
CHAPTER 255**PLANNING AND SUBDIVISION****PLANNING AND SUBDIVISION (APPLICATION
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CHAPTER 255

PLANNING AND SUBDIVISION

S.I. 1/2011

**PLANNING AND SUBDIVISION (APPLICATION
REQUIREMENTS) REGULATIONS**

(SECTION 75)

[Commencement 10th January, 2011]

- Citation. **1.** These Regulations may be cited as the Planning and Subdivision (Application Requirements) Regulations.
- Interpretation. **2.** In these Regulations —
- Ch. 255. “Act” means the Planning and Subdivision Act;
 “Committee” means the Town Planning Committee appointed under section 5(1) of the Act;
 “Department” means the Department of Physical Planning established under section 6(1) of the Act;
 “Director” means the Director of Physical Planning appointed under section 7(1) of the Act;
- Application for Land Use Plan Amendment. First Schedule. **3.** An application for approval for a Land Use Plan Amendment under section 36 of the Act shall be made to the Director in the Form set out in the First Schedule.
- Application for Zoning Bye-law Amendment. Second Schedule. **4.** An application for approval for a Zoning Bye-law Amendment under section 36 of the Act shall be made to the Director in the Form set out in the Second Schedule.
- Application for Minor Variance. Third Schedule. **5.** An application for approval for Minor Variance to the Zoning Bye-law under section 36 of the Act shall be made to the Director in the Form set out in the Third Schedule.
- Application for Site Plan. Fourth Schedule. **6.** An application for approval for a Site Plan under section 36 of the Act shall be made to the Director in the Form set out in the Fourth Schedule.
- Application for Architectural Design. Fifth Schedule. **7.** An application for approval for an Architectural Design under section 36 of the Act shall be made to the Director in the Form set out in the Fifth Schedule.
- Application for Subdivision. Sixth Schedule. **8.** An application for approval for a Subdivision under section 36 of the Act shall be made to the Director in the Form set out in the Sixth Schedule.

9. An application for approval for Severance under section 36 of the Act shall be made to the Director in the Form set out in the Seventh Schedule.

Application for Severance. Seventh Schedule.

10. The Department may require any one or more of the following documents to be submitted along with an application —

Department may require additional documentation.

- (a) the conveyance in respect of the application;
- (b) specifications for the construction and maintenance of any proposed road;
- (c) specifications and design drawings showing grading, road reservations, access or landscaping;
- (d) a key plan showing —
 - (i) the site location including any nearby landmark for proper site identification, existing street names, existing land uses on surrounding adjacent land and all adjacent land that is owned by the applicant;
 - (ii) existing contours at two feet intervals or less to show the grade and drainage of the proposed development;
 - (iii) existing and proposed land uses on the subject property and adjacent to the subject property;
 - (iv) the nature and extent of any restrictions affecting the land to be developed including restrictive covenants or easements;
 - (v) existing natural and artificial features such as buildings or other structures, roads, watercourses, drainage ditches, wetlands, wooded areas, environmentally sensitive areas, swamps, etc., within or adjacent to the land proposed to be developed;
- (e) supporting documentation in respect of —
 - (i) Planning Rationale, if required;
 - (ii) Environmental Impact Study, if required;
 - (iii) Traffic Impact Analysis, if required; unless otherwise exempted by the Ministry responsible for Public Works and Transport;
 - (iv) Servicing Study, if required;
 - (v) Heritage Impact Statement, if required;

- (vi) any additional supporting documentation that may be required;
- (f) additional supporting documentation for a Land Use Plan Amendment applications including but not limited to a Comprehensive Development Plan, if required; and
- (g) additional supporting documentation for Sub-division and Site Plan Applications, including, but not limited to —
 - (i) an Applicant Report as detailed in the application form;
 - (ii) a Stormwater Management Study, if required;
 - (iii) a Noise Study, if required;
 - (iv) an Archaeological Study, if required;
 - (v) a Soil/Geotechnical Study, if required; and
 - (vi) a Comprehensive Development Plan, if required.

Department may refuse to accept or consider application.

11. The Department may refuse to accept or consider an application that fails to —

- (a) comply with these Regulations or is incomplete;
- (b) have accompanied along with the application any information required by the Act or requested by the Department;
- (c) have accompanied with it the prescribed fee.

Applications submitted to Committee.

12. (1) All applications made in accordance with regulations 3 to 9 shall be submitted to the Committee for consideration along with —

- (a) any material as required by the Department in support of the application;
- (b) a letter of authorisation signed by the property owner(s) explicitly authorising the submission of such application; and
- (c) the requisite prescribed fee.

(2) All applications submitted to the Committee shall be accompanied with a report prepared by the Department in the form set out in the Eighth Schedule.

Eighth Schedule.
Application for Zoning Compliance.
Ninth Schedule.

13. (1) All applications for a Notice of Zoning Compliance under section 36 of the Act shall be submitted to the Director in the form set out in Part A of the Ninth Schedule and accompanied with —

-
- (a) the requisite prescribed fee; and
 - (b) any additional information requested by the Director.

(2) The Director may, based solely on the information provided in the application, issue a Notice of Zoning Compliance in the form set out in Part B of the Ninth Schedule.

Ninth Schedule.

14. The fees for an application made under these Regulations are specified in the Tenth Schedule.

Fees.
Tenth Schedule.

FIRST SCHEDULE

(Regulation 3)

APPLICATION TO AMEND THE LAND USE PLAN

1. NOTE TO APPLICANT

This application form is to be used by persons or public bodies wishing to apply for an amendment to the Land Use Plan. The applicant is advised to approach the Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below). To avoid delay, it is important to provide complete and accurate information.

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the owner’s written authorisation is required. If more than one owner owns the subject land, the authorisation of all owners is required. The authorisation must acknowledge that the owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

An amendment to the Land Use Plan does not constitute a change to the zoning of the subject property. An amendment to the Zoning Bye-law is still required if the proposal does not conform to the existing zoning. In the event that a Zoning Bye-law Amendment is required, please refer to the Zoning Bye-law Amendment application form.

COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town

Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include —

- One (1) original and ten (10) copies of the application form
- Ten (10) copies of the proposed development concept plan, if applicable, (folded to either 8½ x 11 or 8½ x 14 format)
- One (1) reduced copy of the proposed development concept plan, if applicable (either 8½ x 11 or 8½ x 14 format)
- One (1) copy of the proposed wording of the Land Use Plan amendment
- Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
- The application fee (to be determined during Pre-Submission Consultation)
 - \$ 1,500 for a simple Land Use Plan Amendment Application
 - \$2,500 for a complex Land Use Plan Amendment Application

6. OTHER FEES

The applicant may be responsible for the cost of third party reviews of supporting studies, if required. This requirement applies to matters such as, but not limited to, the review of traffic, servicing, environmental, noise, and engineering reports, etc. In all cases the Department of Physical Planning will notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

An additional non-refundable fee of \$500 may be charged if more than one public open house or public meeting is required.

7. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%

- For application withdrawn after having been circulated but before public meeting 50%
- For application withdrawn after public meeting 20%
- For application withdrawn after public hearing 0%

The next page is 101

APPLICATION TO AMEND THE LAND USE PLAN

(For Government Use Only)

File Number:	Date of Receipt:	Date of Complete Application:
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To: Director of Physical Planning

1. OWNER/APPLICANT/AGENT

PLEASE PRINT	Mailing Address	Telephone Number	E-mail Address	Facsimile number
Owner:				
Applicant:				
Agent or Attorney-at-law				
The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant or Lessee of land <input type="checkbox"/> Prospective owner	Matters relating to this application should be sent to (select one only) : <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Attorney-at-law			
If applicant is not the owner, the owner must consent to the application: <input type="checkbox"/> separate letter of authorisation attached; or <input type="checkbox"/> signature at right	Owner's Signature:			
	Date:			
Has a Pre-Submission Consultation taken place with the Department of Physical Planning? <input type="checkbox"/> Yes If yes, provide date _____ <input type="checkbox"/> No If no, a Pre-Submission Consultation is required prior to submission of application.				

2. SUBJECT LAND

Location:			
Address:		Closest intersection and directions to land	
Description:			
Frontage (sq. ft.)	Acres (sq. ft.)	Average Depth (ft.)	Average Width (ft.)

3. CURRENT PLANNING STATUS

Existing Land Use Designation in the Land Use Plan:	
Existing Zoning in the Zoning Bye-law:	

4. CURRENT, PREVIOUS AND PROPOSED USES OF THE SUBJECT LAND

Current use of the land:	
Previous and historic use of the land, if different from above:	
Proposed use of the land:	

5. PROPOSED LAND USE PLAN AMENDMENT

Describe the purpose of the proposed amendment:	
Identify the proposed designation and the proposed land uses:	
Identify the written policies, if any, to be added / deleted / changed:	
Identify the Schedule(s) in the Land Use Plan to be affected:	

6. PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type	File Number	Purpose	Status
<input type="checkbox"/> Zoning Bye-law Amendment			
<input type="checkbox"/> Site Plan			
<input type="checkbox"/> Subdivision			
<input type="checkbox"/> Severance			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Architectural Design			

7. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

8. SUPPORTING DOCUMENTATION

Documentation Type (determined during Pre-Submission Consultation)	Required		Title of Report
	Yes	No	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geoteehnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

9. DECLARATION OF OWNER OR APPLICANT

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

I hereby agree that all studies submitted in support of this application may be made available for public review.

Signature of Owner or Applicant

Date

SECOND SCHEDULE**(Regulation 4)****APPLICATION TO AMEND THE ZONING BYE-LAW****1. NOTE TO APPLICANT**

This application form is to be used by persons or public bodies wishing to apply for an amendment to the Zoning Bye-law.

The applicant is advised to approach The Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below). To avoid delay, it is important to provide complete and accurate information.

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the owner’s written authorisation is required. If more than one owner owns the subject lands, the authorisation of all owners is required. The authorisation must acknowledge that the owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

The zoning of the subject property must conform to the Land Use Plan. If the proposed zoning does not conform to the existing Land Use Plan designation a Land Use Plan Amendment application must first be submitted.

2. COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include —

-
- One (1) original and ten (10) copies of the application form
 - Ten (10) copies of the proposed development concept plan, if applicable, (folded to either 8½ x 11 or 8½ x 14 format)
 - One (1) reduced copy of the proposed development concept plan, if applicable (either 8½ x 11 or 8½ x 14 format)
 - One (1) copy of the proposed wording of the Zoning Bye-law amendment
 - Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
 - The application fee (to be determined during Pre-Submission Consultation) —
 - \$1,500.00 for a simple Zoning Bye-law Amendment Application
 - \$2,500.00 for a complex Zoning Bye-law Amendment Application

6. OTHER FEES

The applicant may be responsible for the cost of third party reviews of supporting studies, if required. This requirement applies to matters such as, but not limited to, the review of traffic, servicing, environmental, noise, and engineering reports, etc. In all cases the Department of Physical Planning will notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

An additional non-refundable fee of \$500 may be charged if more than one public open house or public meeting is required.

7. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%
- For application withdrawn after having been circulated but before public hearing; 50%
- For application withdrawn after public hearing 0%

APPLICATION TO AMEND THE ZONING BYE-LAW

(For Government Use Only)

File Number:	Date of Receipt:	Date of Complete Application:
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To: Director of Physical Planning

1. OWNER/APPLICANT/AGENT

PLEASE PRINT	Mailing Address	Telephone Number	E-mail Address	Facsimile number
Owner:				
Applicant:				
Agent or Attorney-at-law				
The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant or Lessee of land <input type="checkbox"/> Prospective owner	Matters relating to this application should be sent to (<i>select one only</i>): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Attorney-at-law			
If applicant is not the owner, the owner must consent to the application: <input type="checkbox"/> separate letter of authorisation attached; or <input type="checkbox"/> signature at right	Owner's Signature:			
	Date:			
Has a Pre-Submission Consultation taken place with the Department of Physical Planning? <input type="checkbox"/> Yes If yes, provide date _____ <input type="checkbox"/> No If no, a Pre-Submission Consultation is required prior to submission of application.				

2. SUBJECT LAND

Location:			
Address:		Closest intersection and directions to land	
Description:			
Frontage (sq. ft.)	Acres (sq. ft.)	Average Depth (ft.)	Average Width (ft.)

3. CURRENT PLANNING STATUS

Existing Land Use Designation in the Land Use Plan:	
Existing Zoning in the Zoning By-law:	

4. CURRENT, PREVIOUS AND PROPOSED USES OF THE SUBJECT LAND

Current use of the land:	
Previous and historic use of the land, if different from above:	
Proposed use of the land:	

5. PROPOSED LAND ZONING BYE-LAW AMENDMENT

Describe the purpose of the proposed amendment:	
Identify the proposed zoning and the proposed land uses:	
Identify any zoning standards, to be added / deleted / changed:	

6. PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type	File Number	Purpose	Status
<input type="checkbox"/> Land Use Plan Amendment			
<input type="checkbox"/> Subdivision			
<input type="checkbox"/> Site Plan			
<input type="checkbox"/> Severance			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Architectural Design			

7. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

8. SUPPORTING DOCUMENTATION

Documentation Type (determined during Pre-Submission Consultation)	Required		Title of Report
	Yes	No	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

9. DECLARATION OF OWNER OR APPLICANT

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

I hereby agree that all studies submitted in support of this application may be made available for public review.

Signature of Owner or Applicant

Date

THIRD SCHEDULE**(Regulation 5)****APPLICATION FOR MINOR VARIANCE APPROVAL****1. NOTE TO APPLICANT**

This application form is to be used by persons or public bodies wishing to apply for a variance of a minor nature from the regulations of the Zoning Bye-law. The applicant is advised to approach the Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below).

To avoid delay, it is important to provide complete and accurate information.

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the owner’s written authorisation is required. If more than one owner owns the subject lands, the authorisation of all owners is required. The authorisation must acknowledge that the owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

2. COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include:

-
- One (1) original and ten (10) copies of the application form
 - Ten (10) copies of a scaled survey sketch (see note below) showing the proposed minor variance(s) (folded to either 8½ x 11 or 8½ x 14 format)
 - One (1) reduced copy of the survey sketch (either 8½ x 11 or 8½ x 14 format)
 - Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
 - The application fee —
 - \$250 for residential
 - \$500 for non-residential

6. NOTE – SCALED SURVEY SKETCH

The following information is required to be shown on the scaled survey sketch —

- A north arrow and scale
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
- The boundaries and dimensions of the subject land showing the proposed minor variance(s)
- The location of all natural and artificial features (i.e. buildings, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks) located on or adjacent to the subject land, including those that may not abut the subject land but that may affect the application
- The current use(s) of the subject property and land adjacent to the subject land (i.e. residential, agricultural, commercial, industrial, etc.)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is a public or private road
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used, and
- The location and nature of any easements or rights-of-way and any restrictive covenants affecting the subject land.

7. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%
- For application withdrawn after having been circulated but before public hearing; 50%
- For application withdrawn after public hearing 0%

APPLICATION FOR MINOR VARIANCE APPROVAL

(For Government Use Only)

File Number:	Date of Receipt:	Date of Complete Application:
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To: Director of Physical Planning

1. OWNER/APPLICANT/AGENT

PLEASE PRINT	Mailing Address	Telephone Number	E-mail Address	Facsimile number
Owner:				
Applicant:				
Agent or Attorney-at-law				
The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant or Lessee of land <input type="checkbox"/> Prospective owner	Matters relating to this application should be sent to (<i>select one only</i>): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Attorney-at-law			
If applicant is not the owner, the owner must consent to the application: <input type="checkbox"/> separate letter of authorisation attached; or <input type="checkbox"/> signature at right	Owner's Signature:			
	Date:			
Has a Pre-Submission Consultation taken place with the Department of Physical Planning? <input type="checkbox"/> Yes If yes, provide date _____ <input type="checkbox"/> No If no, a Pre-Submission Consultation is required prior to submission of application.				

2. SUBJECT LAND

Location:			
Address:		Closest intersection and directions to land	
Description:			
Frontage (sq. ft.)	Acres (sq. ft.)	Average Depth (ft.)	Average Width (ft.)

3. CURRENT PLANNING STATUS

Status	Existing	Amendment Required?
Land Use Designation in the Land Use Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning in the Zoning Bye-law:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, submit amendment applications prior to minor variance application		
Is land within area defined in the First Schedule of the Planning and Subdivision Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any easements, restrictive covenants or rights-of-way affecting the land? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any wetlands on the property as designated in the Land Use Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List any approvals or permits previously issued for the property.		

4. CURRENT, PREVIOUS AND PROPOSED USES OF THE SUBJECT LAND

Current use of the land:			
Previous and historic use of the land, if different from above:			
Are there any existing buildings or structures on the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are they to be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the land contain any areas of archaeological potential?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide an archaeological assessment and a conservation plan for such resources	
Proposed use of the land:			

5. OTHER PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type	File Number	Purpose	Status
<input type="checkbox"/> Land Use Plan Amendment			
<input type="checkbox"/> Zoning Bye-law Amendment			
<input type="checkbox"/> Subdivision			
<input type="checkbox"/> Severance			
<input type="checkbox"/> Site Plan			
<input type="checkbox"/> Architectural Design			

6. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

7. SUPPORTING DOCUMENTATION

Documentation Type (determined during Pre-Submission Con- sultation)	Required		Title of Report
	Yes	No	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

8. DECLARATION OF OWNER OR APPLICANT

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

I hereby agree that all studies submitted in support of this application may be made available for public review.

Signature of Owner or Applicant

Date

FOURTH SCHEDULE**(Regulation 6)****APPLICATION FOR SITE PLAN****1. NOTE TO APPLICANT**

This application form is to be used by persons or public bodies wishing to apply for Site Plan Approval.

The applicant is advised to approach the Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below.) To avoid delay, it is important to provide complete and accurate information.

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the owner’s written authorisation is required. If more than one owner owns the subject lands, the authorisation of all owners is required. The authorisation must acknowledge that the owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

2. COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other

agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include:

- One (1) original and ten (10) copies of the application form
- Ten (10) copies of the proposed site plan (folded to either 8½ x 11 or 8½ x 14 format)

-
- One (1) reduced copy of the proposed site plan (either 8½ x 11 or 8½ x 14 format)
 - Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
 - The application fee (To be determined during Pre-Submission Consultation) —
 - \$1,500 for simple Site Plan Application
 - \$2,500 for complex Site Plan Application PLUS \$200 per unit
 - \$500 for an amendment to a Site Plan Application

6. OTHER FEES

The applicant may be responsible for the cost of third party reviews of supporting studies, if required. This requirement applies to matters such as, but not limited to, the review of traffic, servicing, environmental, noise, and engineering reports, etc. In all cases the Department of Physical Planning will notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

7. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%
- For application withdrawn after having been circulated but before public hearing; 50%
- For application withdrawn after public hearing 0%

APPLICATION FOR SITE PLAN APPROVAL

(For Government Use Only)

File Number:	Date of Receipt:	Date of Complete Application:
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To: Director of Physical Planning

1. OWNER/APPLICANT/AGENT

PLEASE PRINT	Mailing Address	Telephone Number	E-mail Address	Facsimile number
Owner:				
Applicant:				
Agent or Attorney-at-law				
The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant or Lessee of land <input type="checkbox"/> Prospective owner	Matters relating to this application should be sent to (<i>select one only</i>): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Attorney-at-law			
If applicant is not the owner, the owner must consent to the application: <input type="checkbox"/> separate letter of authorisation attached; or <input type="checkbox"/> signature at right	Owner's Signature:			
	Date:			
Has a Pre-Submission Consultation taken place with the Department of Physical Planning? <input type="checkbox"/> Yes If yes, provide date _____ <input type="checkbox"/> No If no, a Pre-Submission Consultation is required prior to submission of application.				

2. SUBJECT LAND

Location:			
Address:		Closest intersection and directions to land	
Description:			
Frontage (sq. ft.)	Acres (sq. ft.)	Average Depth (ft.)	Average Width (ft.)

3. CURRENT PLANNING STATUS

Status	Existing	Amendment Required?
Land Use Designation in the Land Use Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning in the Zoning Bye-law:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, submit amendment applications prior to site plan application		
Is property within area defined in the First Schedule of the Planning and Subdivision Act?	<input type="checkbox"/> Yes (Architectural Design Approval required) <input type="checkbox"/> No	
Are there any easements, restrictive covenants or rights-of-way affecting the land? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any wetlands on the property as designated in the Land Use Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List any approvals or permits previously issued for the property.		

4. CURRENT, PREVIOUS AND PROPOSED USES OF THE SUBJECT LAND

Current use of the land:			
Previous and historic use of the land, if different from above:			
Are there any existing buildings or structures on the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are they to be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the land contain any areas of archaeological potential?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide an archaeological assessment and a conservation plan for such resources	
Proposed use of the land:			

5. PROPOSED SITE PLAN

Describe the purpose of the proposed site plan and use of proposed/ existing buildings	
If proposed plan is for a new building, state total floor space	_____ sq. ft.
If proposed plan is for an addition, state: <input type="checkbox"/> existing floor space <input type="checkbox"/> proposed floor space <input type="checkbox"/> total floor space	_____ sq. ft. _____ sq. ft. _____ sq. ft.

6. OTHER PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type	File Number	Purpose	Status
<input type="checkbox"/> Land Use Plan amendment			
<input type="checkbox"/> Zoning Bye-law Amendment			
<input type="checkbox"/> Subdivision			
<input type="checkbox"/> Severance			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Architectural Design			

7. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

8. SERVICING

Select the sewage disposal and water supply servicing type from the tables below. If applicable, attach servicing information / report(s) to application.

Sewage Disposal

Name of attached servicing information / report: _____

Service Type	
Piped sewage system	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private communal wastewater system	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private individual septic system(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed

Water Supply

Name of attached servicing information / report: _____

Service Type	
Piped water system	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private communal well(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private individual well(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed

9. STORM DRAINAGE

Select the stormwater drainage servicing type from the table below. If applicable, attach stormwater information / report(s) to application.

Name of attached drainage information / report: _____

Service Type		
Sewers		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Ditches or swales		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Stormwater Management Pond		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Infiltration trenches		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: (specify)		<input type="checkbox"/> existing <input type="checkbox"/> proposed

10. ACCESS ROADS

Name of the access road(s): _____

Access Type		
Controlled Access Highway		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Public road		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private road		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private gated road		<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other access type: (specify)		<input type="checkbox"/> existing <input type="checkbox"/> proposed

11. SUPPORTING DOCUMENTATION

Documentation Type (determined during Pre-Submission Consultation)	Required		Title of Report
	Yes	No	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	

Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

12. DECLARATION OF OWNER OR APPLICANT

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

I hereby agree that all studies submitted in support of this application may be made available for public review.

Signature of Owner or Applicant

Date

FIFTH SCHEDULE

(Regulation 1)

**APPLICATION FOR
ARCHITECTURAL DESIGN APPROVAL**

1. NOTE TO APPLICANT

This application form is to be used by persons or public bodies wishing to apply for Architectural Design Approval.

The applicant is advised to approach the Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below.)

To avoid delay, it is important to provide complete and accurate information.

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the

owner's written authorisation is required. If more than one owner owns the subject lands, the authorisation of all owners is required. The authorisation must acknowledge that (he owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

2. COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include:

- One (1) original and ten (10) copies of the application form
- Ten (10) copies of the proposed Architectural Design drawings (folded to either 8½ x 11 or 8½ x 14 format)
- One (1) reduced copy of the proposed Architectural Design drawings (either 8½ x 11 or 8½ x 14 format)
- Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
- The application fee (To be determined during Pre-Submission Consultation) —
 - \$250 for simple Architectural Design Application
 - \$500 for complex Architectural Design Application
 - \$100 for an amendment to an Architectural Design Application

6. OTHER FEES

The applicant may be responsible for the cost of third party reviews of supporting studies, if required. This requirement applies to matters such as, but not limited to, the review of traffic, servicing, environmental, noise, and engineering reports, etc. In all cases the Department of Physical Planning will notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

7. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%
- For application withdrawn after having been circulated but before public hearing; 50%
- For application withdrawn after public hearing 0%

**APPLICATION FOR
ARCHITECTURAL DESIGN APPROVAL**

(For Government Use Only)

File Number:	Date of Receipt:	Date of Complete Application:
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To: Director of Physical Planning

1. OWNER/APPLICANT/AGENT

PLEASE PRINT	Mailing Address	Telephone Number	E-mail Address	Facsimile number
Owner:				
Applicant:				
Agent or Attorney-at-law				
The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant or Lessee of land <input type="checkbox"/> Prospective owner	Matters relating to this application should be sent to (<i>select one only</i>): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Attorney-at-law			
If applicant is not the owner, the owner must consent to the application: <input type="checkbox"/> separate letter of authorisation attached; or <input type="checkbox"/> signature at right	Owner's Signature:			
	Date:			
Has a Pre-Submission Consultation taken place with the Department of Physical Planning? <input type="checkbox"/> Yes If yes, provide date _____ <input type="checkbox"/> No If no, a Pre-Submission Consultation is required prior to submission of application.				

2. SUBJECT LAND

Location:			
Address:		Closest intersection and directions to land	
Description:			
Frontage (sq. ft.)	Acres (sq. ft.)	Average Depth (ft.)	Average Width (ft.)

3. CURRENT PLANNING STATUS

Status	Existing	Amendment Required?
Land Use Designation in the Land Use Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning in the Zoning Bye-law:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, submit amendment applications prior to Architectural Design application		
Is property within area defined in the First Schedule of the Planning and Subdivision Act?	<input type="checkbox"/> Yes Architectural Design Approval required <input type="checkbox"/> No	
Are existing buildings considered monuments under the Antiquities, Monuments and Museum Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any easements, restrictive covenants or rights-of-way affecting the land? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any wetlands on the property as designated in the Land Use Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List any approvals or permits previously issued for the property.		

4. CURRENT AND PREVIOUS USES OF THE SUBJECT LAND

Current use of the land:			
Previous and historic use of the land, if different from above:			
Are there any existing buildings or structures on the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>If yes, are they to be demolished?</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	If yes, are they to be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are they to be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the land contain any areas of archaeological potential?	<input type="checkbox"/> Yes <input type="checkbox"/> No <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>If yes, provide an archaeological assessment and a conservation plan for such resources</td> </tr> </table>	If yes, provide an archaeological assessment and a conservation plan for such resources	
If yes, provide an archaeological assessment and a conservation plan for such resources			

5. PROPOSED ARCHITECTURAL DESIGN

Describe the purpose of the proposed Architectural Design and use of proposed buildings	
If proposed plan is for a new building, state total floor space	_____ sq. ft.
If proposed plan is for an addition, state:	
<input type="checkbox"/> existing floor space	_____ sq. ft.
<input type="checkbox"/> proposed floor space	_____ sq. ft.
<input type="checkbox"/> total floor space	_____ sq. ft.

6. OTHER PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type	File Number	Purpose	Status
<input type="checkbox"/> Land Use Plan Amendment			
<input type="checkbox"/> Zoning Bye-law Amendment			
<input type="checkbox"/> Subdivision			
<input type="checkbox"/> Severance			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Site Plan			

7. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

8. SUPPORTING DOCUMENTATION

Documentation Type (determined during Pre-Submission Con-sultation)	Required		Title of Report
	Yes	No	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

9. DECLARATION OF OWNER OR APPLICANT

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

I hereby agree that all studies submitted in support of this application may be made available for public review.

Signature of Owner or Applicant

Date

SIXTH SCHEDULE**(Regulation 8)****APPLICATION FOR SUBDIVISION APPROVAL****1. NOTE TO APPLICANT**

This application form is to be used by persons or public bodies wishing to subdivide land by way of subdivision approval (for subdividing more than four new lots from an existing lot).

The applicant is advised to approach the Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below.)

To avoid delay, it is important to provide complete and accurate information.

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the owner’s written authorisation is required. If more than one owner owns the subject lands, the authorisation of all owners is required. The authorization must acknowledge that the owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

2. COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to

arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include:

- One (1) copy of documentary proof of ownership of the tract of land which is to comprise the subdivision
- One (1) original and ten (10) copies of the application form
- Ten (10) copies of the scaled and dimensioned subdivision plan (showing title block, north arrow and scale, the siting of all proposed roads and street names, all proposed lots and blocks, grading and all items prescribed in Section 4 of the Planning and Subdivision (Application Requirements) Regulation of the Planning and Subdivision Act) (folded to either 8½ x 11 or 8½ x 14 format)
- One (1) reduced copy of the scaled subdivision plan (either 8½ x 11 or 8½ x 14 format)

-
- Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
 - Ten (10) copies of the Applicant Report, as outlined below
 - The application fee of (to be determined during Pre-Submission Consultation) —
 - \$250 for simple Architectural Design Application
 - \$500 PLUS \$100 per/1,000 sq. ft. of net residential acre
 - \$500 for an amendment to a Subdivision Application requiring full recirculation
 - \$250 for an amendment to a Subdivision Application not requiring full recirculation

6. SUBDIVISION PLAN

The following information is required to be shown on the subdivision plan.

- A north arrow and scale
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
- The boundaries and dimensions of the subject land showing all proposed lots
- The location of all natural and artificial features (i.e. buildings, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks, etc.) located on or adjacent to the subject land, including those that may not abut the subject land but that may affect the application
- The current use(s) of the subject property and land adjacent to the subject land (i.e. residential, agricultural, commercial, industrial, etc.)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is a public or private road
- The siting of all proposed roads with proposed street names
- Existing and proposed grading
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used, and

-
- The location and nature of any easements or rights-of-way and any restrictive covenants affecting the subject land.

7. APPLICANT REPORT

All Subdivision Applications must be accompanied by ten (10) copies of an Applicant Report which is to include the following —

Introduction - A general discussion of the subject area that is under consideration and any pertinent background information.

General Description - A legal description of the property including location, size and physical features.

Conformity - A discussion on conformity of the proposed subdivision with the Land Use Plan and the Zoning Bye-law.

The Concept - A brief description of the road pattern with regard to traffic flow on existing roads and on internal streets, and a description of existing or planned community developments and facilities in the service area of the proposed subdivision.

Site Development - A description of the elements in the plan such as walkways / parkland network, utilization of watercourses, area grading, and treatment of low lying wetlands.

Land Use Pattern - A discussion of proposed densities, location of housing types, commercial facilities, schools, parks, etc., and the relationship of these land uses to the natural features of the site. A discussion of existing buildings or structures on the site, and if any, those intended for demolition or retention, including a review of any heritage impact.

Statistical Analysis - A calculation of density ranges, service and commercial facilities, schools, parks and open spaces, churches, major roads, community centres, etc., with sizes noted and percentage of land proposed for each use. This analysis will assist in determining school and servicing requirements and overall population densities.

Utilities and Engineering - A discussion of sanitary sewers or sewage disposal, water supply/distribution, lands below identified flood lines, drainage and storm water management, watershed study and

electricity and telephone servicing. (This information will be of a preliminary nature but will indicate an awareness of conditions to be resolved.)

Boundary Conditions - A discussion of existing land use and environmental conditions at least 100 feet beyond the subject area. Such a discussion shall be sufficiently thorough to ensure that no impediment is caused by the proposed development on any adjacent lands.

Staging and Phasing of Development - An estimate should be included as to phasing (if any) and timing of development.

Noise Impacts - A discussion of how the plan has been designed to address impacts from any nearby road or other noise sources and mitigation techniques, if any, to be implemented.

Odour Impacts - A discussion of how the plan has been designed to address impacts from any existing or proposed odour sources in the vicinity of the subject site and mitigation techniques, if any, to be implemented.

8. OTHER FEES

The applicant may be responsible for the cost of third party reviews of supporting studies, if required. This requirement applies to matters such as, but not limited to, the review of traffic, servicing, environmental, noise, and engineering reports, etc. In all cases the Department of Physical Planning will notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

9. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%
- For application withdrawn after having been circulated but before public hearing; 50%
- For application withdrawn after public hearing 0%

3. CURRENT PLANNING STATUS

Status	Existing	Amendment Required?
Land Use Designation in the Land Use Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning designation in the Zoning Bye-law:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, submit amendment applications prior to Subdivision application		
Is property within area defined in the First Schedule of the Planning and Subdivision Act?	<input type="checkbox"/> Yes Architectural Design Approval required <input type="checkbox"/> No	
Are there any easements, restrictive covenants or rights-of-way affecting the land? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any wetlands on the property as designated in the Land Use Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List any approvals or permits previously issued for the property.		

4. CURRENT AND PREVIOUS USES OF THE SUBJECT LAND

Current use of the land:			
Previous and historic use of the land, if different from above:			
Are there any existing buildings or structures on the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are they to be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the land contain any areas of archaeological potential?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide an archaeological assessment and a conservation plan for such resources	

5. PROPOSED USE OF THE SUBJECT LAND

Proposed use of the land	Number of Units	Lot Number on Plan	Area in Acres	Density (units/ acre)	Number of parking spaces
Residential — Single Detached					n/a
Residential - Semi Detached					n/a
Residential - Duplex					
Residential - Triplex					
Residential - Townhouse					
Residential - Apartment					
Commercial				n/a	
Industrial				n/a	
Parkland	n/a			n/a	n/a
Open Space (wetlands, etc.)	n/a			n/a	n/a
Stormwater Management	n/a			n/a	n/a
Institutional (Church, school, etc.)				n/a	
Roads	n/a			n/a	n/a
Other (specify)					
Other (specify)					
TOTAL				n/a	
Total Number of Residential Lots					

6. OTHER PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type	File Number	Purpose	Status
<input type="checkbox"/> Land Use Plan Amendment			
<input type="checkbox"/> Zoning Bye-law Amendment			
<input type="checkbox"/> Severance			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Site Plan			
<input type="checkbox"/> Architectural Design			

7. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

8. SERVICING

Submit plans and specifications for the provision of electricity servicing, electricity substation, water supply, sanitary sewers or substations or septic systems, telephone or any other utility or facility required.

Select the sewage disposal and water supply servicing type from the tables below. If applicable, attach servicing information / report(s) to application.

Sewage Disposal

Name of attached servicing information / report(s): _____

Service Type	Severed Land	Retained Land
Piped sewage system	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private communal wastewater system	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private individual septic system(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: (specify)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

Water Supply

Name of attached servicing information / report(s): _____

Service Type	Severed Land	Retained Land
Piped sewage system	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private communal well(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private individual well(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

9. STORM DRAINAGE

A preliminary stormwater drainage report is required for all types of storm drainage.

Select the stormwater drainage servicing type from the table below. If applicable, attach stormwater information / report(s) to application.

Name of attached drainage information / report(s): _____

Service Type	Severed Land	Retained Land
Sewers	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Ditches or swales	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Stormwater Management Pond	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Infiltration trenches	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed	

10. ACCESS ROADS

Name of the access road(s): _____

Access Type		Severed Land	Retained Land
Controlled Access Highway		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Public road		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private road		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private gated road		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

11. SUPPORTING DOCUMENTATION

During the Pre-Submission Consultation the required reports and studies would have been identified. Use the following checklist to ensure that the required number of reports or studies form part of the application submission.

Documentation Type (determined during Pre-Submission Consultation)	Required		Title of Report
	Yes	No	
Applicant Report (as detailed in section 8 of this application form)	<input type="checkbox"/>	<input type="checkbox"/>	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

12. DECLARATION OF OWNER(S)

I hereby agree that all studies submitted in support of this application may be made available for public review.

Pursuant to section 49(2) of the Planning and Subdivision Act, I hereby acknowledge the intent and meaning of section 49(1) of the Planning and Subdivision Act which prohibits the sale or conveyance of any lot in a subdivision that has not received Subdivision Approval by the Town Planning Committee in accordance with the provisions of the Act. I further agree to not sell or convey any lot in the subdivision unless and until it receives Subdivision Approval. I acknowledge my understanding of that Preliminary Support of Application is not Subdivision Approval.

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

Signature of Owner or Applicant

Date

SEVENTH SCHEDULE
(Regulation 9)
APPLICATION FOR
SEVERANCE APPROVAL

1. NOTE TO APPLICANT

This application form is to be used by persons or public bodies wishing to subdivide land by way of severance approval (for severing not more than four new lots from an existing lot, adding land to an existing lot, lot line adjustments, rights-of-ways or easements) (development is not of a scale requiring subdivision approval).

The applicant is advised to approach the Department of Physical Planning for information prior to submitting a formal application. (Please note Pre-Submission Consultation requirement below.)

To avoid delay, it is important to provide complete and accurate information,

In this form, the term “subject land” refers to the land that is the subject of the application.

Submission of this application constitutes consent for authorised government staff to inspect the subject lands.

The application must be completed by the owner or the owner’s authorised agent. Where an agent makes the application, the owner’s written authorisation is required. If more than one owner owns the subject lands, the authorisation of all owners is required. The authorisation must acknowledge that the owner has knowledge of and does not object to the making of the application.

Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

2. COMPLETE APPLICATION

This application form requires information (i.e. technical information or reports) that will assist the Government and other agencies in the planning evaluation of the application. To ensure a prompt and complete review, all information must be included at the time of the submission of the application. In the absence of this information, the application is considered incomplete and will not be processed until all required information and material is submitted.

3. PRE-SUBMISSION CONSULTATION

A Pre-Submission Consultation with the Department of Physical Planning staff is a requirement for the submission of an application. Applicants are advised to contact the Department to arrange a Pre-Submission Consultation Meeting prior to submitting the application.

The consultation allows for a review of the proposed application with Department staff. The consultation will assist in determining technical and submission requirements and any additional materials (i.e. reports or studies) that must accompany the application. In the event that an Environmental Impact Study is required the consultation will serve to establish the Terms of Reference and outline the process.

4. DEVELOPMENT APPLICATION SIGN

The Applicant will supply the Department of Physical Planning with a Development Application Sign(s). The applicant shall erect such sign(s) in accordance with the size, content and quality directed by the Department of Physical Planning in the following manner —

- Along the street frontage of the property with one sign per frontage
- As near to the street line as feasible
- At least three feet above grade and parallel to and facing the street
- Not attached or nailed to trees

A Development Application Sign(s) shall remain in place until the application is considered and determined by the Town Planning Committee. It is the responsibility of the applicant to remove the sign(s) thereafter.

5. SUBMISSION REQUIREMENTS

All submissions to be submitted to the Department of Physical Planning, Ministry of the Environment, Dockendale House, West Bay Street, P.O. Box N-1611, Nassau, Bahamas and to include:

- One (1) original and ten (10) copies of the application form
- Ten (10) copies of a scaled survey sketch (see note below) showing the severance line(s) (folded to either 8½ x 11 or 8½ x 14 format)
- One (1) reduced copy of the scaled survey sketch (either 8½ x 11 or 8½ x 14 format)

- Six (6) copies of any supporting documentation or technical or information reports, as required by staff in the Pre-Submission Consultation
- The application fee of \$2,000

6. NOTE – Scaled Survey Sketch

The following information is required to be shown on the scaled survey sketch:

- A north arrow and scale
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
- The boundaries and dimensions of the subject land showing all proposed lots
- The location of all natural and artificial features (i.e. buildings, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks, etc.) located on or adjacent to the subject land, including those that may not abut the subject land but that may affect the application
- The current use(s) of the subject property and land adjacent to the subject land (i.e. residential, agricultural, commercial, industrial, etc.)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is a public or private road
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used, and
- The location and nature of any easements or rights-of-way and any restrictive covenants affecting the subject land.

7. OTHER FEES

The applicant may be responsible for the cost of third party reviews of supporting studies, if required. This requirement applies to matters such as, but not limited to, the review of traffic, servicing, environmental, noise, and engineering reports, etc. In all cases the Department of Physical Planning will notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

8. REFUND POLICY

A refund of an application fee will be calculated as follows —

- For application withdrawn before having been circulated 90%
- For application withdrawn after having been circulated but before public hearing; 50%
- For application withdrawn after public hearing 0%

APPLICATION FOR SEVERANCE APPROVAL

(For Government Use Only)

File Number:	Date of Receipt:	Date of Complete Application:
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To: Director of Physical Planning

1. OWNER/APPLICANT/AGENT

PLEASE PRINT	Mailing Address	Telephone Number	E-mail Address	Facsimile number
Owner:				
Applicant:				
Agent or Attorney-at-law				
The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant or Lessee of land <input type="checkbox"/> Prospective owner	Matters relating to this application should be sent to (<i>select one only</i>): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Attorney-at-law			
If applicant is not the owner, the owner must consent to the application: <input type="checkbox"/> separate letter of authorisation attached; or <input type="checkbox"/> signature at right	Owner's Signature:			
	Date:			
Has a Pre-Submission Consultation taken place with the Department of Physical Planning? <input type="checkbox"/> Yes If yes, provide date _____ <input type="checkbox"/> No If no, a Pre-Submission Consultation is required prior to submission of application.				

2. SUBJECT LAND

Location:			
Address:		Closest intersection and directions to land	
Description:			
Frontage (sq. ft.)	Acres (sq. ft.)	Average Depth (ft.)	Average Width (ft.)

3. CURRENT PLANNING STATUS

Status	Existing	Amendment Required?
Land Use Designation in the Land Use Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning in the Zoning Bye-law:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, submit amendment applications prior to minor variance application		
Is property within area defined in the First Schedule of the Planning and Subdivision Act?	<input type="checkbox"/> Yes Architectural Design Approval required <input type="checkbox"/> No	
Are there any easements, restrictive covenants or rights-of-way affecting the land? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any wetlands on the property as designated in the Land Use Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List any approvals or permits previously issued for the property.		

4. DETAILS OF LAND

	Land to be Severed	Land to be Retained
Frontage		
Depth		
Area		
Existing Use		
Proposed use		
Previous and historic use of the land, if different from above:		
Are there any existing buildings or structures on the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are they to be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the land contain any areas of archaeological potential?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide an archaeological assessment and a conservation plan for such resources		
Type and purpose of severance	<input type="checkbox"/> Division of land <i>(specify: new lot, addition to lot)</i> <input type="checkbox"/> Other <i>(specify: mortgage, lease, easement, right-of-way)</i>	<input type="checkbox"/> Division of land <i>(specify: new lot, addition to lot)</i> <input type="checkbox"/> Other <i>(specify: mortgage, lease, easement, right-of-way)</i>

5. SERVICING

Select the sewage disposal and water supply servicing type from the tables below. If applicable, attach servicing information / report(s) to application.

Sewage Disposal

Name of attached servicing information / report(s): _____

Service Type	Severed Land	Retained Land
Piped sewage system	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private communal wastewater system	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private individual septic system(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

Water Supply

Name of attached servicing information / report(s): _____

Service Type	Severed Land	Retained Land
Piped water system	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private communal well(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private individual well(s)	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

6. STORM DRAINAGE

Select the stormwater drainage servicing type from the table below. If applicable, attach stormwater information / report(s) to application.

Name of attached drainage information / report(s): _____

Service Type	Severed Land	Retained Land
Sewers	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Ditches or swales	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Stormwater Management Pond	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Infiltration trenches	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>	<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

7. ACCESS ROADS

Name of the access road(s): _____

Access Type		Severed Land	Retained Land
Controlled Access Highway		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Public road		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private road		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Private gated road		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed
Other system: <i>(specify)</i>		<input type="checkbox"/> existing <input type="checkbox"/> proposed	<input type="checkbox"/> existing <input type="checkbox"/> proposed

8. OTHER PLANNING APPLICATIONS OR APPROVALS REQUIRED

Application Type		File Number	Land Affected	Purpose	Status
<input type="checkbox"/>	Land Use Plan Amendment		<input type="checkbox"/> severed <input type="checkbox"/> retained		
<input type="checkbox"/>	Zoning Bye-law Amendment		<input type="checkbox"/> severed <input type="checkbox"/> retained		
<input type="checkbox"/>	Subdivision		<input type="checkbox"/> severed <input type="checkbox"/> retained		
<input type="checkbox"/>	Site Plan		<input type="checkbox"/> severed <input type="checkbox"/> retained		
<input type="checkbox"/>	Minor Variance		<input type="checkbox"/> severed <input type="checkbox"/> retained		
<input type="checkbox"/>	Architectural Designation		<input type="checkbox"/> severed <input type="checkbox"/> retained		

9. PREVIOUS APPLICATIONS OR APPROVALS

Has a previous application for approval ever been submitted for the subject lands?

Application Type	Applied for (if yes, indicate file #)	Approved (if yes, indicate file #)
Land Use Plan Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Zoning Bye-law Amendment	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Subdivision	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Site Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Severance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Minor Variance	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Architectural Design	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

10. SUPPORTING DOCUMENTATION

Documentation Type (determined during Pre-Submission Consultation)	Required		Title of Report
	Yes	No	
Planning Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Impact Study (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing Study	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Study	<input type="checkbox"/>	<input type="checkbox"/>	
Archaeological Study	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Management Study	<input type="checkbox"/>	<input type="checkbox"/>	

11. DECLARATION OF OWNER OR APPLICANT

I hereby declare that the information contained in this application is true and correct and I hereby agree to permit access by relevant persons to the subject property.

I hereby agree that all studies submitted in support of this application may be made available for public review.

Signature of Owner or Applicant

Date

**EIGHTH SCHEDULE
(Regulation 12)
DEPARTMENT OF PHYSICAL PLANNING
PLANNING REPORT**

REPORT TO:	Town Planning Committee		
SUBMITTED BY:	Director of Physical Planning		
MEETING DATE:			
DISTRICT:			
PROPERTY ADDRESS:			
APPLICANT:			
APPLICANT TYPE:		File #	

- RECOMMENDATION:
- EXECUTIVE SUMMARY:
- BACKGROUND:
- PROPOSAL:
- SURROUNDING LAND USES:
- LAND USE PLAN:
- ZONING BYE-LAW:
- COMMENTS RECEIVED FROM AGENCIES:
- DISCUSSION:
- CONCLUSION:

Director of Physical Planning

Planner

NINTH SCHEDULE
(Regulation 13)
PART A
APPLICATION FOR ZONING COMPLIANCE

NAME OF APPLICANT: _____
 DATE: _____
 ADDRESS: _____
 TELEPHONE: _____
 E-MAIL ADDRESS: _____

ISLAND/DISTRICT:	
PROPERTY ADDRESS:	
OWNER:	
EXISTING USE:	
PROPOSED USE:	

I, _____, certify that the uses identified above are the true, complete and accurate uses of the subject property.

 Signature of owner

Required Fee: \$100.00 per property. Please make cheque payable to the ‘Treasurer, Government of The Bahamas’.

NOTE: Incomplete Applications May Be Returned.

**PART B
NOTICE OF ZONING COMPLIANCE**

DATE:	
ISLAND/DISTRICT:	
PROPERTY ADDRESS:	
OWNER:	
EXISTING USE*:	
PROPOSED USE*:	
EXISTING # OF UNITS:	

The Department of Physical Planning has undertaken a review of the Land Use Plan and Zoning Bye-law to determine that the above referenced property is compliant as noted below:

EXISTING USE*:

	Compliant	Not Compliant
LAND USE PLAN	<input type="checkbox"/>	<input type="checkbox"/>
ZONING BYE-LAW	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSED USE*:

	Compliant	Not Compliant
LAND USE PLAN	<input type="checkbox"/>	<input type="checkbox"/>
ZONING BYE-LAW	<input type="checkbox"/>	<input type="checkbox"/>

Authorized by:

Director of Physical Planning

Planner

* The issuance of this Notice is based solely on the information provided by the applicant.

TENTH SCHEDULE**(Regulation 14)****FEES**

The following fees are hereby established for applications submitted under the Planning and Subdivision Act —

1.	Fee for Land Use Plan Amendment Application (determined during Pre-Submission Consultation)	\$1,500 for a simple application \$2,500 for a complex application
2.	Fee for Zoning Bye-law Amendment Application (determined during Pre-Submission Consultation)	\$1,500 for a simple application \$2,500 for a complex application
3.	Fee For Minor Variance Application	\$250 For Residential \$500 For Non-Residential
4.	Fee for Site Plan Application (determined during Pre-Submission Consultation)	\$1,500 for a simple application \$2,500 for a complex application
5.	Fee for An Amendment to a Site Plan Application	\$500
6.	Fee for Architectural Design Application (determined during Pre-Sub-mission Consultation)	\$250 for a simple application \$500 for a complex application
7.	Fee for an amendment for an Architectural Design	\$100
8.	Fee for Subdivision Application (determined during Pre-Submission Consultation)	\$500 plus \$10/1,000 sq. ft. of net for residential area
9.	Fee for an Amendment to a Sub-division Application requiring full circulation	\$500
10.	Fee for an Amendment to a Sub-division Application not requiring full circulation	\$250
11.	Fee for Severance Application net	\$250 plus \$10/1,000 sq.ft. of residential area
12.	Fee for Zoning Compliance Application	\$100
13.	Fee for each additional public meeting	\$500