



**Dimension 5 Design**  
Architecture and  
Project Management

# REZONING CHECKLIST

For information only, please consult D5D for your Specific Project Requirements

Job No.	Project	Date
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Scope of Services	Description	D5D	Client	Completed
1. Initial Phase	Meet with client & take brief			
	Review & prepare brief			
	Consult with Town Planner			
	Finalise brief			
	Present brief to client & obtain approval			
2. Preparation & Research	Obtain Council's rezoning submission requirements			
	Obtain & review property details & survey			
	Obtain relevant local, regional, state & federal codes: <i>planning, SEPP</i> <i>DCP's, LED's</i> <i>Medium density housing plans</i> <i>Car parking</i> <i>Heritage</i>			
	Discuss with Town Planner & review brief			
3. Site Analysis	Establish other consultants: <i>Traffic</i> <i>Acoustic</i>			
	Initial site inspection			
	Follow up site inspection with Town Planner			
	Site photographs			
	Site analysis: <i>Orientation</i> <i>Existing site utilisation</i> <i>Traffic</i> <i>Noise</i> <i>Tree coverage</i> <i>Heritage status</i>			
	Water Board: <i>Drainage overland</i> <i>Drainage subterranean</i>			
	Other services supply			
	Legals: <i>Easements</i> <i>Covenants</i> <i>Rights of way etc.</i>			
	Initial meeting with Council?			

Scope of Services	Description	D5D	Client	Completed
4. Studies	Undertake/assist with marketing study			
	Produce marketing study report			
	Undertake/assist with preliminary feasibility study			
	Produce report with opinion of probable cost			
	Present report(s) to client			
5. Concept Design	Overall site concept design (2 options)			
	Review with Town Planner			
	Present to client & discuss			
	Review concept design & resubmit			
	Meeting with Council?			
	Obtain client approval to proceed			
6. Rezoning Masterplan	Liaise with consultants & obtain input			
	Prepare final masterplan design			
	Obtain client approval to complete			
	Meeting with Council?			
	Presentation format of final design			
	Present to client			
7. Council Submission	Complete & submit rezoning application			
	Assist with initial presentation to Council's Town Planner			
	Follow up presentation with Councillors if required			
8. Determination	Assist with Council queries during rezoning			
	Assist with review of determination			
9. Disbursements	Materials			
	Colour copies			
	Printing & Lamination			
	Photographs			

Completed: Signed: