

**SUBDIVISION CLEARANCE GUIDELINES**

The following guidelines have been prepared to assist applicants in the preparation and submission of subdivision condition clearance requests to the City. Applicants are required to follow the procedures outlined in Part A & B below to ensure sufficient information is provided to enable the City to process subdivision clearance applications.

*\*Please note that incomplete applications may be returned.*

**PART A**

**LODGEMENT OF APPLICATION FOR CLEARANCE**

CLEARANCE APPLICATION	<p>1.1 To enable the City to consider clearance requests and to assist in early processing, the City requires the submission of all of the following:</p> <ul style="list-style-type: none"> <li>▪ Clearance Application Form;</li> <li>▪ Condition Checklist (see City’s example to assist in preparation);</li> <li>▪ Deposited Plans (<b>2 copies required</b>);</li> <li>▪ A Staging Plan, where a subdivision approval is proposed to be staged including identification of the Deposited Plans (i.e. highlighted) on the WAPC approved plan of subdivision &amp; details of the proposed staging;</li> <li>▪ Appendices and any other supporting information (i.e. copies of bond receipts &amp; schedules, any undertakings etc.)</li> </ul> <p>1.2 The City’s Clearance Application Form <b>must</b> be completed and accompanied by a Condition Checklist demonstrating how each of the WAPC’s subdivision approval conditions have been met by the subdivider.</p> <p>1.3 Please complete the contact names, phone numbers, fax numbers and e-mail addresses as requested on the Clearance Application Form, in the event more information is required.</p>
CLEARANCE FEES	<p>2.1 For Clearance Fee information please refer to the City’s Schedule of Fees &amp; Charges.</p> <p>2.2 Where a subdivider has lodged a clearance request or has advised that subdivision works</p> <p>2.2 The City’s Clearance Fees <b>must</b> be lodged with the Clearance Application Form and Deposited Plans. Cheques should be made to the City of Armadale and attached to the Clearance Application Form.</p>
SUPERVISION FEES	<p>3.1 The City’s Supervision Fees are: 1.5% of its assessed cost of all Road Works &amp; Drainage, including 15% of all earthworks.</p> <p>3.2 The City’s Supervision Fees <b>must</b> be lodged with the Clearance Application Form and Deposited Plans being lodged. Cheques should be made to the City of Armadale and attached to the Clearance Application Form.</p>
OTHER FEES & DEVELOPER CONTRIBUTIONS	<p>4.1 All fees and contributions should be lodged with or prior to the Clearance Application Form and Deposited Plans being lodged for the City’s consideration.</p> <p>4.2 Separate cheques should be prepared and forwarded for bonds, clearance application fees, supervision fees and contributions for North Forrestdale Structure Plan Area or any other Developer Contribution Area.</p>

BONDING OF SUBDIVISIONAL WORKS	5.1	The bonding of subdivisional works should be submitted to and approved by the City and paid prior to lodgement of the Clearance Application Form, Deposited Plans and Condition Checklist. Copies of the Bond receipts should be included in the Appendices attached to the Condition Checklist.
STAGING OF APPROVAL	6.1	Where a subdivision approval is proposed to be staged (i.e. residential estates), the Deposited Plans should be identified (i.e. highlighted) on the WAPC approved plan of subdivision and accompanied by a Staging Plan to assist in the early consideration of Deposited Plans by the City and to demonstrate when and how approval conditions will be complied with.
	6.2	The Condition Checklist should include details of how and when conditions, that are not met in the current Deposited Plan clearance or deferred to future stages, will be met in future stages or have been met in previous stages.
APPENDICES	7.1	Appendices should be attached to the Clearance Application Form and Condition Checklist including two copies of a Staging Plan, two copies of the approved subdivision plan (A3 or A4 size) with the Deposited Plan area highlighted, copies of the any undertakings required, bond receipts and any other relevant information.
	7.2	A list of the Appendices should be provided, when more than 3 Appendices are attached to the Clearance Application Form and Condition Checklist.
ENTRY STATEMENTS & ESTATE SIGNAGE	8.1	Entry Statements require separate approval by the City. The subdivider is required to submit a “Schedule 6- Form of Application for Planning Approval”.
	8.2	Estate Signage requires separate approval by the City. The subdivider is required to submit an “Application for Licence– Signs and Hoardings”.

**PART B**

**ADDITIONAL SUPPORTING INFORMATION REQUIRED TO SATISFY STANDARD CONDITIONS OF SUBDIVISION**

*(Please note further supporting information may be required for other specific conditions not mentioned below):*

BOUNDARY CLEARANCE CONDITIONS & SEPTIC TANKS	10.1	To assess a standard boundary clearance condition, the City requires a Survey Plan identifying the boundary clearances distances and building pickup points of the existing buildings (and effluent disposal systems/septic tanks, where appropriate) on the land to the proposed lot boundaries.
	10.2	Existing septic tanks and aerobic treatment units are to be decommissioned (if required). Evidence of decommissioning must be submitted from a licensed liquid waste contractor to the City prior to clearance.
NORTH FORRESTDALDE DEVELOPER	11.1	Landowner(s) within Development Contribution Area No.3 (DCA03), as depicted on Special Control Area Map No.3 (SCA Map No.3), shall make a proportional contribution towards the provision of common infrastructure. Development Cost Contribution arrangements and provisions for DCA03 are in accordance with Part 6B and Development Contribution Plan No.3 (DCP No.3) included in Schedule 13B of the City's Town Planning Scheme No.4 (TPS No.4). The Infrastructure Cost Schedule (ICS) associated with DCP No.3 is adopted by Council and reviewed, as per provisions included within Schedule 13B, on a regular basis. The adopted ICS determines the Development Cost Contribution per Lot and is available on the City's website.
	11.2	To formally calculate the Development Cost Contribution applicable and

	<p>progress clearance, the City requires submission of a Deposited Plan to the Project Coordinator Contribution Schemes. Payment and/or arrangements for the Development Cost Contribution owing needs to be in place with the City in order to enable the clearance of the appropriate condition(s).</p> <p>For further details regarding Development Cost Contribution arrangements please contact Project Coordinator Samantha Wallace on 9399 0604 or at <a href="mailto:swallace@armadale.wa.gov.au">swallace@armadale.wa.gov.au</a></p>
ROLEYSTONE HILLS PRECINCT CONTRIBUTIONS	<p>12.1 Contributions within the Roleystone Hills Precinct are administered by an independent fund manager – Urban Focus Pty Ltd.</p> <p>12.2 Schedule 13(1)4.3 of TPS No.4 requires the subdivider to provide evidence to the City that contributions have been made. A letter of clearance from Urban Focus must accompany any request to the City for clearance of this condition. Urban Focus can be contacted on 9389 7999 or PO Box 1136, Nedlands 6909.</p>
PROSPECTIVE PURCHASERS BE ADVISED OF TOWN PLANNING SCHEME REQUIREMENTS	<p>13.1 The subdivider is required to sign a letter of undertaking agreeing to advise prospective purchaser of the City's Town Planning Scheme requirements applicable to the land. As part of this undertaking the subdivider must prepare and distribute an advice pro-forma to inform prospective purchasers accordingly.</p> <p>13.2 The City has an example letter of undertaking and advice pro-forma that can be made available to subdividers upon request.</p>
PREPARATION OF GEOTECHNICAL REPORTS	<p>14.1 Geotechnical reports should be prepared by a suitably qualified professional and submitted to the City's Technical Services and approved by the City prior to commencement of subdivision works and clearance.</p>
LANDSCAPING & REVEGETATION PLANS / RETENTION OF VEGETATION	<p>15.1 Landscaping / revegetation plans should be prepared by a suitably qualified professional and submitted to the City's Technical Services (Parks &amp; Reserves) and approved by the City, prior to clearance.</p> <p>15.2 All landscaping works are to be bonded (at least 50% of the cost of works or as otherwise determined by the City). Landscaping is to be installed in accordance with the approved plan and must survive at least two summers. Replanting is to occur after each summer (as required).</p> <p>15.2 A site survey plan should be prepared by the subdivider identifying vegetation proposed to be removed and approved by the City prior to commencement of subdivision works.</p>
PUBLIC OPEN SPACE / CASH-IN-LIEU	<p>16.1 For cash-in-lieu contributions, the subdivider must obtain a valuation from a licensed valuer agreed to by the City. The final cash-in-lieu amount to be agreed to by the City and paid prior to clearance.</p>
DETAILED AREA PLANS	<p>17.1 Detailed Area Plans should be prepared by the subdivider and submitted to the City for approval prior to clearance.</p>
BUILDING ENVELOPES	<p>18.1 A scaled site plan should be prepared by the subdivider indicating the location and size of Building Envelopes for each proposed lot and approved by the City prior to clearance. The plan should be clearly dimensioned, include setbacks from all boundaries and identify vegetation on site.</p> <p>18.2 The location of Building Envelopes should take into consideration any environmental constraints, topography, preservation of trees and Town Planning Scheme setback requirements.</p>
FIRE MANAGEMENT PLANS	<p>19.1 If a Fire Management Plan is required it should be prepared by a qualified Consultant and submitted to the City with the lodgement for clearance.</p>