



GOVERNMENT OF BERMUDA

Ministry of Home Affairs

Department of Planning**VETTING CHECKLIST
DAP2**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**Subdivision Application Form (DAP2) Checklist**

Section 1	Applicant and agent information completed	
Section 2	Location information completed	
Section 3	The lot size indicated, based on legal description and/or survey work	
Section 4	Type of application indicated	
Section 5	Existing uses of land indicated completed	
Section 6	Subdivision history indicated	
Section 7	The description of proposal accurately reflects what is being proposed. <i>If the description does not accurately represent the proposal, the application may need to be re-advertised</i>	
Section 8	All Development Base Zones, Conservation Base Zones, Protection Areas and Listed Buildings which exist on the site identified	
Section 9	Name and signature of applicant completed ➤ An authorization letter supplied from applicant if an agent has signed on the applicant's behalf (Signatory of Trust or Company or Condominium Association where applicable)	

DAP2 Application Plans Checklist

LOCATION PLAN:	
(a) 5 copies of the plans are supplied	
(b) The site boundaries edged in RED	
(c) Adjoining properties owned by the owner of application site (if any) edged in BLUE	
(d) All buildings on adjoining properties shown	
(e) Access from the site to estate/public road highlighted in YELLOW	
(f) The plans are drawn at a legible scale showing the relevant area context	
DRAFT PLANS	
(a) 5 copies of the plans are supplied	
(b) The plans are drawn at a scale of not less than 1:500	
(c) The boundaries, dimensions, area or areas, Development Base Zones, Conservation Base Zones, Conservation Areas and Protection Areas and surveyed contours at 3' / 1m intervals of the existing lot or lots or land to be subdivided are illustrated	
EXISTING SITE INFORMATION:	
(d) ACCESS TO SITE The location and widths of the road or roads intended to provide access to the subdivision from the public road identified	
(e) DEVELOPMENT & FEATURES The location of all existing structures (including walls, fences, water tanks cess pits, other natural features and manmade rock cuts, existing vegetation including species, location and condition) and existing uses on or under the land to be subdivided is illustrated	
(f) The location of all existing sewers, pipelines, cables or other apparatus, including those of statutory undertakers are identified	
(g) EASEMENTS The location and dimensions of any right of ways or easements	
PROPOSED SITE INFORMATION:	
(h) LOT(S) The approximate dimensions, area or areas and boundaries to be created by the subdivision are identified	
(i) The proposed development envelope defined on all vacant lots clearly identifying prescribed setbacks	
(j) ROADS The widths, location and grades of the road or roads intended to provide access within the subdivision illustrated, including any supporting structures, such as retaining walls, planters and landscaping associated with proposed road	
(k) EASEMENTS The location and dimensions of any right of ways or easements that are proposed/redefined over the parcel to be subdivided is identified	
(l) The location, area or areas, boundaries and approximate dimensions of any land to be dedicated for community purposes identified	

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Forward Planning: (441) 297-7778 Building Inspection Requests 24-Hr. Line (441) 297-7828

Website: www.gov.bm

FINAL PLANS (THESE PLANS MUST BE PREPARED BY A REGISTERED SURVEYOR AND APPEAR ON THEIR TITLE BLOCK)	
(a) 5 copies of the plans are supplied	
(b) The plans are drawn at a scale of not less than 1:500	
(c) The boundaries, dimensions, area or areas, Development Base Zones, Conservation Base Zones, Conservation Areas and Protection Areas and surveyed contours at 3’/1m intervals of the existing lot or lots or land to be subdivided are illustrated	
EXISTING SITE INFORMATION:	
(d) ACCESS TO SITE The location and widths of the road or roads intended to provide access to the subdivision from the public road identified	
(e) DEVELOPMENT & FEATURES The location of all existing structures (including walls, fences, water tanks cess pits, other natural features and manmade rock cuts, existing vegetation including species, location and condition) and existing uses on or under the land to be subdivided is illustrated	
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Supporting Information (TO BE PROVIDED BY AGENT/APPLICANT IF REQUIRED)

The Board’s discretion is being sought and written justification is supplied for :	
proposed creation of undersized lot(s)	
proposal affecting Conservation Base Zones and/or Conservation Areas	

Supporting Information (TO BE REQUESTED BY PLANNER IF REQUIRED)

Identifying areas of other restrictive covenants such as Section 34 agreements and tree preservation orders on the proposed subdivision	
Landscaping Plan	

In addition to the foregoing, any of the following studies may also be required and will be requested by the planner assessing the application:

- Traffic Impact Statement
- Scoping Document
- Environmental Impact Statement
- Traffic Impact Study
- Visual Impact Study
- Marine Survey
- Borehole Testing
- Conservation Management Plan