

**PRE EVALUATION CHECKLIST FOR DEVELOPMENT BOARDS**

Erf: \_\_\_\_\_ Ptn: \_\_\_\_\_ Township: \_\_\_\_\_

**PRE EVALUATION** RECEIPT NO: \_\_\_\_\_ DATE: \_\_\_\_\_

**THE COUNCIL MUST REFUSE TO ACCEPT APPLICATIONS FOR OUTDOOR ADVERTISING SIGNS IF – ANY REQUIREMENT AS MENTIONED BELOW HAS NOT BEEN COMPLIED WITH**

	Yes	No
1. Prescribed <b>Application form</b>	Yes	No
2. Written <b>consent of the owner</b> of the proposed advertising sign and of the registered owner of the property or building upon which the advertising sign is to be erected or on behalf of the owner of the property or building by his or her agent duly authorised in writing by such owner;	Yes	No
3. A <b>locality plan</b> , in colour, indicating the proposed position of the advertising sign within the area of jurisdiction of the Council;	Yes	No
4. A <b>block plan</b> of the property upon which an advertising sign is to be erected, drawn <b>to scale</b> , showing every building, building line and servitude on the site and the position with dimensions of the advertising sign in relation to the two boundaries of the property closest to the proposed advertising sign and the location of any public street and any building on a property adjacent to the property upon which such sign is to be erected;	Yes	No
5. An <b>artistic impression</b> in colour showing all the detail and measurements of the proposed advertising sign including all relevant construction details and elevations;	Yes	No
6. A <b>zoning certificate</b> of the property concerned issued under an applicable town planning scheme and a <b>zoning map</b> indicating the land uses in terms of such scheme of every property adjacent to the property upon which the advertising sign is to be erected	Yes	No
7. A <b>diagram</b> of the indicating the position of the proposed advertising sign with measurements from that position to the closest two boundaries of the property concerned;	Yes	No
8. A <b>certificate by an engineer</b> confirming the structural safety of the proposed advertising sign and its foundations, if applicable; and	Yes	No
9. Before photo of the building; <b>NB: PHOTOS NOT OLDER THAN 30 DAYS</b>	Yes	No

**THIS APPLICATION WAS PRE-EVALUATED AND FOUND TO BE:**

1. ACCEPTABLE FOR FURTHER CONSIDERATION:

DATE	SIGNATURE
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2. UNACCEPTABLE (OUTSTANDING INFORMATION REQUIRED)

Detailed site plan, drawn to scale of 1:100, showing every building, building line and servitude on the site and the position with measurements of the sign

SEE ABOVE NO: \_\_\_\_\_

3. UNACCEPTABLE (PROHIBITED SIGN IN TERMS OF THE BY LAWS):

SEE ABOVE NO: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_