

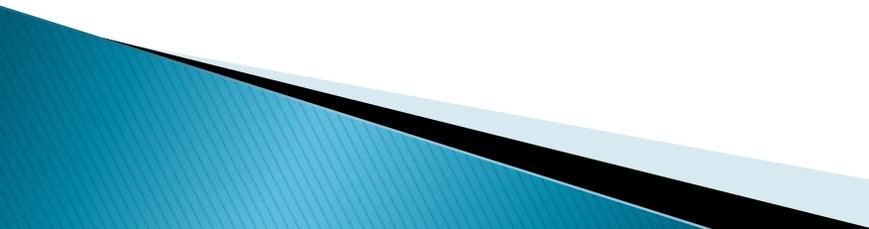
Planning Applications Validation Issues

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23rd April 2015

Overview

- ▶ Planning & Development Regulations 2001–2013
 - ▶ Validation Checklist
 - ▶ Most Common Invalid Issues
 - ▶ Useful Website Links
 - ▶ Questions
- 

Planning & Development Regulations 2001–2013

- ▶ Part 4 – Control of Development
 - ▶ Notice of Planning Application
 - ▶ Notice in Newspaper
 - ▶ Site Notice
 - ▶ Content of Planning Applications Generally
 - ▶ Site Location Maps, Site Layout Plans etc
- 

Planning & Development Regulations 2001–2013

- ▶ Schedule 9 – Section 2
- ▶ Scale of Fees for Planning Applications

Validation Checklist

Name _____

VALIDATION CHECKLIST

1. Application Form (New Format)

Fully completed and signed

Additional Contact Information

2. Fee

Outline/Full Permission/
Permission subject to grant of
Outline/Retention

Basis of calculation checked

3. Press Notice

• Newspaper notice (one)
circulating in area

• Description corresponds with site
notice and application form

• Within 14 days of publication of
Newspaper notice

• Includes Townland

• Application can be inspected:
At offices of Council
Submission period within 5 weeks

4. Site Notice

• Site notice (one) received

• Name of applicant

• Nature of application

• Description of development

• Application can be inspected:
At offices of Council

• Submission period

• Date erected

• Signed

• Yellow - within 6 months
• Protected structure

5. Site Layout Plan

• Six copies required at scale of 1:500

• Position of proposed development
• Boundary of site delineated in red &
corresponds with boundary on
location map

• Distance from boundaries of site
Indicated

• North Point indicated

• Adjacent features shown

• Sight distances from entrance
indicated & legal agreement
if necessary

• Treatment works shown
• Contours/levels on dty. required

6. Site Location Map

• Six copies 1:1000 (urban) or
1:2500 (rural)

• Boundary of site in red

• Land ownership in blue

• Ordnance Survey Reference

• Location of Site Notice Indicated

• North Point

• Wayleaves in yellow

7. Structural Drawings/Plans

• Six copies of plans 1:100
• Floor plans, sections & elevations
with dimensions

• Overall height of structure in figures
on all elevations and sections

• Dimensions of structure in Metric

• Extension or alterations marked/
coloured to distinguish from existing

• Features of contiguous structures
Indicated

8. Site Characterisation Form required

• Yes

• No

9. Part V

• Section 97 Cert. zoned land
• Land transfer proposals (20%)

• Certificate of exemption S.97 required:
Yes No

10. Group Water Scheme

• G.W.S letter received

11. Conservation

• Protected structure

• Archaeological conservation area

• Protected monument

• National Heritage area

• Amenity Area

• Area Under Strong Urban
Influence

Refer file for reports to:

Municipal District

R.H.O.

S.E.E. Sanitary Services

Irish Water

NRA

DoECLG

An Taisce

12. Landowners

• Landowners letter of consent
To apply

• Evidence of ownership

13. Townland Spelling

Signed: _____

Heritage Officer

S.E.E. Roads

S.E.E. Environment

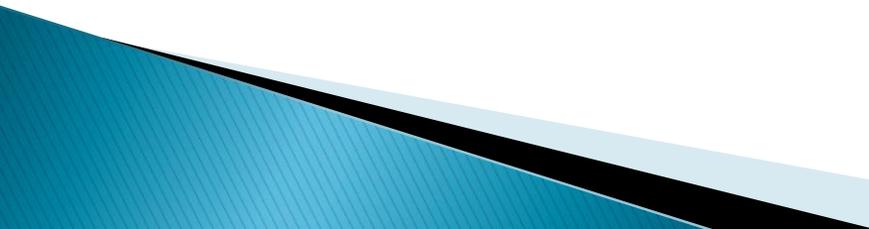
Planner

Housing

Fire Officer

I.P.I.

Most Common Invalid Issues

- ▶ Townland Names
 - ▶ Clarity & Accuracy of Press & Site Notices
 - ▶ Reference Protected Structures / EIA Type Development
 - ▶ Submission of Press Notice within 14 days
 - ▶ Contact Sheet – Applicant & Agent Details
 - ▶ Site Notices – Two if necessary
- 

Useful Website Links

- ▶ <http://www.environ.ie/en/DevelopmentHousing/PlanningDevelopment/Planning/PlanningLegislation-Overview/PlanningRegulations/>
- ▶ <http://www.monaghan.ie/en/services/planning/>
- ▶ smcgeough@monaghancoco.ie

Questions ?

