



## Plans

A **Site Plan** should show:

- All existing and proposed structures on the allotment, including any dwelling, shed, stables, garage, carport, verandah, septic tank (2.5 m setback) & soakage system or aerobic tank & irrigation area (3 m setback), water storage tanks, swimming pools, spas, trees & vegetation
- Any adjacent roads & streets (include names), existing or proposed driveways or vehicle access points, easements, rights of way and the accurate location of any watercourse existing on property
- All boundaries of the allotment (include dimensions in metres)
- The approximate north point and the scale (indicated on graph paper)
- The dimensions (length and width) of the allotment boundaries, the existing structures and the proposed development
- The existing structures and the proposed development by naming the purpose it is used for (e.g. 'stable') and marked **Existing** or **Proposed**. Future structures for which approval is not being sought should **not** be included
- The distance in metres and the location of all existing and proposed structures in relation to boundaries and other buildings
- Existing and proposed finished floor levels and site levels
- Be drawn to scale, preferably 1:200 or 1:500. It is important that the whole property boundaries are shown on the plan. Indicate scale and approximate north point on site plan. **Please do not use paper size bigger than A3**

If the property size is fairly large it is advisable to draw two site plans: one showing the whole property with all existing structures (1:500 or 1:1000) & one showing the area of the proposed development (1:200).

A scale 1:200 means that 1 cm drawn on the plan matches 2 m in reality.

A scale 1:500 means that 1 cm drawn on the plan matches 5 m in reality.

A scale 1:1000 means that 1 cm drawn on the plan matches 10 m in reality.

An **Elevation Plan** should show:

- all relevant and proposed buildings
- dimensions (length, width, height), elevations and sections of each floor level for any relevant or proposed structures
- wall, post and building heights
- sizes and locations of footings and other structural components (including smoke alarm type)
- structural details such as framing, connections, tie downs, etc.
- include all visible sides of the proposal. If the proposed development is an addition, the plans should indicate how the proposal relates to the existing structure

An **Elevation Plan** should be drawn to scale, preferably 1:100 (the scale should be indicated on graph paper)

**Please, always provide three copies of site and elevation plans!**

Failure to submit three copies may result in delays with your application and copy and service charges for photocopying will apply.

