Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129023

Development Application Checklist
Advertising Signage

Including the necessary information with your Development Application is crucial and will enable the City to process it efficiently and make a timely decision. When submitting a Development Application for Signage the following information is to be provided before the application can be accepted for assessment.

The information listed below is the minimum information requirements. Please note that incomplete applications may not be accepted and may be returned to the applicant until such time as all the required details are provided.

Prior to lodging your application please ensure that you have reviewed the City's *Advertising Signage Local Planning Policy* which outlines the development standards and other general provisions for the different type of advertising signage that can be considered

Application Form	Provided Applicant to complete	Received City to complete
Completed Application for Development Approval Form: — Signed by the owner of the land; or — Letter of Authorisation provided which has been signed by the owner of the land; or — If the land is owned by a company, the application form must be signed by the Director/Chairperson of the company with their position title stated.	☐ ☐ ☐	☐ ☐ ☐
Development Application Fee (refer to the Schedule of Fees and Charges), which can be viewed at the City of Greater Geraldton website at www.cgg.wa.gov.au	☐	☐

Cover Letter	Provided Applicant to complete	Received City to complete
Covering letter outlining the details of the proposal including justification for any variations to the *Advertising Signage Local Planning Policy* provisions.	☐	☐

Plans * One (1) copy of completed scaled and dimensioned plans. Scale to be nominated on plans.	Provided Applicant to complete	Received City to complete
Site Plan – scale of not less than 1:200 — Lot number and street/road name. — North point. — Existing buildings and structures on the lot.	☐ ☐ ☐	☐ ☐ ☐

Site Plan – *continued.* — Location of the existing and/or proposed crossovers and driveways. — Boundaries and lot dimensions. — Location of proposed signage on site in relation to the lot boundaries (i.e. setbacks)	☐ ☐ ☐	☐ ☐ ☐
Elevation Plan – scale 1:100 or 1:200 — All elevations are to be submitted with description/heading of each elevation (i.e. north, south, east, west). — Overall height dimension of signs to be shown from NGL to top of sign (i.e. pylon, freestanding signs). — Sign dimensions (width, depth, area in square metres). — Method of illumination, (if applicable).	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Artwork Plan – in colour to scale 1:100 or 1:200 — Graphic content of the sign. — Colours and lettering style to be used on the sign including height of lettering. — Superimposed image/s of the artwork plan where the sign will be located i.e. façade of building.	☐ ☐ ☐	☐ ☐ ☐

Notes
— In addition to obtaining Development Approval additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required. — The City may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.

Office Use Only	
Accepted by:	**Date:**