CENTRAL HOUSING AND PLANNING AUTHORITY

APPLICATION FOR CHANGE OF USE DEVELOPMENT				
Pre-Application Consultation Details				
Have you conducted any pre-consultation with CHPA to determine site issues and technical requirements for a "complete" application or other conceptual plans? Yes No	Would you like to conduct any pre-consultation with CHPA to determine site issues and technical requirements for a "complete" application or other conceptual plans? Yes No If Yes, you will be provided a date for pre-consultation with the CHPA and other applicable agencies.			
1.0 PROPERTY OWNER INFORMATION				
Is Owner a company? Yes No				
Company Name:				
OwnerTitle:Mr.MissMrs.	Contact Title: Mr. Miss Mrs.			
First Name:	First Name:			
Last Name:	Last Name:			
Middle Initial:	Middle Initial:			
Address:				
Street Address:	State/Province			
Town/City:	Country			
Region:				
Telephone:	Fax:			
e-Mail Address:				
Legal status of land	Date land acquired			
2.0 AGENT - APPLICANT DETAILS	YYYY-MM-DD			
Note: Unless otherwise notified, all correspondence will be Is Applicant a company? Yes No Company Name:	forwarded to the agent on file.			
	Contact: Title: Mr. Miss Mrs.			
First Name:	First Name:			
Last Name:	Last Name:			
Middle Initial:	Middle Initial:			
Address:				
Street Address:				

Town/City:	
Country	
State/Province	
Telephone:	
 Fax:	

e-Mail Address:

Agent is: Owner Lawyer Architect Power of Attorney Planner				
Contractor Investor Other				
3.0 DESCRIPTION OF SUBJECT LANDS				
Address (Please include a map): Street Address: Town/City:				
Description of Land/Location:	Legal description:			
Lot Area (ft²) Lot Width (ft)	Lot Length (ft²)			
Indicate the Land Uses on the abutting adjacent properties North: South: East: West:	s:			
List any previous Land Uses on the subject lands, if know	n: Does the land contain Known Resources:			
Easement of Covenants	What is the existing use of the land?			
Do the Subject Lands contain any areas of archaeological development of land that contains known resources or are If "yes", please provide details.				
Front Setback Required:	Side Setback Required:			
Rear Setback Required:	_			
Site Proximity: Within 10 nautical miles of an Aerodrome(s): Yes	Νο			
Major river banks/coastal shorelines: Yes No				
Within 50 feet of a Sea Defense Reserve: Yes No				
Is the proposed development with the City of Georgetown	sewage system? Yes No			

4.0 PROPOSED DEVELOPMENT DESCRIPTION

What is the nature of the development proposal? Provide a detailed description:

Total Developable Area (sq ft):	Lot coverage (%'age):
Building Envelope Area (sq ft):	Parking Area (sq ft):
Gross Floor Area (sq ft) of each floor:	Number of floors:
Land Area (Acres):	Front Setback Provided:
	Rear Setback Provided:
	Side Setback Provided:

Outdoor Storage:

Yes No Do Not Know

If Yes, provide outdoor storage description:

Is this a resubmission of an earlier application?

Are there any reserves, easements or restrictive covenants affecting this site? If so, provide descriptions and land use implication.

Will there be outside storage of goods, vehicles or equipment?	Yes	No	

If "yes", please describe below and indicate the purpose. Show on all applicable plans.

5.0 NATIONAL POLICIES

Is the development proposal consistent with Guyana's Low Carbon Development Strategy? Also, is it consistent with any	
applicable regional or town plan? Yes No	
Are the subject lands within an area designated as agriculture/mining/forestry? Yes No	
Is the development consistent with Applicable Regional or Town Plans?	
Provide an explanation on how the requested application conforms to or does not conflict with the above policies.	

6.0 PROPOSED SERVICING AND ACCESS

Indicate the proposed servicing type for the Subject Land	ls		
Water Supply.			
Communal Well Private Well Municipal piped water system.			
Sewerage Disposal.			
Public Sanitary Sewage System	Communal Septic Tank		
Individual Septic Tank	Other, specify		
Access Provided by:			
Please specify road type (e.g. Minor Road/Street, Right of Other (if Other, please provide details):	of Way, Private Road, Highway, Public Road, Access Road, Dam) or		
Access Provided:	Other:		
Access Road Name:			
Drainage			
Indicate the proposed Drainage System:			
Trench/Canals Earthen Drains Concrete Drains Other, specify			

REQUIRED DOCUMENTS FOR CHANGE OF USE DEVELOPMENT

A complete application consists of the following:

A complete and signed application form together with the prescribed application fee.

A signed letter of authorization from the owner(s) of the property for those applications submitted by an agent.

Six copies of a draft plan drawn to scale

Owner Identification :- A government issued Proof of Identification of the owner.

Proof of Ownership :- Transport, Certificate of Title, Deed of Gift, Power of Attorney, Consent / Permission Letter, Tenancy Agreement, Agreement of Sale, Lease, Licence, Deceased Person's Estate

Business Registration :- Provide a copy of Business Registration/Certificate of Incorporation (if applicable)

Project Proposal :- This document should provide information (where applicable) in relation to activities to be conducted on-site, solid waste disposal details, development phases (if any), products to be manufactured, volume and types of raw materials to be used in processing and stored on site, means of storage and disposal, brief description of of processes to be done site, means of transportation, landscaping plan, class and type of buildings, waste management plan.

Site Layout Plan :- This can be a scaled drawing or sketch showing the boundaries of the land proposed to be developed, dimension of buildings or building outlines, internal circulation, height of buildings, activities/ proposed uses to be conducted on site, access to the site, areas identified for parking. Adjacent land uses, roads to the site can also be identified.

Service Plan :- This document(s) should provide details of the following; plan for power, water supply, sewerage and drainage.

Adjacent Lands Plan :- This document(s) should provide details for the uses of adjacent lands and plan for the relationship to adjacent lands viz, the configuration of roads, drainage, parks and other public amenities and emergency facilities. For **EPA** needs, it must also show the identification of receiving water(s) and the location of any existing or proposed intake and discharge structures and the location of any discharge.

Soil Study :- This document(s) should provide the nature and porosity of the soil.

REQUIRED DOCUMENTS FOR CHANGE OF USE DEVELOPMENT Cont'd

Adjacent Lands Plan :- This document(s) should provide details of the dimensions and layout of the proposed lot and the size, height, elevations, spacing and building lines. Must also show access and drainage, position of building and apartment boundaries (easements), utilities, wetlands, etc.

Building Plan :- Dimensions and layout of the proposed lot and the size, height, spacing and building lines, floor plans and elevations, showing two elevations, floor plans and level of all floors and adjacent ground. Must also show setbacks that meet requirements. For MARAD needs, requires adequate information on the elevation of structures with respect to Georgetown Datum.

Preliminary Storm Water Management Plan :- A preliminary storm water management plan (identifying the manner in which storm water will be conveyed from the site) and a preliminary servicing strategy will be required with all applications for approval of a plan of subdivision.

Location Map:- Showing location and access to subject property, setbacks and adjacent uses

Structural Tests & Inspections Program

Fire Protection Narrative Report

Existing Building Survey/Investigation

Hazardous Material Mitigation Documentation

OPTIONAL DOCUMENTS FOR CHANGE OF USE DEVELOPMENT

Plan for Heritage Preservation :- If applicable provided details for Buildings and objects of artistic, architectural, archeological or historical interest

Plan for Natural Protection :- If applicable provided details for the preservation or protection of forest, trees, shrubs, plants and flowers.

Traffic Impact Report :- A traffic impact report may also be required at the discretion of the CHPA.

Environmental Impact Study :- Where a development proposal may impact upon a Natural Heritage Feature or other environmental considerations, as determined by the EPA, the proponent may be required to prepare an Environmental Impact Study.

Noise and Vibration Evaluation Study :- Applications proposing new development within XX metres may be required to submit noise and vibration evaluation study.

Built/Scoped Heritage Resource Impact Assessment :- Where a development proposal impacts upon a built heritage resource the proponent may be required to prepare a Built Heritage Resource Impact Assessment or a Scoped Built Heritage Resource Impact Assessment.

Development Restrictions :- This document(s) should provide details of the nature and extent of any restrictions affecting the land proposed to be developed, including restrictive covenants or easements.