

Medium Density

Application Checklist

This document can be submitted with your application as a summary of documents submitted for approval.

No.	Mandatory documents to be submitted with your application	√
1	An Application Form completed and signed	
2	A full copy of Title for the land, including the map showing current owners, title plan and any registered covenants, restrictions or Section 173 Agreements	
3	The prescribe application fee	

No.	Supporting documents to be submitted with your application	√
4	<p>Fully dimensioned plans (including boundaries, dimensions and elevations)</p> <ul style="list-style-type: none"> • 3 copies of all plans drawn at preferred scales of 1:100 or 1:200 • 1 copy of all submitted plans in A3 size suitable for photocopying <p>Plans to show the following, as appropriate:</p> <ul style="list-style-type: none"> • The boundaries and dimensions of the site • Development plans including elevations 	
5	<p>A Neighbourhood and Site Description (as described in Clause 54 or 55 as appropriate in the planning scheme) may use a site plan, photographs or other techniques and must accurately describe:</p> <ul style="list-style-type: none"> • In relation to the neighbourhood: <ul style="list-style-type: none"> ○ The built form, scale and character of surrounding development including front fencing ○ Architectural and roof styles ○ Any other notable features or characteristics of the neighbourhood • In relation to the site: <ul style="list-style-type: none"> ○ Site shape, size, orientation and easements ○ Levels of the site and the difference in levels between the site and surrounding properties ○ Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site ○ The use of surrounding buildings ○ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres ○ Solar access to the site and to surrounding properties ○ Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known ○ Any contaminated soils and filled areas, where known ○ Views to and from the site ○ Street frontage features such as poles, street trees and kerb crossovers ○ Any other notable features or characteristics of the site • A design response (as specified in the planning scheme) which must explain how the proposed design: <ul style="list-style-type: none"> ○ Derives from and responds to the neighbourhood and site description ○ Meets the objectives of Clause 54 or 55 of the planning scheme (as appropriate) ○ Responds to any neighbourhood character features for the area identified in a local planning policy or a neighbourhood character overlay ○ Addresses any streetscape elevation issues 	
6	Shadow diagrams for September Equinox at 9am, 12 noon, 3pm	
7	Details of colours, materials and finishes	
8	Streetscape elevations	
9	Traffic report for larger scaled developments	

Guide to preparing a site analysis

The Swan Hill Planning Scheme requires that all applications for medium density housing developments (including construction of single dwellings or extensions to single dwellings on lots less than 300 square metres, must be accompanied by:

- a neighbourhood and site description and design response as described in clause 54 to 55 of the Swan Hill Planning Scheme
- a design response to the site analysis

Applications not accompanied by an approved neighbourhood and site description and design response will not be considered.

Purpose of a Neighbourhood and Site Description

A neighbourhood and site description should illustrate how the opportunities and constraints of a site and its surrounds have led to the design solution submitted. A neighbourhood and site description must be prepared before the design.

A neighbourhood and site description has a number of benefits to the developer, designer, Council and neighbours by:

- encouraging good design;
- identifying potential concerns of neighbours;
- assisting to complement the existing neighbourhood character;
- providing the developer with a degree of certainty of Council support where the proposal satisfies the guide;
- giving Council and residents a clear understanding of the proposal;
- helping to minimise conflict (and therefore time, delay and costs) between developers, Council and neighbours.

Elements of a Neighbourhood & Site Description

The neighbourhood and site description should generally be presented as a separate scaled context plan of the site (not part of the development site plan) and the surrounding environment. A neighbourhood and site description is not just an existing conditions plan and must show key influences on design and how the dwellings will relate to each other and their immediate surroundings. The plan will therefore probably include written notations and relevant cross sections and views.

The neighbourhood and site description plan should contain the following details:

- **Contours** - Generally 0.5m contours should be depicted. Spot levels if available should be included. This detail should run to adjoining lots. If the site is flat this should be noted on the plan.
- **Existing vegetation and site features (including native vegetation)** - Existing trees and substantial shrubs should be plotted. Large trees close to boundaries on adjacent sites should also be plotted. Other notable features should be plotted. Site fill if known should be detailed.
- **Buildings and fences** - All existing fences and buildings on the site and adjoining properties including sheds to be plotted. Buildings to be retained should be identified. Habitable room windows (living areas and bedrooms) of adjoining houses facing the site to be identified.
- **Services** - Drainage and sewerage services including easements should be plotted. Refer to Titles, Lower Murray Water or Council for easement details.
- **Access and Street** - Existing driveways and crossover details, and kerb and road details outside the site should be shown. Other street features such as trees, poles, bus stops, fire hydrants etc. to be shown.
- **Orientation** - North point to be shown. Shadow diagrams will be required for buildings on boundaries or buildings two storey or greater (existing adjoining and proposed).
- **Noise sources** - Potential noise sources to be identified (i.e nearby pools, shops, rail line, busy road). Could be shown by plotting noise source and direction arrow.
- **Views** - Views to and from the site and from adjoining site to be noted. Could be depicted by direction arrow and brief description.
- **Private open space** - Secluded abutting open space areas adjacent to the site to be shown.
- **Community facilities** - The direction and distance of community facilities should be depicted and described (i.e corner shop, bus stop, parks, schools).

- **Neighbourhood character** - Built form and character of adjacent area (2-3 houses adjoining and opposite) could be shown with a series of photographs with notes on features including fences and gardens. Use A4 or folded A3 sheets.

Design Response

The design response is important as it ties the neighbourhood and site description to the design presented for consideration. The response can be brief and in point form and contain sketches or other annotations. A simple run through the guide's element checklist is not sufficient although this information is useful to provide in addition to the written statement.

The design response must explain how the development's design:

- derives from the neighbourhood and site description
- relates to other dwellings on the site and to surrounding land and development (this must include correctly proportioned street elevations showing the development in the context of adjacent buildings)
- avoids future management difficulties of areas in common ownership
- respects, acknowledges and improves the existing neighbourhood character.

The response should identify the neighbourhood character including building styles, materials, setbacks and other common features (as shown on the photos submitted), and how the identified site constraints shown on the site analysis (i.e overlooking, overshadowing, noise sources and existing vegetation) have been addressed and responded to in the design of the dwellings.

The statement provides the designer/developer with the opportunity to highlight the positive aspects of the development. If existing vegetation is to be removed, for example, the statement could provide an opportunity to explain why and what landscaping may be undertaken as a result of the development.

Other useful information

Elevation plans should depict adjoining properties where they exist and any height differential. Elevation plans should include the street elevation and the two side elevations.

Pre-application Meetings

Pre-application meetings are recommended as a part of the application process. Council officers can provide specific advice to applicants on whether the proposal is generally consistent with the Swan Hill Planning Scheme.

Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce or avoid the need for Council to request further information.

To arrange an appointment for a pre-application meeting with a Planning Officer please contact the Statutory Planning Unit directly on (03) 5036 2352.