

SBE Site Plan Checklist



All planning applications need to be accompanied by a site plan. Following is a list of the information required:

Site Size:

To include dimensions of all sides, angles of boundary directions or a scale drawing that this information may be taken from.

Site Location:

This must include a scale drawing of the surrounding area with a definitive feature, for example a road junction that highlights road listing i.e. A9/B870 to enable the local Planning Department to locate your site. There must also be a north point shown.

Existing Features:

Highlight any items on or around the proposed land that will be affected or included in the proposal. This may include dry-stone dyke boundaries, sheds, outbuildings, electricity/telephone cables or poles and ruins.

Existing Buildings to be demolished:

Are there any existing buildings on the site which require to be demolished if so can you indicate the size, position and use of these structures. Approval to demolish such buildings requires permission which can be sought at the same time as the Planning and Building Warrant applications are submitted.

Site Access:

Please indicate the location of proposed or existing access. State the road that access is required to i.e. A9/B870 and any land out-with your control that the access may cross. Also indicate if the access is to be shared by other road users. If the access already exists please state road construction, for example gravel drive, tarmac etc.

Site Levels:

Indicate the fall over the land, both existing and proposed if land is to be levelled.

Proposed Drive and Parking:

This is stating your own preferred choice for materials (tarmac, gravel, etc.) and the amount of parking you require. Please note that the Planning Department require a turning area and parking for at least two cars.

Drainage Proposals:

If an existing main drainage system is nearby, please show location on drawings. If you do not know this information you can contact your local Water Board who will provide a layout free of charge. If there is no existing mains drainage system nearby a septic tank or reed bed system will be required. If this is the method you will be selecting please ensure you enclose a copy of the soil percolation test results with your sketch. If you have not had this performed you can do so by contacting your local Council who will advise you further.

Heating:

If the heating source for your proposed home is gas or oil a location will need to be determined to site the tank. Oil tanks must be a minimum of 1.8m from house and 0.75m from any boundary. LPG tanks are required to be 3m from any house opening and 3m from any boundary.

Proposed Boundary:

Please specify the proposed boundaries to your site. Post and wire fences or dry-stone dykes are an acceptable boundary.

House Location:

Indicate on sketch the proposed location of your home with regard to boundaries, showing distances from front of site etc. Also show the position you would like the house to face, front to North, for example. Please indicate which hand you require the house to be ie which side do you wish the lounge to be on – Left Hand indicates Lounge on left looking at house from front.

Neighbouring Properties:

The attached sheet states which properties will require notification of the development. This is a requirement for Planning and the application cannot be processed without this. If the neighbouring properties are known, state the name and address of owners, occupiers and lessees or in the case of farmland, the owners and occupiers. The application can be processed if only the address is provided but ensures a greater chance of being received if names are included.

Land Ownership:

Please indicate the land within your control in blue, i.e. all land belonging to you, and highlight the land you propose to develop as your site in red.

Previous Applications / Outline Consent:

Have there been any previous planning applications made for a new house on this site or has Outline Planning Permission been granted for the site either current or expired? If so we require a copy of all information/conditions issued by the Planning Department.