



GOVERNMENT OF BERMUDA

Ministry of Home Affairs

Department of Planning**VETTING CHECKLIST
DAP1**Fees paid:

Applicant Name: _____ Vetted by: _____

Application Site(s): _____

Date submission received: _____ Date vetted: _____

**N.B. Items marked with an "X" have not been submitted and are required
Development Application Form (DAP1) Checklist**

General	3 Copies supplied:	
Section 1	Applicant and agent information completed	
Section 2	Location information completed	
Section 3	Type of application indicated (<i>should correspond to Section 10 of the form</i>)	
Section 4	Name and signature of applicant/agent completed	
	An authorization letter supplied from applicant if an agent has signed on the applicant's behalf (<i>Signatory of Trust or Company or Condominium Association where applicable</i>)	
Section 5	The description of proposed development is supplied accurately reflecting ALL works being proposed, including maximum heights of rock cuts and walls where proposed. <i>If the application is RETROACTIVE, this must be noted. If the description does not accurately represent the proposal, the application may need to be re-advertised</i>	
Section 6	All Development Base Zones, Conservation Base Zones, Conservation Areas, Protection Areas and Listed Buildings which exist on the site are checked off	
Section 7	The lot size is entered (<i>to be based on survey information</i>)	
Section 8	Completed with a subdivision file number noted (if applicable) or proof of separate title attached as required by Section 41 of the Planning and Development Act (<i>or as proven by a current survey</i>)	
Section 9	A breakdown and total of the existing and proposed gross floor areas by use (<i>residential, commercial, industrial, institutional etc.</i>) indicated	
Section 10	The type of application checked (<i>should correspond to Section 4 of the form</i>) <ul style="list-style-type: none"> ➤ "In Principle" applications require that matters for approval be checked off ➤ "Final Approval" applications require that matters previously reserved at the "In Principle" approval stage be indicated and the date and reference number of the "In Principle" approval is indicated 	
Section 11	(a) The site coverage indicated	
	(b) The percentage site coverage indicated	
	(c) The gross floor area indicated (<i>should correspond to Section 10 of the form</i>)	
	(d) The area of hard-surfacing indicated	
	(e) The number of existing and proposed dwelling units indicated	
	(f) The number of existing and proposed car parking spaces indicated	
	(g) The number of existing and proposed bike parking spaces indicated	
	(h) The size(s) of proposed units indicated (<i>attach table if necessary</i>)	
	(i) Apartment house development information completed	
	(j) All access information supplied	
	(k) Setback information indicated, if NO checked, infringements indicated	
Section 12	Water supply and waste disposal details supplied	

DAP1 Application Plans Checklist

Typically approval "In Principle" only requires the items noted under (1) and (2) on the rear page of the DAP1 form, however, with more complex sites and proposals, additional information as noted in items (3) and (4) on the rear page of the DAP1 form may also be requested by the Department during the assessment of the file.

GENERAL REQUIREMENTS	
(a) 5 copies of plans supplied	
(b) Two original stamped copies of a full or partial current (within 10 years) boundary and/or topographical survey completed by a registered surveyor showing 2008 zoning lines and all relevant boundary and topographical information supplied	
(c) The legal lot boundaries should be outlined in RED on all plans	
(d) Adjoining properties owned by the owner of application site (if any) edged in BLUE	
(e) Comprehensive Landscaping Plan is supplied with types, sizes and numbers of plantings identified if the lot is vacant or 30% or more additional site coverage is being sought	

Dame Lois Browne-Evans Building, 5th Floor, 58 Court Street, Hamilton HM 12, Bermuda
Phone: (441) 295-5151 Fax: (441) 295-4100

General Enquires: (441) 297-7756 Development Control: (441) 297-7810 Building Control: (441) 297-7755
Forward Planning: (441) 297-7778 Building Inspection Requests 24-Hr. Line (441) 297-7828

Website: www.gov.bm

LOCATION PLAN	
(a) Legible and drawn to a scale no less than 1:2500	
(b) Area context showing adjacent properties to the nearest public road shown	
(c) Lot boundaries outlined in red	
(d) Additional adjacent properties owned by applicant outlined in blue	
(e) Access from the site to estate/public road highlighted in YELLOW	
SITE PLAN	
(a) Legible and drawn to a scale not less than 1":20' for sites less than 0.5 acres and not less than 1": 40' where applicable for all other sites	
(b) Bermuda Plan 2008 zonings identified	
(c) Area of site noted	
(d) Existing access to the site shown and location, width and grade of any new proposed accesses to the site with sight lines included appropriate shown	
(e) Location and use of all existing and proposed buildings/structures on site with the proposed development very clearly differentiated from existing development (<i>e.g. using different line work, shading, notations and/or colour etc.</i>)	
(f) Distance in feet of proposed buildings/additions dimensioned to all boundary lines at or within minimum setbacks for Residential 1 and 2 zoned sites	
(g) The extent of proposed grade changes shown on plans using spot heights and section lines based on information from registered survey	
(h) Existing and proposed drainage and septic details shown	
(i) Location of existing and proposed cess pits including the dimensions to the relevant lot lines shown	
(j) Location and layout of parking areas with dimensions shown	
(k) Proposed landscaping, showing trees and shrubs to be removed, retained or planted (size, type and number of plants noted)	
(l) Location and dimensions of existing rights or easements over and under property shown	
(m) If this application involves a change of use, the part of land or building subject to the change identified, with existing and proposed change of uses noted	
(n) A communal garbage area identified where proposal involves 3 dwelling units or more	
(o) A communal post box area identified where proposal involves 3 dwelling units or more	
(p) Private outdoor space(s) identified where proposal involves 3 dwelling units or more	
(q) Communal outdoor space identified where proposal involves 5 dwelling units or more	
ARCHITECTURAL PLANS	
(a) Legible and drawn to a scale not less than 1/8' or where appropriate 1/16'	
(b) Plans for each floor, foundation and roof, with dimensions and uses clearly marked (<i>For proposed attic spaces, floor plan shows a dashed line denoting the useable space with a floor to ceiling height 7'6"</i>) <i>*Please note: It is advised that no building permit related details should be included</i>	
(c) Elevations of all sides altered by the proposed development supplied	
(d) Two cross sections of building(s), at right angles supplied, showing levels of all ground floors and existing and proposed grades of site in relation to all adjoining lot lines and private or public roads	
(e) Materials proposed indicated, and where appropriate, their colour i.e. docks, fencing etc.	

Letter of Acknowledgement

Required for a proposed setback infringement to a lot line in a Residential 1 or 2 zoning only:	
a) A letter of acknowledgement signed by the owner of a neighboring property OR	
b) Letter submitted indicating attempts made to obtain acknowledgement	

Additional Information Checklist

Once a planner has reviewed the application, the following additional information may be required to assess the application for sites including, but not limited to, major developments comprising a gross floor area of 50,000 sq. ft., sensitive environmental locations, developments of 20 units or more, subdivisions comprising 10 or more lots, major hotel developments, power plants, reclamation projects and marinas. The types of studies required may include, but are not limited to:

- Land Use Justification/Grounds in Support
- Conservation Management Plan: (*See Guidance Note no. 107*)
- Traffic Impact Statement (*See Guidance Note no. 108*)
- Environmental Impact Statement Scoping Document (*See Guidance Note no.106*)
- Environmental Impact Statement (*See Guidance Note no. 106*)
- Area Context Assessment - *Plan view and/or sections of site in the context of adjacent lands that may be impacted (showing existing development, accesses, Conservation Areas etc.)*
- Visual Impact Assessment (*scope to be determined in consultation with Department*)
- Detailed Site Excavation Plan and/or Report (*scope to be determined in consultation with Department*)
- Archaeological Assessment (*See Guidance Note no. 119*)
- Marine Survey (*scope to be determined in consultation with Department*)
- Geotechnical and/or engineering studies (*scope to be determined in consultation with Department*)
- Borehole Testing (*scope to be determined in consultation with Department*)
- Photomontage

Dame Lois Browne-Evans Building, 5th Floor, 58 Court Street, Hamilton HM 12, Bermuda
 Phone: (441) 295-5151 Fax: (441) 295-4100
 General Enquires: (441) 297-7756 Development Control: (441) 297-7810 Building Control: (441) 297-7755
 Forward Planning: (441) 297-7778 Building Inspection Requests 24-Hr. Line (441) 297-7828
 Website: www.gov.bm