

N.B. This checklist was designed as an aid to submitting complete and accurate planning applications. Reference should be made to the Statutory Planning & Development Regulations.

MAYO COUNTY COUNCIL

PLANNING & DEVELOPMENT REGULATIONS 2001 (as amended)

PLANNING APPLICATION VALIDATION CHECKLIST

Applicants Name: _____

Applicants Address: _____

Application Type: _____ Date Submitted: _____

Permission: Permission for Retention:

Outline Permission: Permission Following the Grant of Permission:

Relevant previous planning reference number: _____

Development Details:

Validation Checklist:

| Act of Regulations | Validation Query | N/A | Yes | No |
|--------------------|---|-----|-----|----|
| 22(4)(b) | If the application relates to a development consisting mainly of any material change of use, is there a statement of the existing uses and the proposed uses together with a description of the extent and nature of the proposed use | | | |
| 97 | If proposal requires an EIS, have 10 copies been submitted? | | | |
| 22(2)(h) | Is the appropriate fee enclosed, including how the fee was calculated? | | | |
| | Has the application form been signed and dated? | | | |

NEWSPAPER NOTICE

| | | | | |
|------------------------------------|--|--|--|--|
| 22(2)(a) | 1. Has notice been published in an approved newspaper and a FULL PAGE COPY (including title of paper and date) been submitted? 2. Has a copy of the erected site notice been included with the application? | | | |
| 17(1) | Have application documents been received WITHIN 2 weeks of publication date? | | | |
| <i>Does newspaper notice show:</i> | | | | |
| 18(1) | The name of the relevant planning authority as a heading | | | |
| 18(1)(a) | Applicant(s) name matching question 1 on application form | | | |
| 18(1)(b) | Location, townland (as per O.S. Map description) or postal address of the development site. | | | |
| 18(1)(c) | Application type (matching type on application form and is | | | |

| Act of Regulations | Validation Query | N/A | Yes | No |
|--------------------|---|-----|-----|----|
| | relevant ref. no.) | | | |
| 18(1)(d) | Description of nature and extent of the proposed development . | | | |
| 18(1)(d)(i) | For housing developments, is the number of houses (meaning the number of dwellings to be provided) stated? | | | |
| 18(1)(d)(ii) | In the case of retention, 1. Does the notice state the nature of the proposed use of the structure? 2. <i>Where appropriate</i> , the period for which the proposed structure is to be retained? | | | |
| 18(1)(d)(iii) | Where the structure is a protected structure, does the notice state this fact? | | | |
| 18(1)(d)(iv) | Where the development compromises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, does the notice state this fact? | | | |
| 18(1)(d)(v) | Where the application relates to a development in a Strategic Development Zone, does the notice state that fact? | | | |
| 18(1)(e) | Does the notice state that the application may be inspected or purchased at the offices of the planning authority? | | | |
| 18(1)(e) | Does the notice state that an observation or submission can be made to the planning authority in writing on payment of the prescribed fee (currently €20) within 5 weeks of receipt of the application by the planning authority? | | | |
| 98(a) | Where an EIS has been required to be prepared to accompany the application, is a statement of that fact included in the notice? | | | |
| 98(b) | Where an EIS has been prepared, does the notice state that it may be inspected or purchased for a fee not exceeding the reasonable cost of copying? | | | |

SITE NOTICE

| | | | | |
|-------------------------------|---|--|--|--|
| 17(1)(b) | Was site notice(s) erected within a 2 week period before lodgement of the application? | | | |
| 19(1)(a) | Is the notice set out substantially to the like effect as shown in Form No. 1 of the regulations? | | | |
| 19(1)(b) | Is the notice printed in indelible ink on white background, fixed to durable material and protected from the effects of bad weather? | | | |
| 19(1)(c) | Is the notice fixed in a conspicuous place on or near each entrance to the site or structure and easily legible by persons using the public road? | | | |
| 19(3) | The applicant may be required by the local authority to erect further site notices pursuant to the conditions outlined in 19(1)(c). | | | |
| 22(2)(a) | Is one copy of the site notice (appropriate colour) included? | | | |
| <i>Does site notice show:</i> | | | | |
| 19(4) | Where a valid planning application has been received by the local authority within six months of any similar subsequent application on the same land/structure, the site notice must be printed on a yellow background | | | |
| | If so, is the site notice on a yellow background? | | | |

SITE LOCATION MAP

| | | | | |
|----------|---|--|--|--|
| 22(4)(a) | Are there 6 copies included? | | | |
| 22(2)(b) | Is the location plan at 1:1000 for built up areas and 1:2500 in all other areas or such other scale agreed with the planning authority prior to submission? | | | |
| 22(2)(b) | Is the location plan sufficiently clear and detailed i.e. containing local features so as to allow ready identification of the site to which the application relates? | | | |

| Act of Regulations | Validation Query | N/A | Yes | No |
|--------------------|--|-----|-----|----|
| 22(2)(b) | 1. Is the site to which the development(s) relates outlined in <i>red</i> ? 2. Has adjacent land, that is in the control of the applicant but not part of the site seeking planning permission delineated in <i>blue</i> . 3. Are Wayleaves that affect the site delineated in yellow? | | | |
| 22(2)(b)(iv) | Is the position of the site notice(s) clearly indicated on site location map(s)? | | | |
| 22(2)(c) | Where it is proposed to dispose of wastewater from the proposed development other than a public sewer, information on the on-site treatment system proposed and evidence as to the suitability of the site must be submitted? | | | |
| 22(2)(G) | Where the applicant is not the legal owner of the land or structure, the written consent of the owner must be submitted with the application? | | | |
| 23(1) | Are all drawings to metric scale (m, cm, mm etc) | | | |
| 23(1)(h) | Do all supplied maps/plans indicate a north point? | | | |
| | Do maps show O.S. No. as required? | | | |

SITE LAYOUT PLAN

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|----------|--|--|--|--|
| 23(1) | Are all drawings to metric scale? | | | |
| 22(4)(a) | Are there 6 copies included? | | | |
| 22(2)(c) | Is the position of the site notice(s) clearly indicated? | | | |
| 23(1)(a) | Is site or layout drawing to a scale of 1:500 or greater? | | | |
| 23(1)(a) | Is the site boundary clearly delineated in red on the site plan? | | | |
| 23(1)(a) | Does the site plan clearly show buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree stands and other features in the vicinity of the site? | | | |
| 23(1)(c) | Do the site layout and other plans show levels or contours relative to an ordnance survey or temporary datum? | | | |
| 23(1)(e) | For extensions, alterations and reconstruction projects, are the proposed works clearly distinguished from the existing structure? | | | |
| 23(1)(f) | Are the plans, drawings etc. clearly dimensioned, showing overall heights of structures and distance to site boundaries? | | | |
| 23(1)(h) | Do all plans show a north point? | | | |
| 23(1)(i) | Do all drawings show the name of the person who drew them? | | | |

PLANS & ELEVATION DRAWINGS

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|----------|--|--|--|--|
| 24 | Is the application for Outline Permission? | | | |
| 23(1) | Are all drawings to metric scale? | | | |
| 22(3)(a) | Are there 6 copies of all drawings included? | | | |
| 23(1)(b) | Are all drawings, other than the site location and layout plans at a scale of 1:200 or greater? | | | |
| 23(1)(d) | Do the elevations show the main features of buildings that are contiguous to the proposed structure? | | | |
| 23(1)(e) | For extensions, alterations and reconstruction projects, are the proposed works clearly distinguished from the existing structure? | | | |
| 23(1)(f) | Are all plans, drawings etc. clearly dimensioned, showing overall heights of structures and the distance to site boundaries? | | | |
| 23(1)(h) | Do all plans show a north point? | | | |
| 23(1)(i) | Do all drawings show the name of the person who drew them? | | | |
| 23(2) | If application is for works to or in a listed/protected structure, have photos and drawings been submitted? | | | |

PART 5: HOUSING STRATEGY

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|----------|---|--|--|--|
| 22(1)(h) | If the development is for housing, is a statement of how compliance with Section 96(2) of the Act will be achieved included? Consultants in relation to this provision must take place prior to lodgement of the application. | | | |
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| Act of Regulations | Validation Query | N/A | Yes | No |
|--------------------|------------------|-----|-----|----|

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|----------|---|--|--|--|
| 22(2)(e) | If the development is eligible for exemption from Part V, is the certificate or a copy of the application for a certificate enclosed? | | | |
|----------|---|--|--|--|

| SCHEDULE | | | | |
|-----------------|--|--|--|--|
| 22(2)(d) | Is there a schedule listing all drawings, documents and particulars? | | | |

RECOMMENDATION ON DOCUMENTATION SUBMITTED

File valid File invalid

Validation completed by _____

Date _____

Notes:

- If the answer to any of the questions relating to the regulations (sections highlighted in column 1) is NO, then the application is INVALID.
- List of approved newspapers: Connaught Telegraph, Western People, Mayo News, Irish Independent, Mayo Echo, Irish Times.

| Act of Regulations | Validation Query | N/A | Yes | No |
|--------------------|------------------|-----|-----|----|
|--------------------|------------------|-----|-----|----|