

# OFFICIAL PROPERTY CERTIFICATE

<b>Registered Property Owner:</b>					
<b>Registered Plot Number:</b>					
<b>Township Name:</b>					
<b>Street Address:</b>					
<b>Current Zoning:</b>					
<b>Minimum Plot Size:</b>					
<b>Building Restrictions as per attached Table nr:</b>					
<b>Parking Requirements as per attached Table nr:</b>					
<b>Land Value</b>	<b>E</b>	<b>Value of Improvements</b>	<b>E</b>	<b>Total Value</b>	<b>E</b>
<b>Rate Clearance Certificate Number:</b>					

.....  
*Date Issued*

.....  
*Official Signature*

**OFFICIAL STAMP**

**APPENDIX A**



# **APPENDIX A**

## **OFFICIAL PROPERTY CERTIFICATE**

# **APPENDIX B**

## **POWER OF AUTHORITY**

# POWER OF AUTHORITY

We the undersigned, hereby Authorises (Agent / Consultancy)\_\_\_\_\_

\_\_\_\_\_

(P.O. BOX \_\_\_\_\_), to act in the capacity of

Authorised Agents to (Owner / Company / Developer)\_\_\_\_\_

\_\_\_\_\_

in the preparation and submission of documentation to the **Ezulwini Town Council** pertaining the Consent Use / Rezoning / Planned Unit Development / Subdivision / Variation of Plot\_\_\_\_\_situated in\_\_\_\_\_(Township).

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**Signature(s) of Owners / Developers / Company:**

Signed \_\_\_\_\_ Name \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

# **APPENDIX C**

## **FORMATS FOR AFFIDAVITS**

# AFFIDAVIT OF NOTIFICATIONS FOR SPECIAL CONSENT APPLICATIONS

I, \_\_\_\_\_ from

(Consultancy) \_\_\_\_\_

\_\_\_\_\_ being the Authorised Agent for

(Property Owner) \_\_\_\_\_

hereby solemnly declares that I have:

- 1) Advertised my application in the press ;
- 2) Informed the contiguous property owners in writing of my intentions; and
- 3) Placed and Maintained a Public Notice on Site for a period of 21 days.

In accordance with Clause 1.5 of the Ezulwini Town Planning Scheme of my intention to apply

for a Special Consent on Plot \_\_\_\_\_

situated in \_\_\_\_\_ (township) was displayed and maintained from

(date) \_\_\_\_\_ to (date) \_\_\_\_\_ for a period of 21

days, as provided in the Town Planning Act of 1961.

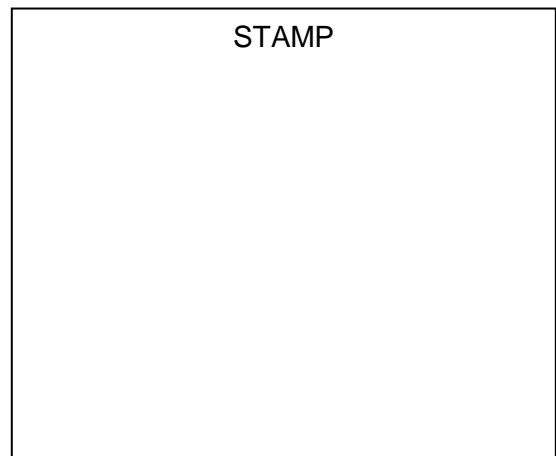
\_\_\_\_\_

***Signature of the Deponent***

This having been sworn before me in \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

***Signature - Commissioner of Oath***



# AFFIDAVIT OF NOTIFICATIONS FOR REZONING APPLICATIONS

I, \_\_\_\_\_ from  
(Consultancy) \_\_\_\_\_  
\_\_\_\_\_ being the Authorised Agent for  
(Property Owner) \_\_\_\_\_

hereby solemnly declares that I have:

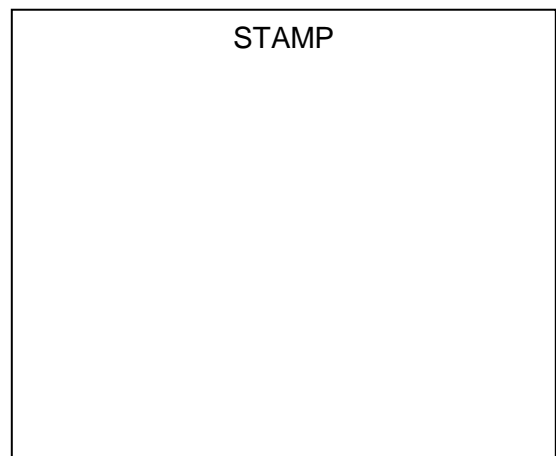
- 1) Advertised my application in the press;
- 2) Informed the contiguous property owners in writing of my intentions; and
- 3) Placed and Maintained a Public Notice on Site for a period of 21 days.

In accordance with Clause 1.6 of the Ezulwini Town Planning Scheme of my intention to Rezone Plot \_\_\_\_\_ situated in \_\_\_\_\_ (township) was displayed and maintained from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ for a period of 21 days, as provided in the Town Planning Act of 1961.

\_\_\_\_\_  
**Signature of the Deponent**

This having been sworn before me in \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
**Signature - Commissioner of Oath**



# AFFIDAVIT OF NOTIFICATIONS FOR APPLICATION FOR A VARIATION

I, \_\_\_\_\_ from

(Consultancy) \_\_\_\_\_

\_\_\_\_\_ being the Authorised Agent for

(Property Owner) \_\_\_\_\_

hereby solemnly declares that I have:

- 1) Advertised my application in the press;
- 2) Informed the contiguous property owners in writing of my intentions; and
- 3) Placed and Maintained a Public Notice on Site for a period of 21 days.

In accordance with Clause 1.4 of the Ezulwini Town Planning Scheme of my intention to apply for a Variation on Plot \_\_\_\_\_

situated in \_\_\_\_\_ (township) was displayed and maintained from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ for a period of 21

days, as provided in the Town Planning Act of 1961.

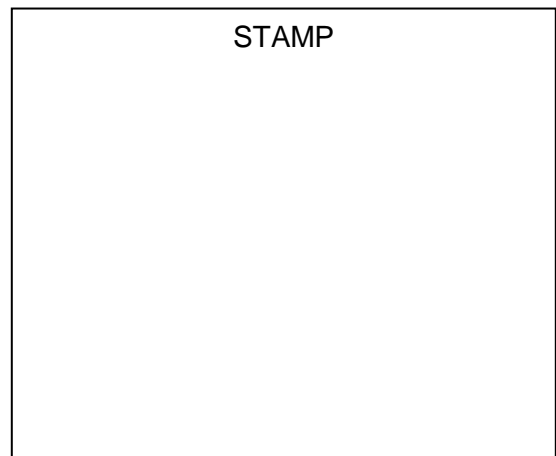
\_\_\_\_\_

***Signature of the Deponent***

This having been sworn before me in \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

***Signature - Commissioner of Oath***





# **APPENDIX D**

## **FORMATS FOR PUBLIC NOTICES**

**PUBLIC NOTICE FOR  
APPLICATION FOR A SPECIAL CONSENT  
IN TERMS OF THE EZULWINI TOWN PLANNING SCHEME OF 2014**

**I / We \_\_\_\_\_, the owner(s) of the property in question, hereby make a Public Notice in terms of Clause 1.5 of the 2014 Ezulwini Town Planning Scheme, that I / We wish to apply for a SPECIAL CONSENT to establish (description of development)\_\_\_\_\_**

**on Plot\_\_\_\_\_**

**Any one having an objection to this application may lodge their objections, in writing, with the Ezulwini Town Council at P.O. Box 344, Ezulwini, Swaziland not later than (date)\_\_\_\_\_, that is 21 days from the last publication of the Notice namely on (date)\_\_\_\_\_.**

**PUBLIC NOTICE FOR  
APPLICATION FOR PLANNED UNIT DEVELOPMENT  
(PUD / REZONING)**

**IN TERMS OF THE EZULWINI TOWN PLANNING SCHEME OF 2014**

I / We \_\_\_\_\_, the  
owner(s) of the property in question, hereby make a Public Notice in terms of Section 18 of the 2014  
Ezulwini Town Planning Scheme, that I / We wish to apply for the simultaneous application of  
PUD and REZONING of Plot(s)\_\_\_\_\_

to \_\_\_\_\_  
in order to develop the site as \_\_\_\_\_

Any one having an objection to this application may lodge their objections, in writing, with the Ezulwini  
Town Council at P.O. Box 344, Ezulwini, Swaziland not later than  
(date)\_\_\_\_\_, that is 21 days from the last publication of the Notice  
namely on (date)\_\_\_\_\_.

**PUBLIC NOTICE FOR  
REVIEW OF THE EZULWINI TOWN PLANNING SCHEME  
IN ACCORDANCE TO THE TOWN PLANNING ACT OF 1961**

**The Town Council of Ezulwini, hereby gives notice to all Interested and Affected Parties that a Town Planning Scheme was prepared for the Ezulwini Urban Area, in accordance to the Town Planning Act of 1961.**

**The relevant documentation encompasses four Volumes, namely a Comprehensive Background Study, Structure Plan and Spatial Planning Framework (Plan), Development & Implementation Plan and Development Code (Regulatory Clauses & Zoning Map), which could be perused at the Offices of the Town Council.**

**The Public Review commences on \_\_\_\_\_ for a period of 21 days until \_\_\_\_\_.**

**Any Comments and/or Objections may be lodged, in writing, with the Ezulwini Town Council at P.O. Box 344, Ezulwini, Swaziland not later than \_\_\_\_\_.**

**Office Open for Review during Weekdays from \_\_\_\_\_**



**PUBLIC NOTICE FOR  
APPLICATION FOR REZONING  
IN TERMS OF THE EZULWINI TOWN PLANNING SCHEME OF 2014**

I / We \_\_\_\_\_,  
the owner(s) of the property in question, hereby make a Public Notice in terms of Clause 1.6 of  
the 2014 Ezulwini Town Planning Scheme, that I / We wish to apply for the REZONING of  
Plot(s)\_\_\_\_\_ from

\_\_\_\_\_ to \_\_\_\_\_

in order to develop the site as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any one having an objection to this application may lodge their objections, in writing, with the  
Ezulwini Town Council at P.O. Box 344, Ezulwini, Swaziland not later than  
(date)\_\_\_\_\_, that is 21 days from the last publication of the Notice  
namely on (date)\_\_\_\_\_.

**PUBLIC NOTICE FOR  
APPLICATION FOR A VARIATION  
IN TERMS OF THE EZULWINI TOWN PLANNING SCHEME OF 2014**

**I / We \_\_\_\_\_, the owner(s) of the property in question, hereby make a Public Notice in terms of Clause 1.4 of the 2014 Ezulwini Town Planning Scheme, that I / We wish to apply for a VARIATION in the - (describe the variance) from \_\_\_\_\_**

**to \_\_\_\_\_**

**on Plot \_\_\_\_\_**

**Any one having an objection to this application may lodge their objections, in writing, with the Ezulwini Town Council at P.O. Box 344, Ezulwini, Swaziland not later than (date) \_\_\_\_\_, that is 21 days from the last publication of the Notice namely on (date) \_\_\_\_\_.**

# **APPENDIX E**

## **APPLICATION FORMS**

# APPLICATION FORM 1: VARIATIONS

## APPLICATION FOR VARIATIONS

AS PER CLAUSE 1.4 OF THE EZULWINI TOWN PLANNING SCHEME 2014

Complete Sections A to D in Block Letters

### SECTION A

#### DETAILS OF APPLICANT / AUTHORISED AGENT

<b>Name &amp; Surname:</b>	
<b>Postal Address:</b>	
<b>Telephone:</b> (        )	<b>Cellular Phone:</b> (        )
<b>Facsimile:</b> (        )	<b>Email Address:</b>

### SECTION B

#### REGISTERED OWNER OF THE PROPERTY

<b>Name &amp; Surname:</b>	
<b>Physical Address (where reside):</b>	
<b>Postal Address:</b>	
<b>Telephone:</b> (        )	<b>Cellular Phone:</b> (        )
<b>Facsimile:</b> (        )	<b>Email Address:</b>



# APPLICATION FORM 1: VARIATIONS

## SECTION C

### DETAILS OF PROPERTY(S)

<b>Street Address &amp; Township (including Extension):</b>		
<b>Plot Number (as per Deeds Register):</b>		
<b>Rate Clearance Certificate Number:</b>		
<b>Value of Property as per latest Valuation Roll:</b>		
<b>Value of Land:</b>  E	<b>Value of Improvements:</b>  E	<b>Total Value:</b>  E
<b>Is Property(s) subject to Mortgage Bonds (State Details):</b>		
<b>Existing Land Use Zone:</b>		
<b>Existing Land Use Description:</b>		

# APPLICATION FORM 1: VARIATIONS

## SECTION D

### BUILDING RESTRICTIONS

<b>Existing Building Restrictions</b>						
Height & Stories		Setbacks (Minimum in metres)			Plot Coverage %	FAR
Max # Stories	Max Height	Front	Side	Rear	Max	Max
<b>Proposed Building Restrictions</b>						
Height & Stories		Setbacks (Minimum in metres)			Plot Coverage %	FAR
Max # Stories	Max Height	Front	Side	Rear	Max	Max
<b>Parking Restrictions</b>						
<b>Applicable Land Use:</b>						
<b>From:</b>				<b>To:</b>		

# APPLICATION FORM 1: VARIATIONS

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I, the undersigned, certify that, to the best of my knowledge, the information provided in this Form is correct.

.....

**Full Name**

.....

**Signature of Applicant or Authorised Agent**

.....

**Submission Date**

**COMMISSIONER OF OATH**

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.....

**Date Received**

.....

**Official Signature**

**FOR OFFICE USE ONLY**

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# APPLICATION FORM 1: VARIATIONS

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## SECTION E

### MAIN MOTIVATION REPORT

**A Motivation Report must be submitted in the following format (TWO COPIES):**

**A. Introduction**

**B. Background Assessment**

- a) Describing the circumstances causing the need for deviation from the requirements of the Code.

**C. Motivation**

- a) Desirability and Impacts of the proposed deviation.

**D. Conclusion**

## SECTION F

### APPENDICES TO ACCOMPANY THE MAIN MOTIVATION REPORT

**The following should accompany the Application (TWO COPIES):**

- 1) Title Deed(s) – obtain Certified Copies from the Deed's Office
- 2) Land-Legal Agreements - if applicable
- 3) Letter of Authorisation – obtain from Ezulwini Town Council
- 4) Official Property Certificate
- 5) Photographs to indicate the circumstances
- 6) Location Map
- 7) Proposed Development Plans such as Architectural, Layout Details with Building Restrictions to demonstrate future uses.

# APPLICATION FORM 1: VARIATIONS

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## SECTION G

### APPLICATION PROCEDURE NOTES

**The following should accompany the Application Form:**

- 8) Prior to lodging your application, consult the Ezulwini Town Council's Town Planning Division about the proposed development for preliminary approval by the Local Authority.
- 9) Obtain an Official Property Certificate from the Ezulwini Town Council.
- 10) Submit a Motivation Report as per Clause 1.4 Section (d) of the Ezulwini Town Planning Scheme of 2008 and attach the full set of appendices as listed in Section F of Form 1.
- 11) Advertise as per the requirements of Clause 1.4 of the Ezulwini Town Planning Scheme of 2008.
- 12) Submit proof that the required notice has been published in a locally circulating newspaper and on site.

*Following the 21 day Public Review Period, the Ezulwini Town Council would consider the application (taking cognisance of any objections / comments received from public and other interested parties, and process its approval / conditional approval / denies within a period of 3 months from date of submission) in accordance to Clause 1.4 of the Ezulwini Town Planning Scheme of 2014.*

# APPLICATION FORM 1: VARIATIONS

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## SECTION H

### ADVERTISEMENT PROCEDURE NOTES

- 1) Obtain an On Site Public Notice from the Ezulwini Town Council stating in terms of the relevant law all the details of the proposed development.
- 2) Display the On Site Public Notice where it will be recognisable and maintain it on the property for a period of twenty-one (21) days.
- 3) Submit proof, by means of photographs, that the Public Notice was displayed on the site.
- 4) Publish the required Public Notice in a newspaper for at least once during each of two successive weeks within the twenty-one (21) days public review period.
- 5) Submit proof that the required notice has been published within a locally circulating newspaper during each of the two successive weeks.
- 6) Submit an affidavit to confirm that the prescribed notice was displayed on the property for the prescribed period of twenty-one (21) days.

## SECTION H

### SCHEDULE OF FEES

**The following application fees are charged:**

Variance .....	E600
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# APPLICATION FORM 2



## APPLICATION FOR CONSENT / REZONE / PUD

AS PER THE EZULWINI TOWN PLANNING SCHEME 2014

Please  where applicable

<b>Consent Use</b>	<input type="checkbox"/>	<b>Rezoning</b>	<input type="checkbox"/>	<b>Planned Unit Development</b>	<input type="checkbox"/>
	<i>As per Section 1- Clause 1.5</i>		<i>As per Section 1 - Clause 1.6</i>		<i>As per Section 14 &amp; 18</i>

Complete Sections A to C in Block Letters

### SECTION A

DETAILS OF APPLICANT / AUTHORISED AGENT

<b>Name &amp; Surname:</b>	
<b>Postal Address:</b>	
<b>Telephone:</b> (       )	<b>Cellular Phone:</b> (       )
<b>Facsimile:</b> (       )	<b>Email Address:</b>

### SECTION B

REGISTERED OWNER OF THE PROPERTY

<b>Name &amp; Surname:</b>	
<b>Physical Address (where reside):</b>	
<b>Postal Address:</b>	
<b>Telephone:</b> (       )	<b>Cellular Phone:</b> (       )



# APPLICATION FORM 2

<b>Facsimile:</b> (            )	<b>Email Address:</b>
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SECTION C

DETAILS OF PROPERTY TO BE DEVELOPED

<b>Street Address &amp; Township (including Extension):</b>		
<b>Plot Number (as per Deeds Register):</b>		
<b>Rate Clearance Certificate Number:</b>		
<b>Value of Property as per latest Valuation Roll:</b>		
<b>Value of Land:</b> E	<b>Value of Improvements:</b> E	<b>Total Value:</b> E
<b>Is Property subject to Mortgage Bonds (State Details):</b>		
<b>Existing Land Use Zone:</b>		
<b>Existing Land Use Description:</b>		
<b>Proposed Land Use Description:</b>		



## APPLICATION FORM 2

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Estimated Cost of Development:

E

## APPLICATION FORM 2

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I, the undersigned, certify that, to the best of my knowledge, the information provided in this Form is correct.

.....  
***Full Name***

.....  
***Signature of Applicant or Authorised Agent***

.....  
***Date Received***

.....  
***Official Signature***

**FOR OFFICE USE ONLY**

# APPLICATION FORM 2



## SECTION D

### MAIN MOTIVATION REPORT

**A Motivation Report must be submitted in the following format (TWO COPIES):**

**A. Introduction**

**B. Background Assessment**

- a) Site / Property Description (Location, Size, current Land Use, etc.)
- b) Environmental Assessment (Gradients, Identification of Environmental Sensitive Areas, such as drainage lines, marshy areas, etc.)
- c) Geotechnical / Soils Assessment
- d) Traffic Impact & Parking Requirements
- e) Surrounding Land Use Assessment
- f) Engineering / Bulk Service Provision, including Roads, Water, Sewerage, Electricity & Telecommunication

**C. Motivation**

- a) Need for Special Consent or Planned Unit Development
- b) How does the proposed development respond to surrounding land uses as well as open space resources?
- c) Restrictions of Current Zoning
- d) Need for Proposed Development
- e) Desirability of Proposed Development
- f) Details of Proposed Zone

**D. Conclusion**

# APPLICATION FORM 2



## SECTION E

### APPENDICES TO ACCOMPANY THE MAIN MOTIVATION REPORT

**The following should accompany the Application (TWO COPIES):**

- 1) Title Deed(s) – obtain Certified Copies from the Deed’s Office
- 2) Letter of Authorisation – obtain from Ezulwini Town Council
- 3) Official Property Certificate
- 4) Photographs (existing property and neighbouring properties)
- 5) Location Map
- 6) Surrounding Land Use Map
- 7) Surrounding Zoning Map – Obtain from Ezulwini Town Council
- 8) Proposed Development Plans (Architectural and Layout Details and Building Restrictions)
- 9) Land-Legal Agreements - if applicable

## SECTION F

### SCHEDULE OF FEES

**The following application fees will be charged:**

Application Fees for Special Consent.....	E600
Application Fees for Rezoning.....	E800
Application Fees for PUD.....	E1,500

## APPLICATION FORM 2

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### SECTION G

#### APPLICATION PROCEDURE NOTES

- 1) Prior to lodging your application, consult the Ezulwini Town Council's Town Planning Division about the proposed development for preliminary approval by the Local Authority.
- 2) Obtain an Official Property Certificate from the Ezulwini Town Council.
- 3) Submit the application as per Form 2 and attach the full set of appendices as listed in Section E of Form 2.
- 4) Advertise as per the requirements of the Ezulwini Town Council.
- 5) Submit proof that the required notice has been published in a locally circulating newspaper and on site.

*Following the 21 day Public Review Period, the Ezulwini Town Council would consider the application (taking cognisance of any objections / comments received from public and other interested parties, and process its approval / conditional approval / denies in accordance to the relevant Sections of the Ezulwini Town Planning Scheme of 2014.*

# APPLICATION FORM 2

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## SECTION H

### ADVERTISEMENT PROCEDURE NOTES

- 1) Obtain an On Site Public Notice from the Ezulwini Town Council stating in terms of the relevant law all the details of the proposed development.
- 2) Display the On Site Public Notice where it will be recognisable and maintain it on the property for a period of twenty-one (21) days.
- 3) Submit proof, by means of photographs, that the Public Notice was displayed on the site.
- 4) Publish the required Public Notice in a newspaper for at least once during each of two successive weeks within the twenty-one (21) days public review period.
- 5) Submit proof that the required notice has been published within a locally circulating newspaper during each of the two successive weeks.
- 6) Submit an affidavit to confirm that the prescribed notice was displayed on the property for the prescribed period of twenty-one (21) days.

# APPLICATION FORM 3



## APPLICATION FOR SUB-DIVISION / CONSOLIDATION

AS PER SECTION 19 OF THE EZULWINI TOWN PLANNING SCHEME 2014

Please  where applicable

Sub-division

Consolidation

Complete Sections A to D in Block Letters

### SECTION A

#### DETAILS OF APPLICANT / AUTHORISED AGENT

<b>Name &amp; Surname:</b>	
<b>Postal Address:</b>	
<b>Telephone:</b> (       )	<b>Cellular Phone:</b> (       )
<b>Facsimile:</b> (       )	<b>Email Address:</b>

### SECTION B

#### REGISTERED OWNER OF THE PROPERTY

<b>Name &amp; Surname:</b>	
<b>Physical Address (where reside):</b>	
<b>Postal Address:</b>	
<b>Telephone:</b> (       )	<b>Cellular Phone:</b> (       )
<b>Facsimile:</b> (       )	<b>Email Address:</b>

# APPLICATION FORM 3

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## SECTION C

### DETAILS OF PROPERTY(S)

<b>Street Address &amp; Township (including Extension):</b>		
<b>Plot Number(s) as per Deeds Register:</b>		
<b>Rate Clearance Certificate Number:</b>		
<b>Value of Property as per latest Valuation Roll:</b>		
<b>Value of Land:</b>	<b>Value of Improvements:</b>	<b>Total Value:</b>
E	E	E
<b>Is Property(s) subject to Mortgage Bonds (State Details):</b>		
<b>Existing Land Use Zone:</b>		
<b>Existing Land Use Description:</b>		



# APPLICATION FORM 3



SECTION D  
PROPOSAL TO SUBDIVIDE LAND

Proposed Plot Sizes	Portion 1	Portion 2	Portion 3	Portion 4
	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>

MOTIVATION FOR SUB-DIVISION OF LAND AND INTENDED LAND USE:

Large empty rectangular box for providing the motivation for sub-division of land and intended land use.

# APPLICATION FORM 3



SECTION E  
PROPOSAL TO CONSOLIDATE LAND

1	Plot:	m <sup>2</sup>
2	Plot:	m <sup>2</sup>
3	Plot:	m <sup>2</sup>
4	Plot:	m <sup>2</sup>
5	Plot:	m <sup>2</sup>

**MOTIVATION FOR CONSOLIDATION OF LAND AND INTENDED LAND USE:**

A large, empty rectangular box with a black border, intended for the user to provide a detailed motivation for the land consolidation and specify the intended land use.

# APPLICATION FORM 3

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I, the undersigned, certify that, to the best of my knowledge, the information provided in this Form is correct.

.....  
**Full Name**

.....  
**Signature of Applicant or Authorised Agent**

.....  
**Submission Date**

**COMMISSIONER OF OATH**

.....  
**Date Received**

.....  
**Official Signature**

**FOR OFFICE USE ONLY**

# APPLICATION FORM 3

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## SECTION F

### MAIN MOTIVATION REPORT

**A Motivation Report must be submitted in the following format (TWO COPIES):**

**A. Introduction**

**B. Background Assessment**

- a) Reason for Subdivision / Consolidation of Land.
- b) Intended use of the properties.

**C. Motivation**

- a) Desirability and Impacts of the proposed Subdivision / Consolidation.

**D. Conclusion**

## SECTION G

### APPENDICES TO ACCOMPANY THE MAIN MOTIVATION REPORT

**The following should accompany the Application (THREE COPIES):**

- 1) Title Deed(s) – obtain Certified Copies from the Deed's Office
- 2) Land-Legal Agreements - if applicable
- 3) Proof of various owners (in the case of consolidation)
- 4) Letter of Authorisation – obtain from Ezulwini Town Council
- 5) Official Property Certificate
- 6) Locality Map
- 7) Photos of the property and surrounding areas

# APPLICATION FORM 3

## SECTION H

### SUBDIVISION / CONSOLIDATION PLANS

**Plans should indicate the following (THREE COPIES):**

The following are in compliance with the Ezulwini Town Planning Scheme of 2014 – Section 19.3:

- 1) All plot lines to be removed to be noted dashed Red Lines – for Consolidation
- 2) Existing Plot boundaries and dimensions in Black – for Subdivision
- 3) Proposed Subdivision and dimensions in Red – Subdivision
- 4) Exact location of all existing buildings
- 5) Location, width and purpose of servitudes
- 6) Existing and proposed streets and right of way names, widths and surfacing
- 7) Utilities on and adjacent to the plot including the location and size of water lines and hydrants and sewer lines and locations and servitudes for electric and telephone lines. If water and sewer main lines are not adjacent to the plot, indicate the direction and distance to the size of the nearest ones.
- 8) Natural features on the plot to include water-courses, rock outcroppings, wooded areas, indigenous trees and isolated trees of 30cm or more in diameter.
- 9) Any planned or proposed public improvements.
- 10) General information to include: North Arrow, Scale, notation of Size for each plot proposed.
- 11) Any other information the Town Council may deem necessary to consider the application.
- 12) See requirements of Panhandles under Section 19.4 of the Town Planning Scheme

## SECTION I

### SCHEDULE OF FEES

**The following application fees are charged:**

Sub-division.....	E600
Consolidation.....	E600

# APPLICATION FORM 3

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