PLAN APPROVAL AND CONSTRUCTION REQUIREMENTS

Please confirm you are aware of the following requirements by signature of this document and returning it to our office before your building plans are submitted for approval.

A. PLAN APPROVAL PROCESS & REQUIREMENTS

1. Information required when submitting building plans:
    1.1. Title block which must contain:
        1.1.1. Name of owner;
        1.1.2. Name of architect or professional technologist;
        1.1.3. Erf number;
        1.1.4. Title of plan (e.g. floor plans, elevations etc.);
        1.1.5. Date;
        1.1.6. Scale;
        1.1.7. North point.
    1.2. Site plan at scale 1:500 with:
        1.2.1. cadastral information (i.e. erf number, north point, boundaries, contours indicated at 1m or 0.5m intervals, building lines and setbacks, building areas, coverage etc.);
        1.2.2. erf numbers of adjoining properties;
        1.2.3. location of all structures on site;
        1.2.4. location of driveway or designated vehicle access;

1.2.5. hard/soft landscaping where required;

1.2.6. retaining structures;

1.2.7. boundary walls and gates;

1.2.8. building services.

1.3. Detailed breakdown of construction areas must be tabulated indicating:

1.3.1. building coverage;

1.3.2. building area per floor;

1.3.3. total area.

1.3.4. Size of erf and building coverage expressed as a percentage of erf size.

1.4. Height measured from:

1.4.1. mean natural ground level to top of concrete (TOC)

1.4.2. TOC to wall plate height.

1.5. Plans to be included:

1.5.1. all floor plans;

1.5.2. roof plan;

1.5.3. all four elevations – the street elevation must be taken on the line of the kerb (edge of road) in order for the aesthetic committee to assess the height place of the house in relation to the road;

1.5.4. minimum of 4 sections through the dwelling and the site at scale 1:100, two of which must be longitudinal and the other 2 perpendicular to the street. One of the sections must be through the worst-case scenario on the site. The section lines must be clearly indicated.

1.5.5. elevations and sections through boundary walls, fences, gates and retaining structures at minimum scale of 1:100 and chimney, handrails, timber decks, boundary wall or fence details at a larger scale, 1:50 or 1:25.

1.6. Bulk earthworks and cut and fill, including retaining walls, must be clearly indicated.

1.7. A schedule with all external finishes and colour specification is to be provided and clearly indicated on the elevations as well.

1.8. Complete door, window and shutter schedule showing dimensions, material description and colour at scale 1:50 or 1:100. Window and door positions to be cross-referenced on building plan and elevation.

2. A set of electronic plans are required for aesthetic evaluation and must be submitted to the home owners' association via the managing agent. Current e-mail address: property@lkpm.co.za.

3. Fees payable to the Control Architect as reflected in Annexure A hereof are payable into the Home Owners' Association bank account before it will be submitted to the control architect for consideration.

4. Plans are only to be submitted to and collected from the managing agent.

5. Plan reviews are scheduled weekly on Wednesday.
   5.1. Plans will be submitted by the managing agent to the control architect every Friday.
   5.2. Feedback from the control architect will be within 10 working days from the Wednesday following the Friday of submission to the managing agent.

6. No plans will be released before full payment of the relevant fees.

7. A letter of consent to submit from the HOA for the building plans will be supplied to the owner for submission purposes. Plans cannot be submitted to the Municipality without this letter.

IMPORTANT NOTICE

SUBMITTED PLANS DRAFTED WITH DISREGARD FOR THE ARCHITECTURAL GUIDELINES AND / OR NOT CONTAINING ALL THE REQUIRED INFORMATION WILL NOT BE CONSIDERED BY THE CONTROL ARCHITECT.

NO PRE-SCRUTINY IS ALLOWED

B. CONSTRUCTION PROCESS AND REQUIREMENTS

1. Before construction starts:
   1.1. The following fees, as reflected in Annexure A, are due by the owner of the erf;
      1.1.1. Building deposit, refundable as per the terms of The La Roche Building Compliance Agreement, when construction work is deemed to be completed by the HOA but not before municipal occupation certificate is issued and on condition that all fees or damages due to the HOA for the building process is paid in full;
      1.1.2. Cost of plan submission and building administration fee;
      1.1.3. Cost of builder information board;
      1.1.4. Cost of water meter and installation;
      1.1.5. Cost of building project manager.
   1.2. A full set of plans, as approved by the Stellenbosch Municipality and clearly displaying their stamp of approval there on must provided to the managing agent as follows:
      1.2.1. printed in full colour – this can be delivered to the La Roche Estate Guardhouse or our offices; and
      1.2.2. an electronic copy thereof per e-mail to property@lkpm.co.za.

2. Hired bins or skip for the removal of rubble and building rubble:
   2.1. are not to be placed on site more than 7 (seven) days before construction starts subject to completion of the following:
      2.1.1. Plan approval by the municipality;
      2.1.2. Water meter installation;
      2.1.3. Erection of builders board;
      2.1.4. Payment of deposit and fees.
   2.2. If placed on an adjacent erf written approval must be obtained from the owner of the erf and the HOA advised accordingly with proof of consent from other owner.

3. Inspections

3.1. Periodic inspections of construction by the building project manager on behalf of the HOA are to:

3.1.1. ensure construction is in line with approved building plans;

3.1.2. ensure construction process and related actions are according to the rules and regulations of the HOA

3.1.3. identify possible deviations from the approved plans.

3.2. Inspections are on behalf of the HOA and not in any way an exemption of the owners' responsibility to ensure construction is completed as per the approved plans. The HOA, its trustees, employees or agents do not take responsibility and cannot be held liable for any losses or cost incurred as a result of incorrect construction identified during or after the construction process.

4. Occupation Certificate

4.1. On completion the owner must request, in writing, from the HOA a letter of consent for the municipality to issue an Occupation Certificate.

4.2. On receipt of request in 4.1 above the HOA will do a final inspection to ensure compliance in terms of the aesthetic guidelines and thereafter issue consent letter to the municipality.

5. Deposit Refund

5.1. The deposit will be held in by the La Roche Home Owners' Association.

5.2. The deposit, without interest, will be refunded on receipt of written request from the owner subject to the following:

5.2.1. All construction work is completed as per the approved plans;

5.2.2. Any damages to the common property by the owners' building contractor or sub-contractor is repaired and/or provision is made for the repair thereof to the satisfaction of the HOA;

5.2.3. All fees and penalties required in terms of this document and terms of the rules governing construction work is paid or provision is made for the deduction thereof.

5.2.4. Written confirmation of the bank account the money must be paid is received.

IT IS THE RESPONSIBILITY OF THE OWNER AND HIS / HER CONTRACTOR TO MAKE SURE THAT THE BUILDING IS SET OUT ACCORDING TO THE CORRECT LEVELS.

THIS NEEDS TO BE CERTIFIED BY A LAND SURVEYOR AND CONFIRMED AS CORRECT BY THE BUILDING PROJECT MANAGER AND THE CONTROL ARCHITECT

Prepared by LKPM
property@lkpm.co.za
021-882-9066

Annexure A

Item no	Fee description	Fee	Payable to HOA who will pay
1	Plan submission for new dwelling	R 6 000	Control Architect
2	Plan submission for extension or changes to approved plan	R 3 000	Control Architect
3	Third or any additional submission required in 1 & 2 above	R 1 500	Control Architect
4	Building deposit	R 30 000	Any interest will be for the benefit of the HOA
5	Building board	R 2 200	As per supplier cost
6	Plan submission and building administration fee	R 1 850	Managing Agent cost
7	Water meter & installation charge	R 4800	Supplier and installer
8	Building Project Inspector	R 13 000	Building Project Inspector (maximum 12 months)

Costs are subject to change. La Roche Home Owners' Association is not a registered VAT Vendor.

Signed at _____ on _____20 _____

_____

For and on behalf of: MEMBER