

KALAHARI GHOLF EN JAG LANDGOED

1. Plan Approval and Submission Process

- 1.1 All building plans for new work as well as for alterations and additions must be submitted for scrutiny and approval by the Home Owners Association
- 1.2 COA Architecture and Design have been appointed by the Kalahari Golf en Jag Landgoed as the consulting architects and will examine plans and make recommendations to the Aesthetic Committee in regard to approval, interpretation and exceptions. The Aesthetic Committee will sit at the end of every month to consider submissions and sign off approvals and recommendations. Only plans submitted to the Home Owners Association before the 15th of the month will be guaranteed review by the end of the same month.
- 1.3 The owner must obtain, prior to the submission of the design concept and sketch plans, documentation including erf diagrams, services connection diagrams and contour plans that may be required to facilitate the design process.
- 1.4 A scrutiny fee of R 3,000.00 (excl. vat) will be payable on the submission of plans of the Aesthetic Committee.
- 1.5 The Home Owners Association strongly recommends the use of Professional Architects registered with the South African Council for the Architectural Profession. The architect's registration number needs to be clearly shown on the plans.
- 1.6 It will be the responsibility of the owner to ensure he is in possession of the most current design manual.
- 1.7 The approval process will involve the following 3 stages:

First Stage: The design concept and sketch plans must be submitted to the association for approval along with the applicable scrutiny fee. The following list covers the minimum information requirements for this stage. Three sets of the drawings must be submitted:

Identification: All plans and documents are to be identified by Plot Number, Name of Owner and Name of Architect/firm.

Site Plan: A site survey prepared by a qualified surveyor must show contours at 1m intervals, boundaries and relative dimensions, area and extent of the plot, services such as sewers, storm water etc, servitudes and the exact position of any trees on the site. A North Point must also be indicated.

Plans: Sketch Floor Plans to minimum scale of 1:100 showing distances to boundaries and proposed area of each level.

Elevations and Sections: Sketch Elevations showing the appearance of all facades including proposed finishes. A minimum of one Sketch Section must be provided showing any cut and fill, floor heights above NGL and overall heights on proposed building.

Second Stage: After the design concept is approved, the detailed design and working drawings for submission to the Council must be submitted to the Association for approval prior to submitting to the Council. All requirements of the local Authority are to be obtained directly from the Council by the owner or their architect and are to be included on the drawings. The minimum requirements are listed below:

- The drawings submitted must be the same drawings to be submitted to the Council for building permit approval.
- X Sets of drawings must be submitted including X for the Council and an additional copy for the records of the Homeowners Association.
- These drawings are required to be stamped and approved by the Homeowners Association prior to the Council accepting the submission.

Documentation: X sets of drawings must be submitted. – y for submission to the Council and 1 set for record and supervision purposes of the Homeowners Association.

Site Plan: Must show position of all proposed buildings and pools with dimensions to adjacent boundaries, contours at 1m intervals, full extent of the plot, services and exact position of all existing trees on the site.

Plans: Fully dimensioned plans to council submission standards including all proposed floor and terrace/deck levels.

Roof Plan: Showing distances to boundaries and all proposed skylights and solar panels.

Elevations and Sections: To show appearance of all facades including finishes to be used, as well as cut and fill, heights above natural ground level and retaining structures. Elevations and sections of any screen/boundary walls are also required.

Dimensions and Notes: To illustrate and define measurements, materials and finishes to Council Submission Standards.

Tables: Schedules showing Site Area, Coverage and Floor Area Ratio in square meters and in terms of percentages must be included on the drawings.

Third Stage: After the detailed council submission drawings have been approved and stamped by the Homeowners Association, they must be submitted to the local authority for approval. Certain **prescribed fees** will be payable at this stage to the local authority.

2. Building Process

- 2.1 The owner must obtain from the Association a list of the requirements relating to the building process.
- 2.2 A once-off building management fee of R 1,500.00 (excl. vat) and sidewalk deposit of R 5,000.00 will be payable by the contractor **prior** to site handover. The sidewalk deposit less deductions, if applicable, will be refunded at the end of the building period.
- 2.3 The Association will be entitled to regulate the activities of all building and other contractors and determine that the contractors and the owner shall enter into an environmental contract with the association for this purpose.
- 2.4 No building shall commence until all the relevant requirements have been complied with.
- 2.5 In order to ensure that the design intent is carried out through the building phase, the design guidelines and environmental procedures will be policed by the HOA through a contractors “fine” system. No contractor will be allowed onto the grounds of the estate until all issues regarding a particular infringement have been settled with the HOA.
- 2.6 On Completion, Certificates must be obtained confirming compliance with the:
Architectural Guidelines from the Aesthetic Committee
Building Contractors Code of Conduct
Local Authority completion requirements.