

# MULTI DWELLINGS

## PLANNING APPLICATION CHECKLIST

**Disclaimer:** *This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



This checklist applies to applications to construct or extend two or more dwellings on a lot, dwellings on common property and residential buildings. A development must, amongst other matters meet the requirements of Clause 55 (ResCode).

Other planning scheme controls may affect your proposal. This can be confirmed by the Urban Planning department.

### How to Apply for a Planning Permit

To apply for a permit, simply submit the mandatory requirements (see below) and lodge your application by email.

### Electronic Lodgement Guidelines

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on a USB or via email at [planningapplications@maribyrnong.vic.gov.au](mailto:planningapplications@maribyrnong.vic.gov.au)

The plans must be to scale, rotated to landscape and provided in a PDF format. It is preferred that the plans be converted electronically rather than printed and scanned with the appropriate scale.

Files larger than 10Mb should be broken up into parts and supplied as separate files.

Any photos are to be provided as jpeg images.

### Mandatory Information

- ☐ A completed and signed application form.
- ☐ The application fee (refer to fee schedule).
- ☐ A current copy of title. The title must be no older than 3 months and must show any registered covenants/ or s173 agreements.
- ☐ A Neighbourhood and Site Description and Design Response Plan including all information (where relevant) as required by Clause 55.01.
- ☐ An electronic copy of all plans (see below).

**Note: Applications that do not contain these mandatory requirements will not be accepted.**

### Site Plan / Floor Plans

Site plan / floor plans drawn to a scale of 1:100 or 1:200 should show the following:

- ☐ A plan reference number, date and north point.
- ☐ Title boundaries and dimensions of the site.
- ☐ Development summary which includes site area, site coverage, permeability and areas of secluded private open space that exceed 3 metres in width.
- ☐ Setbacks of all dwellings from all title boundaries.
- ☐ Floor plans of all dwellings including all dimensions.
- ☐ Roof plan including details of any air conditioning units, plant equipment or lift overruns.

- ☐ Location of any habitable room windows and private open space areas within 9 metres of the site.
- ☐ Natural ground levels or levels to the AHD (Australian Height Datum).
- ☐ Areas of cut, fill, and any proposed retaining walls.
- ☐ Location and dimensions of existing and proposed crossovers and car parking spaces (clearly allocated to each dwelling and any visitor parking areas).
- ☐ Location of mailboxes, clotheslines, external storage areas and other site services (including any boosters or meter boxes).
- ☐ Fencing details.

### Elevations

Elevation drawn to a scale of 1:100 should show the following:

- ☐ All elevations depicting the slope of the land and indicating the differences between natural and finished floor levels.
- ☐ Coloured 3D perspectives taken at multiple angles.
- ☐ Maximum building heights measured from the natural ground level.
- ☐ Maximum wall heights measured from the natural ground level.
- ☐ Finished floor and ceiling levels (all floors) of all dwellings.
- ☐ Streetscape elevation showing adjoining buildings and façade treatments.
- ☐ Fencing details.
- ☐ Schedule of finishes, materials and colours.
- ☐ Landscape plan.
- ☐ Written assessment against State and Local Planning Policies including Clause 55 (ResCode).
- ☐ Written consent from relevant authorities to build over any easements.

### Other Information Required

- ☐ Photographs of the site and surrounds.
- ☐ Shadow diagrams (September equinox) at 9am, 12 noon and 3pm. The shadow diagrams must show existing and new shadows.

### Car Parking

Clause 52.06 of the Maribyrnong Planning Scheme sets out the requirements in relation to car parking. If you wish to vary these requirements your planning application must include this request.

### Requirements for Larger Developments

- ☐ Waste Management Plan.
- ☐ Traffic Report by a suitably qualified Traffic Engineer.
- ☐ Preliminary Environmental Assessment by a suitably qualified Environmental Assessor.
- ☐ Acoustic report.