City of Melville

Planning Application Information Requirements

Please refer to the Planning Services page on the City's website (www.melvillecity.com.au) to determine whether a planning application is required for the proposed development.

All Applications

The following information is to be submitted for **all** planning applications:

Completed **Application Form** **(including MRS Form, where applicable)** *signed by **all** landowners and the **applicant*** (**not** required for Section 40).

- **For Development on Common Property:** In accordance with Clause 62(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application form must be signed by all owners for any development that occurs within the common property (e.g metre boxes, utilities etc). For development on Common Property of a Strata development, the Strata Company is also able to sign as owner of the land.
- **Owners Signature/s:**
    - In accordance with Clause 62(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application form **must be signed** by all owners.
    - If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies. Appropriate company signatory/ies include one director and the company seal, two directors or one director and one secretary.
    - A current ASIC Search Extract from the Australian Securities and Investment Commission (ASIC) Database.
- **Certificate of Title** (not required for Section 40 and subdivision clearance applications) a complete and recent copy (within 6 months) is required.
- **One copy** of all plans and information as detailed below for individual application types. All plans are to be to scale and are to include relevant dimensions.
- A completed copy of the **Planning Information Requirements** checklist for the relevant proposal type.
- **Non-refundable fee** – refer to the **Planning & Building Fee Schedule** available on the City's website.

In addition to the information required for all applications, outlined in the following pages are the information requirements for ***specific*** application types.

The information listed in this checklist is a minimum requirement, and the City reserves the right to request further information beyond what has been outlined below, during the assessment process.

Planning applications which do not include **all** the information required to complete an assessment will **not be accepted and will be returned.**

How to Lodge your Planning Application

Planning Applications (excluding DAP Applications

Where a planning application is required, **all** planning application types can be lodged:

- Online, at https://www.melvillecity.com.au/planning-and-building/lodge-and-track-planning-and-building-applications
- In person, at the City of Melville Civic Centre, 10 Almondbury Road, Booragoon.
- By post, to the City of Melville, Locked Bag 1, Booragoon WA 6954

Development Assessment Panel (DAP) Applications

Development Assessment Panel (DAP) Applications can only be lodged after a preliminary discussion with a Senior Statutory Planner, via:

- Email, to pb.planning@melville.wa.gov.au; or
- In person, at the City of Melville, 10 Almondbury Road, Booragoon

Please refer to the City of Melville website for further information on DAP Applications

City of Melville

Residential

New Developments and Alterations and Additions (Including Carports, Patios, Sheds & Ancillary Dwellings)

☐ **Site plan:** drawn to scale, showing relevant dimensions and including:

- north point;
- location of new buildings & existing buildings to be retained;
- details of the upgrading of an existing dwelling (parking, store, OLA) where it is proposed to be retained;
- property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street names, lot numbers and address, and north point;
- existing contours at maximum 0.5m intervals and/or spot levels (Australian Height Datum (AHD));
- the position and levels (AHD) of proposed and existing buildings, street fences, retaining walls and other structures;
- location and size of private open spaces (including the primary garden area) and including areas to be landscaped;
- the position and size of any existing or proposed trees (indicating whether being retained, new, or removed) and/or other significant landscaping features;
- the position and size of soft landscaping areas and deep soil areas (where this is not included in a separate landscaping plan);
- proposed finished site levels;
- details of front fencing and details of boundary fencing;
- existing and proposed means of vehicle access;
- the position and dimensions of accessways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of on site and off site car parking spaces, demonstration of vehicle sight-lines;
- the position and floor levels (AHD) of major openings to any active habitable spaces in a wall of an adjoining
- building, private open spaces, and primary garden areas on adjoining properties, where within 7.5m of a boundary of the development site;
- the horizontal position and floor levels (AHD) of all sources of overlooking of an existing and proposed building(s) where within 7.5m of a lot boundary;
- cones of vision for each source of overlooking, line of sight from any source of overlooking (where required) and/or details of measures proposed to reduce overlooking of the adjoining properties;
- street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths, or any other relevant obstructions;
- shadow that would be cast at noon on 21 June by any proposed building onto any adjoining or diagonally adjacent properties; and
- location of meter boxes and letter boxes and letter boxes for single houses, grouped and multiple dwelling developments.

☐ **Stormwater Plan** if the site is located within the 1 in 100 (or 1%) annual exceedance probability (AEP) flood plain area (more information here) a detailed stormwater drainage plan is to be submitted in accordance with the City of Melville stormwater drainage information sheet.

☐ **Site Feature Survey**, drawn to scale and endorsed by a Licensed Surveyor, showing:

- Existing contours at 0.5m intervals extending past property boundaries;
- Relevant spot levels, location and finished floor levels of adjoining buildings;
- Existing structures, including retaining walls;
- Existing trees within the development site;
- Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover;
- Other fixtures (bus stops, power poles, power domes, traffic islands etc.);
- Lot boundaries and dimensions; and
- Details of any road widening

☐ **Floor plans** of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.

☐ **Strata Plan** where a development is for a strata property. If you are unsure if required, please contact the City's Statutory Planning duty officer to confirm.

☐ **Written justification** where discretion is sought in relation to Local Planning Scheme No. 6, the R-Codes or Local Planning Policy.

☐ **Elevations** indicating all dimensions, floor and ceiling levels, existing and proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given location.

☐ **Overshadowing diagram** (formulated in accordance with the R-Codes) for two storey development or greater, and where the adjoining land is residentia.l

☐ **Technical Reports:** To be provided as determined by Statutory Planning. These technical reports may include Waste Management Plan, Traffic Impact Statement/Assessment, Acoustic Reports, State Planning Policy 7.0 Statement, Bushfire Attack Level Assessment, Energy Efficiency/Sustainability Strategy.

Home Business

☐ **Site plan** showing north point, street and lot numbers, vehicle access point, location and dimension of all car parking and bicycle bays (including loading bays).

☐ **Floor plans** of all areas of the dwelling to be utilised by the business.

☐ **Signage details** including location of all proposed signage detailed on the site plan, locating on elevations and dimensions of each sign.

☐ **Cover letter** outlining description of the proposed business, hours of operation, number of employees, carparking details, delivery information, client visitation rate per week/day and any other relevant information.

☐ **Written justification** where discretion is sought in relation to LPS6 or Local Planning Policy.

City of Melville

Signage

- ☐ **Site plan** showing the north point, street and lot numbers and the location of the proposed signage.
- ☐ **Elevations** including design, dimensions, illumination details, the location of all existing signage to be retained and all proposed signage.
- ☐ **Signage Strategy** details where required under Local Planning Policy 2.2 – Outdoor Advertising and Signage.
- ☐ **Illumination Details** confirming the extent of any illumination to the signage and impact on amenity.
- ☐ **Written justification** where discretion is sought in relation to Local planning Policy.

Subdivision Clearance Request

- ☐ **Cover letter** confirming clearance of each applicable Local Government condition (letter from WAPC) contained under the WAPC conditional approval.
- ☐ **Deposited Plan/Survey Strata Plan**
- ☐ **Photographic evidence** confirming clearance of each applicable Local Government condition contained under the WAPC conditional approval.

Form 15A & Form 15C

- ☐ **15A/15C E-Lodgement from WAPC** – this is an application to the WAPC for Endorsement of a Strata Plan or Leasehold (Strata) Plan.
- ☐ **Cover Letter** – explaining how all relevant conditions of the planning approval has been cleared.
- ☐ **Deposited Plan/Survey Strata Plan**

Restrictive Covenant Modification/Removal

- ☐ **A copy of the restrictive covenant documentation** including the specific wording of the covenant (the registration number is on the certificate of title). This can be obtained from Landgate.
- ☐ **Cover letter** outlining the details of the request for restrictive covenant removal.

City of Melville

Commercial & Industrial
New Developments and Alterations & Additions

Note: *where a land use is proposed as a part of a commercial/industrial development, refer to the 'Change of Use' checklist.*

☐ **Site plan:** drawn to scale, showing relevant dimensions and including:

- north point;
- location of new buildings & existing buildings to be retained;
- details of the upgrading of an existing dwelling (parking, store, OLA) where it is proposed to be retained;
- property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street names, lot numbers and address, and north point;
- existing contours at maximum 0.5m intervals and/or spot levels (Australian Height Datum (AHD));
- the position and levels (AHD) of proposed and existing buildings, street fences, retaining walls and other structures;
- location and size of private open spaces (including the primary garden area) and including areas to be landscaped;
- the position and size of any existing or proposed trees (indicating whether being retained, new, or removed) and/or other significant landscaping features;
- the position and size of soft landscaping areas and deep soil areas (where this is not included in a separate landscaping plan);
- proposed finished site levels;
- details of front fencing and details of boundary fencing;
- existing and proposed means of vehicle access;
- the position and dimensions of accessways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of on-site and off-site car parking spaces, demonstration of vehicle sight-lines;
- the position and floor levels (AHD) of major openings to any active habitable spaces in a wall of an adjoining building, private open spaces, and primary garden areas on adjoining properties, where within 7.5m of a boundary of the development site;
- the horizontal position and floor levels (AHD) of all sources of overlooking of an existing and proposed building(s) where within 7.5m of a lot boundary;
- cones of vision for each source of overlooking, line of sight from any source of overlooking (where required) and/or details of measures proposed to reduce overlooking of the adjoining properties;
- street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths, or any other relevant obstructions;
- shadow that would be cast at noon on 21 June by any proposed building onto any adjoining or diagonally adjacent properties; and
- location of meter boxes and letter boxes and letter boxes for single houses, grouped and multiple dwelling developments.

☐ **Stormwater Plan:** If the site is located within the 1 in 100 (or 1%) annual exceedance probability (AEP) flood plain area (or the City notes limited ability to contain on-site) a detailed stormwater drainage plan is to be submitted in accordance with the City of Melville stormwater drainage information sheet.

- [ ] **Site Feature Survey**, drawn to scale and endorsed by a Licensed Surveyor, showing:
  - Existing contours at 0.5m intervals extending past property boundaries;
  - Relevant spot levels, location and finished floor levels of adjoining buildings;
  - Existing structures, including retaining walls;
  - Existing trees within the development site;
  - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover;
  - Other fixtures (bus stops, power poles, power domes, traffic islands etc.);
  - Lot boundaries and dimensions; and
  - Details of any road widening.

- [ ] **Floor plans** of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.

- [ ] **Elevations** indicating all dimensions, existing **and** proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given location.

- [ ] **Strata Plan** where development is for a strata property. If you are unsure if required, please contact the City's Statutory Planning duty officer to confirm.

- [ ] **Overshadowing diagram** (formulated in accordance with the R-Codes) for two storey development or greater and where the adjoining land is residential.

- [ ] **Streetscape illustration** where discretion is sought in relation to height and plot ratio. The perspective is to include the existing and potential built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.

- [ ] **Signage details** including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations. Where a new development includes multiple tenancies a **Signage Strategy** is required.

- [ ] **Landscaping plan** including dimensions/pot sizes, species and locations and details of any trees or other vegetation which are to be retained.

- [ ] **Technical Reports:** To be provided as determined by Statutory Planning. These technical reports may include Waste Management Plan, Traffic Impact Statement/Assessment, Acoustic Reports, State Planning Policy 7.0 Statement, Bushfire Attack Level Assessment, Energy Efficiency/Sustainability Strategy Reports.

- [ ] **Written justification** where discretion is sought in relation to Local Planning Policy Scheme No. 6, the R-Codes (where applicable) or Local Planning policy.

City of Melville

Change of Use

Note: *where development is proposed as a part of a change of use application, refer to the 'Commercial and Industrial' checklist in addition to the requirements below.*

- ☐ **Site plan** showing north point, street and lot numbers, existing and proposed means of vehicular access, location and dimension of all car parking and bicycle bays (including loading bays).
- ☐ **Floor plans** of each of the floor levels to be occupied and detailing the internal layout of each level.
- ☐ **Signage details** to include the design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations.
- ☐ **Technical Reports:** To be provided as determined by Statutory Planning. These technical reports may include Waste Management Plan, Traffic Impact Statement/Assessment, Acoustic Reports, State Planning Policy 7.0 Statement, Bushfire Attack Level Assessment, Energy Efficiency/Sustainability Strategy.
- ☐ **Cover letter** outlining the following:
  - description of the proposed business/land use
  - hours of operation
  - floor area per use/s
  - number of employees
  - onsite parking provision
  - internal fit out details
  - signage details
  - shop-front treatments
  - deliveries/visitation rate per week/day
  - any other relevant information to explain the nature and expected scale of the business
- ☐ **Written justification** where discretion is sought in relation to LPS6 or Local Planning Policy.

Amendment to Previous Development Approval

- ☐ **Plans** where amendments are proposed to the previously approved plans, amended site plan, floor plan and elevation **with the amendments clearly marked.**
- ☐ **Cover letter** outlining the details of the proposed amendment, including the previous DA number you wish to amend.
- ☐ **Written justification** where discretion is sought in relation to LPS6, the R-Codes or policy
- ☐ **Updated Technical Reports:** To be provided as determined by Statutory Planning. These technical reports may include Waste Management Plan, Traffic Impact Statement/Assessment, Acoustic Reports, State Planning Policy 7.0 Statement, Bushfire Attack Level Assessment, Energy Efficiency/Sustainability Strategy.

City of Melville

Extension of Time to Previous Development Approval

☐ **Cover letter** outlining the details of the request for the proposed extension of time to previous approval.

***Note**:* changes of use where substantial changes to the planning framework have occurred are unlikely to be accepted as an amendment application - please confer with Statutory Planning prior to lodging.

Development on Land Zoned or Reserved under the Metropolitan Region Scheme

☐ **Completed MRS Form 1** refer to the Western Australian Planning Commission

Digital copy of **all** required plans and documentation on CD or USB **only** (hard copies not required) – refer to the WAPC website for MRS Form 1 application requirements.

Section 40 Certificates (Liquor Licence), Gaming Permits

☐ **Completed Section 40 Application Form** Certificate of Local Planning Authority

☐ **Cover letter** outlining all the details of the Section 40 application including reference to applicable planning approvals relevant to the use of the site.

City of Melville

Mixed Use (Residential & Commercial) & Development Assessment Panel Applications

DAP Submission:

Submit a DAP Application, either:

- **In-person** at the City of Melville, 10 Almondbury Road, Booragoon (payment to be made at the time of lodgement or within 7 days of receiving an invoice). Lodgement in person is to include an **electronic copy of the complete submission.**
- **Email** to pb.planning@melville.wa.gov.au (complete submission package to be included). Once the submission has been reviewed and deemed acceptable for lodgement, an invoice for payment will be issued.

*Note: DAP Applications **cannot** be lodged via the City's online lodgement system*

DAP Submission Review Process:

The City will review the submission in accordance with Clause 63A of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Should any further information be required, the City will be in contact with the applicant within 7 days of receipt of the submission. Should no further information be required, the City will lodge the application with the DAP Secretariat accordingly.

Information required for formal lodgement of a DAP application:

- ☐ Completed copy of the Development Assessment Panel Application Form 1 or Form 2. Please leave section for the City to complete ***blank.***
- ☐ A complete MRS Form 1 for DAP applications.
- ☐ Completed City of Melville Development Application Form
- ☐ Digital copy of **all** plans and documentation on USB **only** (hard copies not required) or alternative file sharing arrangement.

Information Required for all DAP and Mixed-Use Development Applications:

☐ **Site plan:** drawn to scale, showing relevant dimensions and including:

- north point;
- location of new buildings & existing buildings to be retained;
- details of the upgrading of an existing dwelling (parking, store, OLA) where it is proposed to be retained;
- property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street names, lot numbers and address, and north point;
- existing contours at maximum 0.5m intervals and/or spot levels (Australian Height Datum (AHD));
- the position and levels (AHD) of proposed and existing buildings, street fences, retaining walls and other structures;
- location and size of private open spaces (including the primary garden area) and including areas to be landscaped;
- the position and size of any existing or proposed trees (indicating whether being retained, new, or removed) and/or other significant landscaping features;
- the position and size of soft landscaping areas and deep soil areas (where this is not included in a separate landscaping plan);
- proposed finished site levels;

- details of front fencing and details of boundary fencing;
- existing and proposed means of vehicle access;
- the position and dimensions of accessways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of on-site and of- site car parking spaces, demonstration of vehicle sight-lines;
- the position and floor levels (AHD) of major openings to any active habitable spaces in a wall of an adjoining
- building, private open spaces, and primary garden areas on adjoining properties, where within 7.5m of a boundary of the development site;
- the horizontal position and floor levels (AHD) of all sources of overlooking of an existing and proposed building(s) where within 7.5m of a lot boundary;
- cones of vision for each source of overlooking, line of sight from any source of overlooking (where required) and/or details of measures proposed to reduce overlooking of the adjoining properties;
- street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths, or any other relevant obstructions;
- shadow that would be cast at noon on 21 June by any proposed building onto any adjoining or diagonally adjacent properties; and
- location of meter boxes and letter boxes and letter boxes for single houses, grouped and multiple dwelling developments.

☐ **Site Feature Survey:** drawn to scale and endorsed by a Licensed Surveyor, showing:

- Existing contours at 0.5m intervals extending past property boundaries;
- Relevant spot levels, location and finished floor levels of adjoining buildings;
- Existing structures, including retaining walls;
- Existing trees within the development site;
- Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover;
- Other fixtures (bus stops, power poles, power domes, traffic islands etc.);
- Lot boundaries and dimensions; and
- Details of any road widening.

☐ **Floor plans** of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.

☐ **Strata Plan** where a development is for a strata property. If you are unsure if required, please contact the City's Statutory Planning duty officer to confirm.

☐ **Elevations** indicating all dimensions, and where the proposed development meets the existing natural ground level on site at any given location.

☐ **Stormwater Plan:** If the site is located within the 1 in 100 (or 1%) annual exceedance probability (AEP) flood plain area (or the City notes limited ability to contain on-site) a detailed stormwater drainage plan is to be submitted in accordance with the City of Melville stormwater drainage information sheet.

☐ **Overshadowing diagram –** (formulated in accordance with the R-Codes) for two storey development or greater and where the adjoining land is residential.

☐ **Streetscape illustration** - where discretion is sought in relation to height and/or plot ratio. The perspective is to include the existing and potential built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.

City of Melville

☐ **Signage details –** including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations. Where a new development includes multiple tenancies a **Signage Strategy** is required.

☐ **Landscaping plan –** including dimensions, species and locations and details of any trees or other vegetation which are to be retained.

☐ **Technical Reports:** To be provided as determined by Statutory Planning. These technical reports may include Waste Management Plan, Traffic Impact Statement/Assessment, Acoustic Reports, State Planning Policy 7.0 Statement, Bushfire Attack Level Assessment, Energy Efficiency/Sustainability Strategy.

☐ **Written justification and Amenity Impact Assessment –** where discretion is sought in relation to LPS6, the R-Codes (where applicable) or Local Planning Policy.

Written Planning Advice

☐ **Written Planning Advice Application Form**

☐ **Written request/cover letter** outlining the specific advice or information being requested.

☐ **Preliminary scale drawings (where applicable)** site plan, floor plans and elevations, where available (more detailed drawings will enable the City to properly assess the proposal and give practical feedback).

Deemed to Comply Check (Minor/Standard)

☐ **Deemed to Comply Application Form**

☐ **Site plan:** drawn to scale, showing relevant dimensions and including:

- north point;
- location of new buildings & existing buildings to be retained;
- etails of upgrading of an existing dwelling (parking, store, OLA) where it is proposed to be retained
- property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street names, lot numbers and address, and north point;
- existing contours at maximum 0.5m intervals and/or spot levels (Australian
- Height Datum (AHD));
- the position and levels (AHD) of proposed and existing buildings, street
- fences, retaining walls and other structures;
- location and size of private open spaces (including the primary
- garden area) and including areas to be landscaped;
- the position and size of any existing or proposed trees (indicating whether
- being retained, new, or removed) and/or other significant landscaping
- features;
- the position and size of soft landscaping areas and deep soil areas (where this
- is not included in a separate landscaping plan);
- proposed finished site levels;

- details of front fencing and details of boundary fencing;
- existing and proposed means of vehicle access;
- the position and dimensions of accessways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of on-site and of-site car parking spaces, demonstration of vehicle sightlines;
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- the horizontal position and floor levels (AHD) of all sources of overlooking of an existing and proposed building(s) where within 7.5m of a lot boundary;
- cones of vision for each source of overlooking, line of sight from any source of overlooking (where required) and/or details of measures proposed to reduce overlooking of the adjoining properties;
- street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths, or any other relevant obstructions;
- shadow that would be cast at noon on 21 June by any proposed building onto any adjoining or diagonally adjacent properties; and
- location of meter boxes and letter boxes and letter boxes for single houses, grouped multiple dwelling developments.

☐ **Site Feature Survey** drawn to scale, and endorsed by a Licensed Surveyor, showing:

- Existing contours at 0.5m intervals extending past property boundaries;
- Relevant spot levels, location and finished floor levels of adjoining buildings;
- Existing structures, including retaining walls;
- Existing trees within the development site;
- Street trees, including diameter at breast height (DBH), centre point of the tree
- and dimension the setback from the outside of the tree to the crossover;
- Other fixtures (bus stops, power poles, power domes, traffic islands etc.);
- Lot boundaries and dimensions; and
- Details of any road widening.

☐ **Floor plans** of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.

☐ **Stormwater Plan:** If the site is located within the 1 in 100 (or 1%) annual exceedance probability (AEP) flood plain area (or the City notes limited ability to contain on-site) a detailed stormwater drainage plan is to be submitted in accordance with the City of Melville stormwater drainage information sheet.

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☐ **Elevations** indicating all dimensions, floor and ceiling levels, existing and proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given location.

☐ **Overshadowing diagram** (formulated in accordance with the R-Codes) for two storey development or greater, and where the adjoining land is residential.

City of Melville

Application to Obtain Development Approvals and/or Plans

☐ **Request for Planning Approval History Form** completed and signed by current owner.

☐ **Written Consent (if someone other than the owner is applying)** written and signed permission from the current owner to obtain a copy of the plans/approval.