



## PLAN APPROVAL APPLICATION / CHECKLIST

In accordance with the development covenants designed to protect your investment, there is a requirement to have your plans approved prior to any building commencing on your site. This is a straight forward process and if everything is in order approvals are typically issued within 20 working days of receiving the necessary material.

**Please complete the form below and forward this as a PDF document, along with all relevant attachments to:** WFHdesign@pembrokeheights.co.nz The Construction Bond (\$2,500 - unless paid earlier) and form must also accompany this Application.

### 1. Owners Details

Name of Applicant: \_\_\_\_\_

Lot Owner (if different to above): \_\_\_\_\_

\_\_\_\_\_

Subdivision Stage and Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Street Address of Lot Number (if known): \_\_\_\_\_

\_\_\_\_\_

Postal address of applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number of Applicant: \_\_\_\_\_

Email address of Applicant: \_\_\_\_\_

### 2. Builder / Architect Details

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### 3. House Details

Lot area in m<sup>2</sup>: \_\_\_\_\_

How many levels is the dwelling: \_\_\_\_\_

Total Floor area of dwelling (including garage)

in m<sup>2</sup>: \_\_\_\_\_

Height of dwelling (m): \_\_\_\_\_

Roof pitch of the dwelling (degrees): \_\_\_\_\_

\_\_\_\_\_

#### Office Use Only:

Date Application Received: \_\_\_\_\_ Date Further Information

Requested: \_\_\_\_\_

Date Further Information Received: \_\_\_\_\_

### 4. Attachments to be included

Site Plan (including the location of any retaining walls)

Floor Plan

All Elevations

Landscape Plan (including fences, decks, pavers & planting)

Fence Paint/Stain Colour

### 5. Exterior Materials & Colour Scheme

Exterior cladding: Materials: \_\_\_\_\_

\_\_\_\_\_

Colours: \_\_\_\_\_

\_\_\_\_\_

Roof cladding: Materials: \_\_\_\_\_

\_\_\_\_\_

Colour: \_\_\_\_\_

\_\_\_\_\_

Window Joinery colour: \_\_\_\_\_

Front Door colour: \_\_\_\_\_

Garage Door colour: \_\_\_\_\_

Fence Paint/Stain colour: \_\_\_\_\_

### 6. \$460 (GST incl) Application fee

(An invoice will be issued upon receipt of this application) This is non-refundable.

#### Processing

If everything is in order your plan approval will be processed and returned via email. The approval will consist of the information provided, which will be signed on behalf of the developer by our agent.

#### Approval

Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_