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| **Development Control Submission Checklist for Conservation Application (Form DC/CL 7)** |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **CHECKLIST FOR CONSERVATION APPLICATION** | | | | | | Current Application Stage :  \* Formal / Amendment to Approved Plan \* Un-restored / Restored(\*Standard/Minor works) / Strata Unit | | | | | | Item No. | Submission Requirement | Please Tick Accordingly | | | | Applicable | | Not Applicable | | Complied With | Not Complied With | | **1** | **Fees Payable**   1. Fees payable is in accordance with the prevailing Fees Schedule for Preservation & Conservation |  |  |  | | 1. The required processing fees is payable by cheque. The cheque is to be submitted to URA within 2 working days from the date of submission. |  |  |  | | **2** | **Owner's/owner's content**   1. To declare the owner's or owners' consent for the development application and append the endorsement on owner's consent to all CAD drawings. |  |  |  | | 1. To furnish scanned copy of authorization letter from applicant. |  |  |  | | **3** | **Application Form** DC 12 | | | | |  | Application Type: |  |  |  | |  | \* Addition/Alteration to Conservation Buildings (Historic Districts)  Or |  |  |  | |  | \*Addition/Alteration to Buildings (Others)  i.e. Conservation Buildings (Secondary Settlements), Bungalows. |  |  |  | | **4** | **Type Of Plans** | | | | | a | Location/Sketch Plans |  |  |  | | b | Calculation Plans |  |  |  | | @c | **Measured Survey Drawing** with registered Surveyor's endorsement |  |  |  | | d | Photographs showing the roof, and the front, rear, side (if any) elevations of the existing building |  |  |  | | #**5** | **PE Structural Report & Method Statement** |  |  |  | | **6** | **Proposal Plans** | | | | | a | Name/ Address/Contact no./Email Address: |  |  |  | | 1. Owner |  |  |  | | 1. Architect |  |  |  | | 1. Engineer |  |  |  | | b | Conformity with Conservation Guidelines |  |  |  | | 1. Historic Districts |  |  |  | | 1. Residential Historic Districts |  |  |  | | 1. Secondary Settlements |  |  |  | | 1. Bungalows |  |  |  | | c | Endorsement |  |  |  | | 1. URA's requirement (Flue, A/C Signage) |  |  |  | | 1. Professional Engineer's Endorsement |  |  |  | | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Signature of Qualified Architect | Date | | | | | | |
| |  |  |  | | --- | --- | --- | | Note: | @ | Not applicable to restored buildings already given TOP/CSC clearance by Conservation Department. | |  | # | Not applicable if a structural report was submitted earlier. | |  | \* | Delete whichever not applcable | |