

## 9.0 CHECKLIST

Before submitting your application and plans to the ARC for assessment, please ensure that all essential information are included with the documentation. This is important to avoid unnecessary delays due to lack of information and incomplete submission. Failure to provide this information will delay the assessment process and may incur additional costs.

### 9.1 Submission for Preliminary Assessment

Cover Letter	<input type="checkbox"/>
Completed Application Form	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
All Elevations	<input type="checkbox"/>
ARC Fee Payment (if applicable)	<input type="checkbox"/>

### 9.2 Submission for Final Approval

Cover Letter	<input type="checkbox"/>
Completed Application Form	<input type="checkbox"/>
External Materials & Colours Form	<input type="checkbox"/>
Sample and colour charts	<input type="checkbox"/>

#### Building Plans:

• A3 Site Plan (1:200 Scale)	<input type="checkbox"/>
Building Envelope and Setbacks	<input type="checkbox"/>
Driveway and crossover	<input type="checkbox"/>
North Point	<input type="checkbox"/>
Adjacent buildings	<input type="checkbox"/>
Location of Services	<input type="checkbox"/>
Existing trees and posts	<input type="checkbox"/>
Parking bays	<input type="checkbox"/>
Footprint of building	<input type="checkbox"/>
Contours (if any)	<input type="checkbox"/>
• A3 Floor Plans (1:100 Scale)	<input type="checkbox"/>
Calculations for building area	<input type="checkbox"/>
Calculations for site coverage	<input type="checkbox"/>
• A3 Roof Plan (1:100 Scale)	<input type="checkbox"/>
• A3 All Elevations (1:100 Scale) (indicate height of building)	<input type="checkbox"/>
• A3 Sections (1:100 Scale) (indicate height of building)	<input type="checkbox"/>
• Shadow and Overlooking Diagrams (only for double storey dwellings)	<input type="checkbox"/>
• ARC Fee Payment (if applicable)	<input type="checkbox"/>
• Asset Bond Deposit of \$1500 to the club	<input type="checkbox"/>

