

**NELSON MANDELA BAY MUNICIPALITY
DIRECTORATE HOUSING AND LAND**

**CHECKLIST FOR THE PROCESSING OF LAND USE
MANAGEMENT APPLICATIONS**

REFERENCE NO.: _____

ALLOT AREA : _____

APPLICANT'S NAME: _____

POSTAL ADDRESS: _____

TEL NO.: _____

FAX NO.: _____

CELL NO.: _____

OWNERS NAME: _____

PROPERTY DESCRIPTION: _____

APPLICABLE LEGISLATION: _____

APPLICATION TO BE ADVERTISED AS FOLLOWS: _____

ADDITIONAL NOTES: _____

TYPE OF APPLICATION	REZONING (TOWN PLANNING AMENDMENT)		SUBDIVISION AND REZONING (TOWN PLANNING AMENDMENT)		SPECIAL CONSENT	
	SUBDIVISION		DEPARTURE		OTHER (HOUSE SHOP)	

**Documents to be submitted to the Municipality for various development applications.
(WHERE APPLICABLE)**

DOCUMENTS	SUBDIVISION AND REZONING	SUBDIVISION	REZONING	SPECIAL CONSENT	DEPARTURE	OTHER (HOUSE SHOP)
APPLICATION FEE	X	X	X	X	X	X
TOWN PLANNING ENQUIRY FORM (TO BE OBTAINED FROM CIC) AND ANY PREVIOUS APPROVAL LETTERS (TPA, TPD ECT)	X	X	X	X	X	X
TITLE DEED / LEASEHOLD TITLE AND PROOF OF SUBMISSION TO REMOVE RESTRICTIVE CONDITIONS (OR APPROVAL)	X	X	X	X	X	
BOND HOLDER'S CONSENT (IF REGISTERED AGAINST THE PROPERTY)	X	X	X	X	X	
POWER OF ATTORNEY (IF PROPERTY IS NOT REGISTERED IN APPLICANT'S NAME)	X	X	X	X	X	
COMPANY RESOLUTION (IF PROPERTY IS REGISTERED IN NAME OF COMPANY)	X	X	X	X	X	
APPLICATION FORM (TO BE OBTAINED FROM PROPERTIES DIVISION)	X		X			X
SURVEYOR DIAGRAM	X	X	X			
DECLARATION THAT ALL INFORMATION SUBMITTED ARE CORRECT (REGISTRATION NUMBER AND TRP(SA) NUMBER TO BE INDICATED)	X	X	X	X		
MOTIVATION MEMORANDUM	X	X	X	X	X	X
LOCALITY PLAN	X	X	X	X	X	X
ZONING PLAN	X		X			
LAND-USE PLAN	X		X			
SITE PLAN (INCLUDING PARKING LAYOUT)	X		X	X	X	
SUBDIVISION / CONSOLIDATION PLAN (IF APPLICABLE)	X	X				
E I A APPROVAL / EXEMPTION (IF A LISTED ACTIVITY) (PROOF OF APPLICATION TO DEDEA)	X	X	X			
NUMBER OF COPIES (MAIN ROADS 7, MINOR ROADS 4)	7	4	7	4	4	1

* PLEASE NOTE THAT APPLICATIONS COULD ALSO BE WITHDRAWN AT A LATER ON THE BASIS OF INCORRECT DOCUMENTATION AND PROCEDURE.

FOR OFFICIAL USE

DATE RECEIVED: _____

OFFICIALS NAME: _____ SIGNATURE: _____

* A COPY OF THE COMPLETED, CHECKED AND SIGNED APPLICATION CHECKLIST ALSO SERVES AS THE ACKNOWLEDGEMENT OF RECEIPT.