

GALWAY COUNTY COUNCIL

Comhairle Chontae na Gaillimhe, Áras an Chontae, Prospect Hill, Galway
Guthán: (091) 509308 E-mail: planning@galwaycoco.ie Faics: (091) 509199

PLANNING APPLICATION CHECK LIST

This check list should be consulted when preparing your planning application and rechecked prior to submission of your planning application.

PLEASE ENSURE THAT APPLICATION IS SEPARATED INTO INDIVIDUAL SETS PRIOR TO SUBMISSION

DOCUMENTS

- Application Form** ▶ Original plus 2 copies fully completed and signed.
- Fee** ▶ Fee as appropriate.
- Newspaper Notice** ▶ Original (full page) plus 2 copies- Approved newspaper only – see attached.
- Site Notice** ▶ 3 copies – also erected on site. See attached template/details. If signed by agent, include address.
- Schedule** ▶ A full schedule listing drawings, maps etc to be enclosed.
- Protected Structure** ▶ Where works are to a protected (or proposed protected) structure indicate same on (a) Application (b) Newspaper Notice (C) Site Notice and attach plans, drawings, photos or other particulars, to show how the development would affect the character of the structure.
- Certificate of Exemption** ▶ Where development of 1-4 houses or on land less than 0.1 hectares in residentially zoned area.
- S. 96 Agreement** ▶ Attach particulars of agreement if proposal not exempt.
- EPA Test Results** ▶ Information on the on-site treatment system proposed and evidence as to suitability of site for system proposed.
- Group Water Scheme** ▶ Original plus two copies of letter of consent (non-statutory).
- Housing Need** ▶ Original plus two copies of housing need form (non-statutory).
- Other documents** ▶ 3 of each.

MAPS

- Site Location Map** ▶ 6 Ordnance Survey maps of scale not less than 1:2500 with site outlined in red and North point shown. Indicate Ordnance Survey Sheet Number.
- Site Layout Plan** ▶ 6 copies of scale not less than 1:500 with North point, site outlined in red.
- Boundaries** ▶ Site location boundaries MUST correspond with site layout boundaries.
- Location of Site Notice** ▶ Indicate location of site notice on Site Location Map or Layout Map .
- Dimensions** ▶ Indicate from front and side boundary to proposal.
- Positioning** ▶ Indicate position of proposal and services on site layout.
- Contour Lines/levels** ▶ Indicate sufficient number of contour lines or levels in relation to datum on the road.
- Finished Floor Level** ▶ Indicate finished floor level on site layout or floor plans. Include all proposals e.g. garages etc.
- Adjacent Buildings** ▶ Indicate adjacent buildings or features within 50 metre radius.

PLANS, ELEVATIONS & SECTIONS

- Plans, Elevations & Sections** ▶ 6 copies. All building drawings to indicate name & address of person who prepared them. All drawings folded to A4 size with 75mm offset and drawn to scale not less than 1:200. All drawings to metric scale. Where an extension to existing premises clearly distinguish between existing and proposed, preferably in colour. All elevations are required even if there are no windows or doors included.
- Architectural Conservation Area or Protected Structure** ▶ If proposal is a protected structure or ACA, the application must be accompanied by such photographs, plans, drawings and other particulars to show how development would affect the character of the structure.
- Dimensions** ▶ Show principal dimensions on drawings.
- Height** ▶ Show overall height on elevations or cross section.
- Existing & Proposed** ▶ Ensure that plans and elevations are coloured or marked to identify existing and proposed.

ANY APPLICATION NOT FULLY COMPLETED OR NOT ACCOMPANIED BY ABOVE DOCUMENTS OR NOT IN COMPLIANCE WITH PLANNING REGULATIONS WILL BE DEEMED INVALID AND RETURNED TO APPLICANT.

N.B. THE APPLICATION MUST BE LODGED WITHIN 14 DAYS OF DATE ON NEWSPAPER