

GORE DISTRICT COUNCIL

SUBDIVISION AND LAND DEVELOPMENT BYLAW

CONTENTS

SECTION 2	APPLICATIONS AND DOCUMENTATION	
2.1	Summary Of Steps	2-1
2.2	Concept Plan	2-1
2.3	District Plan Requirements	2-2
2.4	Provision of Utility Services	2-3
2.5	Application Fees	2-4
2.6	Pre-Construction Engineering Documentation	2-4
2.7	Scales	2-5
2.8	Size Of Drawings	2-5
2.9	Orientation Of Plans	2-6
2.10	Draughting Standards	2-6
2.11	Symbology	2-6
2.12	Survey Datum	2-6
2.13	GIS Compatibility	2-6
2.14	Specifications	2-7
2.15	Calculations	2-7
2.16	Post-Construction Documentation	2-7
2.17	“As-Built” Documents	2-7
2.18	CCTV Inspections	2-10

SECTION 2

APPLICATIONS AND DOCUMENTATION

2.1 SUMMARY OF STEPS

A summary of the steps involved in applying for subdivision consent, approval of the construction documents and for acceptance of the finished infrastructure are as follows:

Activity	Agent
Stage 1 -Preliminary Consultation	
Concept discussion with Council	Developer/Council
Submit concept plan if required	Developer
Stage 2 -Resource Consent	
Assess environmental effects	Developer
Assess site suitability	Developer
Complete application form	Developer
Evaluate notified/ non notified	Council
Submit preliminary plan	Developer
Concept plan checked	Council
Preliminary plan checked	Council
Conditions of resource consent formulated and consent issued	Council
Stage 3 -Engineering and Other Approvals	
Submit engineering documentation	Developer
Documentation checked	Council
Conditions of approval notified	Council
Submit Temporary Traffic Management Plan	Developer
Submit Corridor Access Request	Developer
Stage 4 -Construction	
Compliance with conditions of approval	Developer
On site testing and certification	Developer
Stage inspections of infrastructure to be taken over by Council	Council
Notify when works complete	Developer
Stage 5 -Completion and Hand-over	
As-built documents submitted	Developer
Compliance check	Council
Title plan submitted	Developer
Title plan sealed (Section 223 Certificate)	Council
Section 224 certificate issued	Council
Title plan lodged with LINZ	Developer
Maintenance period completed	Developer
Infrastructure accepted by Council	Council

2.2 CONCEPT PLAN

Prior to formal application for subdivision consent, Council recommends early consultation and in the case of developments resulting in the creation of more than ten additional allotments the submission of a concept plan which enables the servicing and design issues to be addressed with Council before the final design is drawn.

Such a plan is be required where:

Subdivision and Development Bylaw 2011

- (a) Ultimate development of the site has the potential to have a significant effect on existing infrastructure, including high voltage electricity transmission lines
- (b) The work proposed is only one stage of a continuing development.
- (c) The servicing of the subdivision will affect land owned by others.
- (d) Council is of the opinion that the subdivision will have unusual features or effects.
- (e) Major earthwork cuts or fills are required.
- (f) Any land is to vest in Council.

The concept plan is to include such detail as is necessary to:

- (a) give a general outline of the topography of the site and nature of the proposed subdivision;
- (b) indicate the location of and compliance with the works and services criteria for:
 - streets, footpaths, cycleways, parking areas;
 - reserves and walkways;
 - school sites;
 - public utilities and amenities;
- (c) indicate the approximate layout and contour of proposed allotments;
- (d) describe the effects the subdivision will have as viewed from the surrounding environs;
- (e) describe any other land of the subdividing owner adjoining the land in the proposed subdivision which may be subdivided in the future;
- (f) identify any unusual physical aspects which may affect the subdivision; and
- (g) identify design considerations, compliance with appropriate Regional Plans, Regional Land Transport Strategies and compliance with all aspects of the Minimum Engineering Requirements and referenced documents contained in this Bylaw.

Where applicable, the Developer should refer the subdivision concept plan to:

- (a) Environment Southland;
- (b) New Zealand Historic Places Trust;
- (c) New Zealand Transport Agency;
- (d) Local Iwi;
- (e) Transpower New Zealand Ltd;
- (f) Adjoining land owners.

A Schedule of Council's Fees and Charges is publicly notified each financial year.

2.3 **DISTRICT PLAN REQUIREMENTS**

No subdivision of land into allotments may be carried out except in accordance with the requirements of the RMA and with the provisions of the District Plan and shall comply with any conditions imposed in any subdivision consent.

Subdivision and Development Bylaw 2011

The extent of the information required to be submitted with any resource consent application is set out in Section 2.2 and Section 8.12 of the District Plan and Section 88 and the Fourth Schedule of the Resource Management Act.

This information shall be clearly and logically laid out and be presented in such a manner as to be easily read without ambiguity.

All applications for subdivision shall include sufficient detail to demonstrate that the site is suitable for the proposed activity, having regard for the provisions of the District Plan, Council bylaws, policies and guidelines. Applications shall also have regard to the presence, or potential presence of erosion, subsidence, standards for filling, slippage, inundation, earthquake fault lines, land prone to liquefaction during earthquakes, the location of existing high voltage electricity transmission lines and to the availability of public utilities.

The District Plan contains a number of provisions that must be complied with, or resource consent approval sought and granted. In particular it should be noted that:

- i) Where building sites are sought on land subject to frequent inundation then consultation is required with Environment Southland.
- ii) Where subdivision relies on a state highway for access consultation is required with the New Zealand Transport Agency. The approval of that body is also required if the section of highway is classified as a "Limited Access Road".
- iii) Where development is occurring near to high voltage electricity transmission lines the provisions of the New Zealand Electrical Code of Practice for Electrical Safety Distances (NZECP 34:2001) apply and consultation is required with Transpower.

Section 106 of the RMA requires Council to refuse the subdivision if the site is not suitable.

Under the authority of Section 108 of the RMA, Section 198 of the Local Government Act 2002 and Section 9 of the District Plan, Council may impose requirements for development and financial contributions to cover the development, provision or improvement as appropriate of infrastructure.

2.4 PROVISION OF UTILITY SERVICES

Where existing water supply and/or sewer and stormwater services are available immediately adjacent or within a reasonable distance of a proposed subdivision or land development, any required consent application shall include provision for connection to these services.

Applicants are to show that all existing infrastructure to be used or connected is adequate to cope with the proposed increase in usage, or to show upgrading requirements where necessary.

The definition of "a reasonable distance" shall be assessed on a case-by-case basis and take into consideration such factors as the relative cost of the in-property reticulation and the extensions to connect to the existing services, the lengths of connections and any difficulties in making a connection at grade. Regard shall also be given to the ability of providing an adequate supply of potable water on the site and the acceptability of disposing of treated sewage and stormwater.

All new subdivisions are to include underground service reticulations except in rural areas where Council may permit overhead power and communication servicing if considered appropriate.

2.5 **APPLICATION FEES**

In addition to fees payable for building consents, all subdivisions and land development are contingent on payment of the following fees, where applicable:

- (a) Resource consent processing fees.
- (b) Financial contributions required by subdivision consent conditions of development contributions required by section 9 of the District Plan.
- (b) Engineering fees for the checking of documentation prior to construction.
- (c) Engineering fees for checking during construction e.g. pipe pressure testing.
- (d) Inspection fees related to checking the infrastructure prior to acceptance by Council.
- (e) Fees incurred in checking as-built documentation and lodging this into Council's systems.
- (f) Fees associated with any request to deviate from the standards set out in this bylaw (See section 15).

A Schedule of Council's Fees and Charges is publicly notified each financial year.

2.6 **PRE-CONSTRUCTION ENGINEERING DOCUMENTATION**

When subdivision and land development includes any infrastructure works full engineering drawings and specifications shall be submitted for the approval of Council.

The applicant shall also submit calculations for aspects such as pavement design, stormwater and wastewater reticulation, water supply, slope stability and fill settlement to demonstrate suitability and adequacy of the infrastructure in terms of this bylaw and the referenced documents.

When required by conditions of any resource consent or this bylaw a traffic management plan shall be prepared and submitted for Council approval. This plan shall show the basis for selection of the roading dimensions, layout proposed and its adequacy for expected traffic needs over its lifetime. The plan shall cover the requirements of public transport and traffic calming where applicable.

A temporary traffic management plan complying with the requirements of the NZTA Code of Practice for Temporary Traffic Management and a Corridor Access Request complying with the Code of Practice for Working in the Road shall be prepared and submitted by the developer and approved by the Council (or by the New Zealand Transport Agency in the case of state highways) prior to commencing any work within the existing public road corridor.

The following engineering drawings are to be submitted:

- (a) Locality Plan.
- (b) Roading: Plan complete with street lighting layout, long-section, cross-sections and detailed typical cross-sections.
- (c) Wastewater, Stormwater and Water Reticulation: A separate plan showing all reticulation in relation to section boundaries. Long-sections of each wastewater and stormwater drainage line. Plans showing the complete catchments and areas for each drainage system.
- (d) Landscaping and Earthworks: Where any works involve in excess of 500 cubic metres and either 0.6 metre depth of cut or 1.0 metre fill a separate plan showing original contours and areas of cutting and filling together with a grid of

Subdivision and Development Bylaw 2011

depths relative to original level. The grid interval shall be appropriate to the scale of the earthworks and shall be sufficient to give a reasonably accurate indication of the effects.

Existing vegetation, physical features, buildings etc to be shown together with any proposed planting. Details of vehicular access to each lot must be shown where access may be difficult.

- (e) Any infrastructure not covered above.
- (f) Staged Development Plan: Where a block is to be developed in stages each stage must include a plan showing how the particular stage relates to the whole block and also to other stages.
- (g) Detailed Drawings: Detailed drawings of any items not covered by Council's Standard Drawings.
- (h) As-built plans: Plans of the completed works.

Two copies of documents and drawings are to be submitted, one of which shall be unbound to facilitate any copying required.

2.7 **SCALES**

The following scales are preferred:

Plans		1:500 or 1:200	
Long Section	Horizontal	1:500 or 1:200	where necessary
	Vertical	1:100 or 1:50	
Cross-Sections	Horizontal	1:100 or 1:50	where necessary
	Vertical	1:100 or 1:50	

Note: The vertical scale may be exaggerated where unavoidable.

Details	General	1:10, 1:20, 1:50
	Roading	1:200
Preliminary plans	<u>Urban</u>	1:500 and 1:1000 (or as suits)
	<u>Rural</u>	As suits.

- Notes:
1. Preliminary plan scales are required to conform wherever possible to the Engineering Plan Scale (i.e. 1:500).
 2. All dimensions and levels shall be in metric measurement.

Notwithstanding the above, drawing scales shall be sufficient to detail all features, dimensions, text and numbers clearly and in a straight forward manner.

2.8 **SIZE OF DRAWINGS**

All drawings, including Preliminary plans, shall be prepared and submitted on sheets of the Standard ISO Type A Series. Principal drawings are to be on A1, A2, A3 or A4 sizes as appropriate. Detailed drawings, site plans etc may be of A3 or A4 sizes. A 40 mm border is to be provided along the left-hand edge of all sheets for binding.

2.9 **ORIENTATION OF PLANS**

(a) Plans and Long-Sections

The north point shall be shown and to the top of the sheet wherever practicable. Long sections should be oriented the same as the plan as far as possible.

(b) Cross-Sections

Cross-sections shall commence at the bottom left-hand corner of the sheet and proceed upwards in order of increasing traverse distance. Where the road reserve is 20 metre wide it may not be possible to place two columns of sections on one sheet, in which case the sheet may be rotated 90° clockwise and the sections plotted from the "bottom" of the sheet to the "top".

The left and right kerb lines shall be determined by facing in the direction of increasing distance.

For open channel flow, left and right banks shall be the true left or right banks as determined by facing in the direction of flow.

2.10 **DRAUGHTING STANDARDS**

All draughting is to conform to NZS/AS 1100: Technical Drawing series and NZS 5902 Part 5 Building Drawing Practice - Recommendations for drawings associated with engineering services operating manuals and maintenance manuals, or other New Zealand Standard where appropriate. In particular, the minimum height of letters is to conform to NZS/AS 1100.

Minimum letter sizing should be:

- General text 2.5 mm height with 0.25 mm line thickness when printed
- Sub headings 3.5 mm height, 0.35 mm thickness
- Main titles 5.0 mm height, 0.50 mm thickness

2.11 **SYMBOLOLOGY**

The symbols shown on the Standard Drawings are to be used. Other symbols are to conform to NZS/AS 1100: Technical Drawing series or appropriate New Zealand Standard.

2.12 **SURVEY DATUM**

In order to complement Council's Data Capture and Geographic Information System (GIS) all engineering, subdivision, development and as-built plans shall be referenced to an accepted standard survey map projection.

The standard reference datum for all work shall be mean sea level and all levels shall be stated in terms of this datum.

2.13 **GIS COMPATIBILITY**

Council operates a GIS (Geographical Information System) system based on GeoMedia Professional. The GIS system holds textual and graphical information for private

Subdivision and Development Bylaw 2011

property and public infrastructure.

All consent application and as-built information must be recorded in a logical and systematic manner for easy transfer to Council's GIS database.

2.14 SPECIFICATIONS

Any application involving the construction of infrastructure shall be accompanied by two copies of specifications clearly setting out the standard of the materials and workmanship to be included in the works.

2.15 CALCULATIONS

Supporting calculations for the utility systems shall be provided, including secondary flow paths, with such flow paths being shown on the drawings.

2.16 POST-CONSTRUCTION DOCUMENTATION

Following construction and before acceptance of any infrastructure by Council, the Developer shall submit such additional documentation as is necessary to prove compliance with the conditions of approval. Normally this documentation will include the following:

- (a) As-built drawings.
- (b) A certificate from the Supervising Soils Engineer that any filling has been carried out in accordance with the agreed project specification and is suitable for erecting buildings on.
- (c) Confirmation from the Supervising Engineer that all water supply lines, wastewater and storm drainage pipes have been tested and approved.
- (d) CCTV inspection records and reports for all stormwater and sewer pipes.
- (e) Confirmation from the New Zealand Fire Service that the fire hydrants have been tested and minimum fire fighting water flows and pressures.
- (f) Confirmation in writing from a telecommunications service provider and a power supply authority that their reticulation systems have been completed and comply with their standards.

Evidence of other specific approvals, such as by New Zealand Transport Agency, will be required where appropriate.

2.17 "AS-BUILT" DOCUMENTS

- (a) General

Full as-built documentation is to be submitted for all infrastructure, whether on Council projects, private developments or New Zealand Transport Agency work.

The as-built documentation shall consist of:

- One set of paper prints showing the plan location of all new infrastructure features and utilities and any that have been either

Subdivision and Development Bylaw 2011

removed or retired as a consequence of the project with identifiers and asset information on the drawings.

- Except for developments involving only one or two pipes, a digital copy of the plan information.
- A digital table of asset information such as pipe type, pipe diameter, pipe lengths, position co-ordinates, levels, depths, etc.

Except for minor works, all as-built plans are to be prepared under the supervision and certified as to accuracy by a Licensed Cadastral Surveyor.

The documents are to be prepared in a format suitable for downloading into Council's GIS with minimal reworking.

Detailed requirements for each of these are set out below.

(b) Plan Coverage

Plans shall show:

- Accurate property boundary positions.
- Location of easements together with relevant details as to their purpose.
- Any installed underground utility services, including power and telecommunication cables.
- The datum for levels and for coordinate positions.
- Local benchmarks for level and position, if applicable.
- All roading features (kerb and channel, footpaths).
- Street lighting and transformers.
- All wastewater, stormwater and water supply surface features.
- All pipelines with gravity and rising mains identified.
- Pipelines and other assets removed from the site.
- Location depth and type of any existing underground services encountered during construction.
- Superseded or disconnected pipelines still remaining at the site.
- The location of any cable to be taken over by Council.
- The location of any non-council utility services sited by agreement on council reserves.
- Areas of filling showing the extent of and depth of fill (appropriate grid or fill contours).
- Correct road names as approved by Council.

All alterations from the original design shall be shown on the plan with reference made in accompanying correspondence for Council's approval for the alterations.

(c) Plan Prints

Hard copy plan prints shall be prepared in accordance with accepted good engineering design practice. They shall be easy to follow and clear to read. Draughting shall comply with AS/NZS 1100: Technical Drawing series.

Subdivision and Development Bylaw 2011

(d) Digital Plans

Digital plans are to be prepared in a format such as DXF or DWG that can be imported into Council's GIS. Surveyors and draughtsmen are advised to contact Council office to check particular requirements.

Plans are to be prepared in accordance with the following conventions:

- The coordinate system shall match that used by Council.
- Each utility asset type is to be placed on a specific separate layer.
- The layer is to be given a meaningful name (such as sewer mains or street lights) with this name being consistently used for all plans.
- Only information relevant to the layer is to be placed on that layer.
- Each pipe is to be represented by a single line representing the pipe centreline.
- Each pipe shall run continuously between manholes and be broken at manholes.
- Water mains with bends are to be drawn as one continuous line.
- Pipes are not to be broken at service lines, sump leads or laterals junctions.
- Line work is to be accurately snapped to point features and to be accurately joined at junctions and bends.
- Point assets on water mains, such as valves, hydrants, tees are to be snapped on to the main, not breaking it.
- Manholes are to be located by the point at the centre of the manhole lid. Other surface features such as sumps, valves and hydrants are to be represented by the point at their centre.
- Gravity flow stormwater and sewer pipes are to be numbered in the direction of flow.
- Pressure networks are to be generally numbered in the direction of falling pressure.
- Each point feature and each line end on the plan is to be uniquely numbered with position and descriptive details relevant to each point being attached in a table, as set out in the next section.

(e) Digital Tables

The following tables of information are to be supplied in digital format:

For all facilities:

- Feature number.
- Feature type.
- X, Y, Z co-ordinates.
- Additional information as below.

For underground facilities:

- Depths to manhole inverts and to pipe inverts entering manholes through drop connections.
- Depths of lateral service pipes at property terminations.

Subdivision and Development Bylaw 2011

- Position of lateral connections relative to property side boundaries.
- Descriptive information, including such aspects as material type, pipe class, pipe diameter, pipe length, manhole diameter, hydrant manufacturer relevant to the type of asset being described and sufficient to fully specify what has been installed.

For street-lighting:

- Descriptive information about poles such as make, model, material, height.
- Information on the mounting arm or bracket and final mounting height.
- Information on the luminare such as make, model type.

Conventions to be followed in populating the tables with information are:

- The feature number may be any unique whole number allocated by the Registered Professional Surveyor or Licensed Cadastral Surveyor, but the numbers used are to be sequential.
- The feature type is to be the commonly used name such as sump, valve, and manhole with the naming being consistent over the project.
- Co-ordinate positions shall be accurate to within +/-100 mm.
- Levels shall be accurate to within +/-20 mm and expressed in terms of mean sea level.
- The local origin of levels shall be recorded.
- Pipe lengths are to be in metres.
- Levels and depth of invert are to be in metres.
- Diameters and other descriptive dimensions are to be in millimetres.

2.18 **CCTV INSPECTIONS**

The Developer shall supply to Council, prior to acceptance of the any infrastructure CCTV inspection reports and records on DVD for all newly constructed foul sewer and stormwater mains. The closed circuit television (CCTV) inspections shall be carried out in accordance with the "New Zealand Pipe Inspection Manual" Current Edition. A pan and tilt camera shall be used and lateral connections shall be inspected from inside the main. Inspection data shall be provided digitally in a format for capture into Council's Information Management System (e.g. Flexidata or similar).

When any defect is identified in the CCTV survey, remedial work shall be carried out to the satisfaction of Council and a further CCTV inspection carried out to confirm correction of the defect.