

Landscape and engineering design plan checklist

This checklist assists with ensuring that the correct documentation is provided when submitting your engineering or landscaping design plans for approval.

Customer details

Agent:	<input type="text"/>		
Email:	<input type="text"/>		
Telephone:	<input type="text"/>	Surveyor file reference:	<input type="text"/>
Consent number:	<input type="text"/>	Stage Number:	<input type="text"/>

Landscaping design plans

Landscape plans prepared in accordance with:

- Infrastructure Technical Specifications Manual (ITSM) (Section 7)
- Relevant consent condition/s (please list):

Engineering design plans

Engineering plans prepared in accordance with:

- Infrastructure Technical Specifications Manual (ITSM)
- Alternative method
(please include relevant documentation that demonstrates how the alternative design methods meet the District Plan Requirements)
- Relevant consent condition/s (please list):

Plan Content

- | | |
|---|---|
| <input type="radio"/> Locality Plan | <input type="radio"/> Stormwater – <i>Plan View and Long Sections</i> |
| <input type="radio"/> Staging Plan | <input type="radio"/> Stormwater Devices – <i>Plan View, Details and Calculations</i> |
| <input type="radio"/> Earthworks and Silt Control – <i>Plan View</i> | <input type="radio"/> Wastewater – <i>Plan View and Long Sections</i> |
| <input type="radio"/> Roading Plans – <i>Plan View, Long Sections, Cross Sections, Road Markings and Signage, Landscaping and Detail Drawings</i> | <input type="radio"/> Pumping Station - <i>Including Rising Main and Overflow</i> |
| | <input type="radio"/> Water – <i>Plan View</i> |

Scale

- | | | |
|--|--------------|---------------|
| <input type="radio"/> Plan & longsection | - Horizontal | 1:500, 1:1250 |
| | - Vertical | 1:100, 1:50 |
| <input type="radio"/> Cross Sections | - Horizontal | 1:100 |
| | - Vertical | 1:50 |

Supporting Documentation

- Geotechnical Information
- Rooding
- Stormwater Drainage
- Wastewater – Video Inspection and Report
- Water
- Structural Information
- Other

Files to supply

- Electronic copy in pdf format (Please provide files greater than 50 MB via USB stick)
- Please name files with naming convention CONSENT # - DESIGN PLANS – ADDRESS

Useful references

[Hamilton City Council Infrastructure Technical Specifications Manual](#)
[Hamilton City Council District Plans](#)

Send

Please email this checklist and all documentation to subdivision@hcc.govt.nz, drop off via the duty planner at the Municipal Building Garden Place, between 8am – 4.45pm, Monday to Friday or post to Planning Guidance Subdivisions, Hamilton City Council, Private Bag 3010, Hamilton 3240.