

# CHECKSHEET: SIGNS

Kapiti Coast District Council,  
175 Rimu Road, Paraparaumu 5032  
Private Bag 60601, Paraparaumu 5254  
For enquiries, phone 04 296 4700

**Address of Project:** \_\_\_\_\_

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing.  
Please attach **1 copy** of the following information and a second copy of plans and proof of ownership with your completed application form.  
**Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer Use			For Office Use Only
<input type="checkbox"/>	a	<b>Application form</b> Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Proof of ownership</b> One recent copy of current Record/s of Title (i.e. not older than 3 months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Application fee</b> Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Locality plan (1:500) showing:</b> Physical location of the site in relation to streets or landmarks, north point, name of building and lot.	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Site plan (1:100) showing:</b> Dimensions of all boundaries, north point, finished floor levels, ground contours (extend to boundaries) / levels, site area, site coverage, street name and number, lot and DP number, outline of building, area of building, distances to boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	f	<b>Site:</b> • public property • private property	<input type="checkbox"/>
<input type="checkbox"/>	g	<b>Details of sign</b> • under veranda • horizontal • projecting • vertical • flashing • free standing • sky sign	<input type="checkbox"/>
<input type="checkbox"/>	h	<b>Construction</b> How sign is constructed, the framework, dimensions, connection (how sign is fixed and what sign is fixed to. Details must be drawn to scale, freehand is not acceptable.)	<input type="checkbox"/>
<input type="checkbox"/>	i	<b>Structural calculations</b>	<input type="checkbox"/>
<input type="checkbox"/>	j	<b>Height</b> Above pavement level (minimum height 2.5m to base of sign)	<input type="checkbox"/>
<input type="checkbox"/>	k	<b>Distance</b> From existing signs (minimum distance 2.4m)	<input type="checkbox"/>