

# Guidance Note:

## Preparation of site plans

This guidance note is to assist in the preparation of resource consents under Section 88 of the Resource Management Act 1991. This details the minimum requirement for all site plans (note subdivision specific requirements in Section 2 below).

SECTION 1 - GENERAL REQUIREMENTS	
EXISTING	
A	<p><b><u>Site Plan showing the following minimum information requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Position of certificate of title boundaries, including existing easement(s).</li> <li><input type="checkbox"/> Position of road boundaries and name(s).</li> <li><input type="checkbox"/> Position of adjoining legal descriptions and street numbers.</li> <li><input type="checkbox"/> Existing site contours.</li> <li><input type="checkbox"/> Position of existing public and private infrastructure (including water, wastewater, stormwater, overhead lines, gas, power, telephone) and drainage systems (including on-site devices, and service connections).</li> <li><input type="checkbox"/> Location of vehicle crossing/entrance and other road features (i.e. power poles, street trees).</li> <li><input type="checkbox"/> Location of existing driveways, right of ways etc.).</li> <li><input type="checkbox"/> Existing boundary treatments, e.g. fencing, screening.</li> <li><input type="checkbox"/> Existing vegetation (area/s of vegetation, identification of species, height, girth and extent of drip line).</li> <li><input type="checkbox"/> Position and dimension of existing buildings (including floor level, eaves height above driveway where applicable) and impermeable surfaces shown.</li> <li><input type="checkbox"/> Floor plans of existing buildings.</li> <li><input type="checkbox"/> Position of outdoor living areas, and service courts (where applicable).</li> <li><input type="checkbox"/> The location and extent of any identified heritage item, cultural site, or archaeological site.</li> <li><input type="checkbox"/> If the site adjoins a watercourse, please identify the width of the bed of the watercourse and the extent of any riparian margin or local purpose (esplanade) reserve (or strip).</li> <li><input type="checkbox"/> The location and extent of any natural hazards, e.g. unstable slopes, areas prone to flooding, peat soils.</li> </ul>
PROPOSED	
B	<p><b><u>Plan/s showing the PROPOSED activity including (where relevant):</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Position and dimensions of all proposed boundaries (including net site area).</li> <li><input type="checkbox"/> Where relevant, the extent of any earthworks, showing proposed contours (overlaid over existing contours), area and volume of earthworks, retaining walls (including height);</li> <li><input type="checkbox"/> Position of any proposed public and private infrastructure (including water, wastewater, stormwater, overhead lines, gas, power, telephone) and drainage systems (including on-site devices, and service connections).</li> <li><input type="checkbox"/> Position of new (or relocated) services overlaid (including depth) over existing services.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Position and dimension of proposed buildings and impermeable surfaces/ site coverage (incorporated with buildings being retained).</li> <li><input type="checkbox"/> Position of proposed vehicle crossing and driveway, including vertical clearance (where applicable), long-section of driveway to road, gradients, the existing kerb line including any indented parking bay, and pedestrian access.</li> <li><input type="checkbox"/> Where applicable, proposed car parks and their nature (short-term, visitor, leased, etc.), loading bays, headroom dimensions.</li> <li><input type="checkbox"/> Vehicle tracking curves / manoeuvring,</li> <li><input type="checkbox"/> Floor plans of proposed buildings including gross floor area, number of floors and their use .</li> <li><input type="checkbox"/> Total building coverage and impermeable surfaces calculated in sq. metres.</li> <li><input type="checkbox"/> Position of outdoor living and service courts.</li> <li><input type="checkbox"/> Vegetation alteration (area of vegetation removed and/or altered).</li> <li><input type="checkbox"/> Proposed boundary treatments.</li> <li><input type="checkbox"/> Proposed landscaping and/or planting (including area (m<sup>2</sup>), location and species (include grade and spacing)).</li> <li><input type="checkbox"/> Elevation drawings (1:50/1:100) of all structures to be built or altered, showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Relationship of buildings to the natural ground level, existing and finished ground levels (whichever is applicable), and certificate of title boundaries.</li> <li><input type="checkbox"/> Elevations of all building faces (including finished floor levels and external appearance/materials/ and colour scheme).</li> <li><input type="checkbox"/> Identifying and highlighting relevant District Plan requirements including sunlight access planes, height requirements, shading infringements where applicable.</li> </ul> </li> </ul>
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## SECTION 2 – FOR SUBDIVISION APPLICATIONS ONLY

### GENERAL REQUIREMENTS

<b>C</b>	<p><b><u>Attach information that is sufficient to adequately define:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Any relevant information in section 2 above</u> (Note: Most of the information is considered relevant, however floor plans, elevation drawings of buildings, proposed boundary treatments are not required).</li> </ul> <p><b>Scheme Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The position of all new and existing boundaries.</li> <li><input type="checkbox"/> The areas and dimensions of all new allotments, and any amalgamations.</li> <li><input type="checkbox"/> The location of legal and physical roads, accessways, rights of way, including grades.</li> <li><input type="checkbox"/> The location of any on-site effluent treatment and disposal areas and fields (existing and proposed).</li> <li><input type="checkbox"/> Proposed building platforms for all allotments 1ha or less, including shape factor (not required if a dwelling is already located on an allotment).</li> <li><input type="checkbox"/> Contours – Note: contours are only required for rural subdivisions for any lot of 5000m<sup>2</sup> or less, the contour must extend beyond the lot boundary by at least 50m.</li> <li><input type="checkbox"/> The location of any stormwater infrastructure, including pipework and on-site stormwater systems, open drains (include ownership), effects of subdivision and use on existing overland flow paths, including consideration of the stormwater catchment).</li> <li><input type="checkbox"/> The location of any proposed retaining walls or embankments (note if a retaining wall over 1m is proposed, a typical cross section is required).</li> </ul>
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- The locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips; and:
  - The locations of areas of any existing esplanade reserves, esplanade strips, and access strips; and
  - The locations and areas of land below mean high water springs of the sea, or in any part of the bed of a river or lake, to be vested in Council under Section 237A of the Resource Management Act 1991; and
  - The locations and areas of land to be set aside as new roads.  
(The above is all required by Form 9 Resource Management Regulations).
- All survey plan approval elements, including easement panel.

**And, (where relevant)**

- Spot levels at key points.
- Net site area of all the existing and proposed sites.
- Proposed staging (if applicable).
- For a TDR application, the 'donor' and 'recipient' property (if applicable).
- Position of any eaves in relation to any access, ROW, or driveways.
- Identification of building platform(s) / shape factor to the standard and size dimension specified in the respective District Plan.
- Areas for each separate area of bush or other feature to be protected in m<sup>2</sup> or ha.

**Refer also to the minimum information requirements for subdivisions in schedule 4 of the RMA.**