/occupier (other than the applicant) of any land to which this application relates are as follows:

Name:

Mailing address:

Contact phone:

NOTE: The owners WRITTEN PERMISSION must accompany this application.

MATTERS THAT MUST BE ADEQUATELY DEFINED

- a) The position of all new boundaries
- b) The areas of all new allotments (Not required for cross-leases, company leases or unit plans)
- c) The location and areas of new reserves to be created, including any esplanade strips and access strips
- d) The locations and areas of any existing esplanade reserves, esplanade strips and access strips
- e) The locations and areas of land below the mean high water springs of the sea, or any part of the bed of a river or lake to be vested in the Crown or local authority under Section 237A of the Resource Management Act 1991
- f) The locations and areas of land to be set aside as new roads
- g) Vehicle access
- h) Easements (existing and proposed)
- i) Existing vegetation and/or protected trees
- j) Any protected features (heritage/archaeological)
- k) If the subdivision is going to be subject to financial contribution for open space and recreation, please supply a valuation report on market value of ALL lots resulting from the proposed subdivision.

DRAWINGS AND PLANS

Drawings should show the location of the site with road name, property number, north point and any significant features.

A site plan of the property, at a scale of not less than 1:200, would show:

- A side boundary lengths and other dimensions in metres.
- Distances to side boundaries of all existing and proposed buildings and structures on the site
- The proposed use of each building, position over any easement over the site, location of roads adjacent to the site and the formation status of the road and any footpaths.
- The location of all vehicle access points and driveways at the street boundary, position, location and dimensions of every parking and loading space.
- Description of kerb lines adjacent to the site and the position of any street trees, levels on the site boundaries; around any buildings the contours of the site (except where the site area is less than 100m² or has a uniform grade of less than 1:10).
- Any proposed retaining walls, excavations and landfill, existing trees and proposed landscaping and the dimensioned areas of the landscaping. Also, all existing and proposed sealed areas.
- Plans should also include indigenous vegetation areas, streams, wetlands and heritage items.
- Where relevant recession line diagrams or models, watercourses, drainage and sewerage pipes within and adjacent to the site.
- A description of the means proposed to deal with all storm water and sanitary drainage and to provide water supply.
- Any location of any water supply bores and effluent disposal areas on the site and on adjoining sites.

ADDITIONAL PLANS AND DRAWINGS

Floor plan of each proposed building at a scale of not less than 1:100 should show:

Use of all parts of the building and the room layout of the building, if known and the use of the different rooms.

A diagram of the elevations of each proposed building (at a scale of not less than 1:100) should show:

The external appearance of the building including doors and windows, the number of floors and their proposed usage as well as the building height in relation to each boundary.

Attach other information (if any) required by the District or Regional Plan or Regulations (e.g. written consents, location plan, scheme plan, traffic assessment, building plans, platforms assessment).

HAZARDOUS ACTIVITIES AND INDUSTRIES LIST (HAIL)

Is the site on which the land use activity relate to a HAIL site?

Yes No

Please note that as well as industrial type activities this HAIL list also includes, but is not limited to, agricultural and horticultural activities.

If the answer is "Yes" you must provide an assessment of the proposal against the National Environmental Standard for Assessing and Managing Contaminants in Soils. Mitigation measures to reduce actual or potential effects.

The Ministry for the Environment have a number of publications for guidance on applications such as: the Hazardous Activities and Industries List (HAIL) as well as the National Environmental Standard for Assessing and Managing Contaminants in Soils (NES) which can be found on their website at www.mfe.govt.nz.

A deposit fee must accompany your application. If the costs incurred in processing this application exceed the deposit, the applicant will be invoiced for the balance.

The required deposit fee amount can be found on Council's website.

<https://www.waitaki.govt.nz/Services/Fees-and-Charges/Planning-and-Resource-Consents>

I enclose the required **DEPOSIT FEE** of: \$.....

Non-Notified application
 Limited Notified application
 Notified application

NOTE: PLEASE RESEARCH THE FULL EXPECTED COST OF YOUR APPLICATION PRIOR TO LODGEMENT. FAILURE TO APPRECIATE THE POTENTIAL COST LIABILITY BY AN APPLICANT PRIOR TO LODGEMENT OF AN APPLICATION WILL NOT BE A BASIS FOR LATER ARGUMENTS ABOUT COSTS.

Signature of applicant(s) or person authorised to sign on their behalf

Sign:

Date:

COUNCIL PLANNING OFFICER TO COMPLETE

Pre-application meeting Y / N (Circle one)

A phone call or front counter discussion is not considered a pre-application meeting

Date & Time for pre-application meeting:

This is important information for MfE Report

Accepting Planner initials: **Date:** **Time:**

Internal Depts (circle as appropriate):
Roading
Water and Sewage
Drainage
Building
Health

Other:

Detail:

INFORMATION REQUIRED FOR ALL APPLICATIONS

Application <u>SHOULD</u> contain	A detailed <u>description</u> of the existing site including the legal description and District Plan zoning	
	A statement as to why the activity is necessary at that site	
	A description of any filling or excavation works (the type, volume and depth of the fill; where on the site these are located	
	The result of any consultation undertaken with any parties who may be affected	
	The position of all new and existing boundaries and areas of all new allotments to be created	
	Location and areas of any esplanade strips to be created, of any existing esplanade reserves, esplanade strips or access strips	
	The location and areas of land below Mean High Water Springs of the sea or of any part of the bed of a river or lake bed, which is required to be vested in the Crown the location and areas of land to be set aside as new road.	
	In the description you <u>NEED</u> to consider	The materials and colours to be used on the exterior cladding of any proposed building
Description of any geological or other natural hazards		
Detail whether the activity requires car parking and access to be provided		
Outline any landscaping work such as planting of trees that needs to take place		
Specify any signs or advertising		
State whether the activity one that will generate noise		
Describe whether the activity is one that will generate odours		
Term whether increased glare will result or is extra lighting involved		
An explanation of any other emissions generated such as dust, fumes and/or radio emissions		
Description of any hazardous substances to be stored or used on the site		
State any protected trees or nature conservation areas on site or nearby		
Description of any heritage items		
Outline any impact on recreational uses		

THE SUBDIVISION PROCESS

Below is a flow chart that outlines the subdivision process. Please note that it involves both you as the applicant (or surveyor engaged on your behalf) and Council.

