



PLAN APPROVAL PROCESS

The approval process consists of four stages:

1. STAGE 1: SUBMISSION OF CONCEPTUAL DESIGN DRAWINGS FOR EVALUATION BY THE ADRC (Architectural Design Review Committee)

How: Dropbox

Timeline for ADRC response: 2 weeks

1.1 The following plans in rough sketch plan format have to be submitted for approval:

- One rendered copy of the site layout proposal including the following information:
- Stand number, placing of all buildings, contours, north point, side boundary dimensions, building lines, servitudes where applicable, existing trees and vegetation, the siting of service areas, open garden space, terraces, distances from boundaries and adjoining structures, overlooking of neighbouring properties, proposed vehicular circulation, entrances to the site, refuse collection and parking, stormwater attenuation, pool (size and location) and boundary walls.
- Floor plans that indicate the use and size of the rooms.
- Sketch plan of the house
- At least two elevations indicating the treatment of the building exterior, including colours of roofs and walls – completed Project Form. Cut and fill must be shown (if applicable).

1.2 The plans will be scrutinized by the ARDC whereafter:

- Approved sketch plans must be converted into Working Drawings for submission for Stage 2.
- Rejected concepts – The architect/technologist will have to submit a new concept for Stage 1 approval.
- The purpose of Stage 1 is purely to prevent drastic design changes to detailed drawings.

2. STAGE 2: SUBMISSION OF WORKING DRAWINGS FOR APPROVAL BY THE ADRC

How: Initial submission will be done on Dropbox, once approved hard copies must be supplied for approval stamp

Timeline for ADRC response: 2 weeks for Dropbox submission, 1 week once hardcopies were delivered to the offices

Please note that the HOA will retain one copy of the final plans

2.1 The following plans have to be submitted for approval:

Two copies of the SDP (One to be rendered)

The SDP **must** be drawn on a scale of 1:100.

3D rendering

The SDP should at least reflect the following:

- Open areas (laundry yards, private gardens and landscaped areas)
- All existing trees with specie names (trees with a trunk diameter of 100mm and more, including trees to be removed as a result of the siting of buildings)
- Cadastral information (boundary dimensions)
- Siting of all buildings
- Building lines, servitude's and other restrictions
- Storm water management
- Stand numbers of adjacent erven as well as street names
- Accurate siting of existing buildings on adjacent erven
- Contours (1 m intervals) & proposed floor levels
- Boundary and screen wall (siting, height and finishes)
- Sidewalks (driveways, landscaping, municipal services and trees on the sidewalk)
- Existing municipal services on sidewalk of erf (storm water inlets, fire hydrants, lamp poles, electricity boxes etc.)
- Driveways and other paved areas (siting and finish)
- Entrance gates (design and finish)
- Permitted and actual Coverage and Floor Area Ratio (FAR) and
- Any other information that may be of relevance.

One rendered copy of the elevations

Elevations must indicate the following:

- All proposed external finishes. Including colour schemes.
- Ducts, gutters and drain pipes, and
- All patios and verandas.

Working Drawings

Floor plans for both the main and outbuildings must be provided also indicating the proposed use of each room.

Landscaping proposal

- Houses: all visible areas from the street.

3. STAGE 3: SUBMISSION TO THE LOCAL AUTHORITY

Once the ARDC has approved the Detailed working drawings, they may be submitted to the Local Authority.

In terms of an agreement with the Local Authority, plans will not be accepted or processed unless approved by the HOA and properly certified on the plans as such.

Please ensure that you supply the HOA with a copy of your plans stamped by the council for our records.

4. STAGE 4: FINAL INSPECTION AND ISSUE OF OCCUPATION CERTIFICATE

Prior to occupation of a dwelling or complex, an inspection has to be carried out by the ARDC to ensure that the construction, boundary walls, garden walls, garden gates, landscaping, etc. has been completed in accordance with the approved plans. This will also be relevant for any additions and renovations.

This inspection must be applied for by the owner or building contractor. A completion certificate must be issued by the MHOA and submitted to the Building Office of the Local Authority before the Local Authority will carry out their final inspection and issue an occupation certificate. Occupation will not be allowed prior to this.

No deviations from the approved plans will be allowed unless approved by the ARDC.

5. FEES PAYABLE

5.1 Plan fees

Currently the fee is R8500-00. This will include the plan approval by the ARDC, final plan signoff, building inspections during the building process, landscaping plan approval. The HOA may increase these fees from time to time as needed.

Re-submission of any stage may result in an additional fee of up to 50% of these fees.

5.2 Building Deposit

A building deposit as determined by the HOA is payable prior to any building work. See rules for more detail.

6. SIZE AND SCALE OF DRAWINGS

All sketch plans, site development plans and building plans must preferably be submitted on A1 plan size.

All working drawings to be submitted to a proper scale:

Plans 1:50, 1:100

Elevations 1:100

Site Development plans 1:100 (Res 2 stands – 1:250)

Sections and details 1:10, 1:20, 1:25, 1:50, 1:75, 1:100

7. ARCHITECTURAL AND AESTHETICAL REQUIREMENTS AND GUIDELINES

A detailed guideline document is available and must be adhered to

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