



wooing tree
ESTATE

design approval application

CROMWELL | CENTRAL OTAGO



DESIGN APPROVAL APPLICATION FORM

OWNER/PROPERTY			
» Owner Name		» Mailing address	
» Email address		» Lot Number	

DESIGN REVIEW STAGE FOR APPLICATION		
» Stage 1: Feasibility <input type="checkbox"/>	» Stage 2: Concept Design <input type="checkbox"/>	» Stage 3: Developed Design <input type="checkbox"/>

ARCHITECT & LANDSCAPE ARCHITECT			
» Architect		» Architect	
» Firm Name		» Firm Name	
» Address	----- ----- -----	» Address	----- ----- -----
» Email address		» Email address	
» Phone		» Phone	

CONTACT FOR DESIGN APPROVAL				
» Contact for Design Approval Result	» Owner <input type="checkbox"/>	» Architect <input type="checkbox"/>	» Landscape Architect <input type="checkbox"/>	» Owners Agent <input type="checkbox"/>
» Owners Agent Contact Details	» Phone		» Email	



OWNERS AUTHORITY

- » I/we confirm that I have checked this application and that it is complete and an accurate reflection of our plans. I/we confirm that I/we will pay all charges in respect of this application, charges will be deducted from the WPD bond and if this bond is insufficient I/we agree to pay the additional charges. The architect and landscape architect named above are authorised by me to submit work on my behalf to WPD for consideration.
- » Any agent noted above is authorised to act for the property's owner.

» Owners / Agents Signature	» Name	» Date





DESIGN APPROVAL APPLICATION CHECKLIST

If your application is incomplete or not provided as set out here:

- » WPD may not consider the application
- » Your application may be turned down as there is insufficient information
- » You may incur additional costs for administration, chasing up and printing Information on how the proposed development addresses all the objectives on the Design Guidelines needs to be included in the application.

The following sets out the requirements of the three stages for Design Approval being;

- Stage 1: Feasibility
- Stage 2: Concept Design
- Stage 3: Developed Design
- Stage 4: Post Completion Review

DESIGN APPROVAL FEES

There are fees associated with the Design Approval Process that capture Design Review Board costs. The total fees outlined below will be charged to the applicant upon receipt of Stage 2 documentation. Once the invoice is paid the Design Review Board will begin the approval process. Typical Design Review Board costs are based on averages and on single dwellings complying with the Wooing Tree Estate Design Guidelines.

- i. Review and issue approval \$480
- ii. Post Completion Review \$320
- iii. Disbursement Fee \$40 +GST or \$120 +GST for speciality post completion review call out.

If applications are incomplete or additional time is required to review departures, then additional time will be charged to the applicant up to \$1,000 Plus GST

STAGE 1: FEASIBILITY

Feasibility Plan: The requirements for this plan are set out in the Design Guidelines Document. The purpose of this stage is to ensure that the applicant has adopted the principles of the Design Controls and to ensure that the design is generally correct.

This stage is not required but is recommended to avoid the applicant going to the full expense of undertaking Concept Design drawings that may not meet the wider intent of the controls.

ITEM NUMBER	PLAN / INFORMATION	CHECK AS INCLUDED
1	» Application Form (Page 1 & 2)	<input type="checkbox"/>
2	» Feasibility Plan (as described above)	<input type="checkbox"/>

APPROVED:	<input type="checkbox"/>
SIGNED:	
BY:	
DATE:	

STAGE 2: CONCEPT DESIGN

The Concept Design stage must include all of the following;

ITEM NUMBER	PLAN / INFORMATION	CHECK AS INCLUDED
1	» Application Form (Page 1 & 2)	<input type="checkbox"/>
2	» Overall Site Plan Building Footprint, driveway, exterior hard spaces (decks, paved areas, setbacks dimensioned). Planting not required – see Landscape Plan	<input type="checkbox"/>
3	» Floor Plans of all buildings	<input type="checkbox"/>
4	» Full set of elevations for all sides of all buildings Including dimensions on plans (heights) for compliance, description of all wall materiality, description of all colours and claddings	<input type="checkbox"/>
5	» Landscape Plan Including the front yard as the principle information and also including major planting patterns in the lot. Tree, shrub and hedging species to be shown. Rubbish bin, shed & external storage locations must also be identified.	<input type="checkbox"/>
6	» Plant Species list	<input type="checkbox"/>
7	» 3D Renders Conceptual quality as seen from the street at eye level or other appropriate angle/viewpoint.	<input type="checkbox"/>
8	Preliminary materials, colours, and finishes schedule	<input type="checkbox"/>
9	List of non-complying matters	<input type="checkbox"/>

APPROVED:	<input type="checkbox"/>
SIGNED:	
BY:	
DATE:	



STAGE 3: DEVELOPED DESIGN

In order to align with the vision and strategy of the Wooing Tree Estate, WPD are particularly interested in how the building façade materiality, colour, and form, and front yard landscaping interacts with the street and neighbouring properties.

The Developed Design stage must include all of the following;

ITEM NUMBER	PLAN / INFORMATION	CHECK AS INCLUDED
1	» Application Form (Page 1 & 2)	<input type="checkbox"/>
2	» Amendments from Stage 2 Design Approval Submission Provide a list of any changes to the house design, landscaping, cladding etc since Stage 2 Design Approval. List provided No change	<input type="checkbox"/> <input type="checkbox"/>
3	» Overall Site Plan Building Footprint, driveway, exterior hard spaces (decks, paved areas, setbacks dimensioned), floor plans of neighbouring lots approved/built displaying window positions, placement of outdoor spaces to identify privacy matters. Planting is not required – see Landscape Plan.	<input type="checkbox"/>
4	» Floor Plans of all buildings.	<input type="checkbox"/>
5	» Full set of elevations for all sides of all buildings Including dimensions on plans (heights) for compliance, description of all wall materiality, description of all colours and claddings.	<input type="checkbox"/>
6	» Landscape Plan Including the front yard as the principle information and also including major planting patterns in the lot. Tree, shrub and hedging species to be shown.	<input type="checkbox"/>
7	» Plant Species list	<input type="checkbox"/>
8	» 3D Renders High quality as seen from the street at eye level or other appropriate angle/viewpoint.	<input type="checkbox"/>
9	Final schedule and full description of materials, colours, and finishes.	<input type="checkbox"/>
10	List of non-complying matters	<input type="checkbox"/>

APPROVED:	<input type="checkbox"/>
SIGNED:	
BY:	
DATE:	

STAGE 4: POST COMPLETION REVIEW

Review to ensure the final built design and landscaping aligns with the approved Stage 3 building consent drawings provided.

ITEM NUMBER	PLAN / INFORMATION	CHECK AS INCLUDED
1	» On site post completion review against building consent drawings provided	<input type="checkbox"/>

APPROVED:	<input type="checkbox"/>
SIGNED:	
BY:	
DATE:	