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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
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| Signature of Qualified Architect | Date |

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| 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 |

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