



PLAN APPROVAL PROCESS

July 2011

Kelderhof Country Village

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Introduction

This document has been formulated to provide the Owners in the Kelderhof Country Village Lifestyle Estate with the steps which need to be taken in order to obtain plan approval for their house plans. This is a supplementary document to the existing Kelderhof Control Documents, the purpose of which is to assist in the effective management and administration of the Kelderhof Country Village.

The Control Documents at Kelderhof are comprised of:

- The Constitution of the Home Owners Association;
- The Architectural Design Guidelines which incorporate the Landscape Design Guidelines; and
- The Builders Code of Conduct

There are 6 steps in the plan approval & submission process, and expanded upon in the document below:

1. Step 1 : The Plan Submission Process

1.1. Preparation of Plan Submission for Presentation

The first step that an owner needs to complete, in terms of the Plan Approval Process, is the preparation of the Plan Submission for presentation to the Design Review Committee (DRC).

The following documents / plans are required in order to ensure that the plans submitted are complete in terms of the requirements set out by the Home Owners Association:

Site Plan

- A site plan (scale 1:200) is required which shows the roof plan, building lines, contours, existing trees, hard or soft landscaping, driveways and paved areas. Please ensure that all of these items are contained on this Site Plan to prevent your submission from being rejected.

Contour Plan

- A contour plan (scale 1:200) obtained from any Land Surveyor is required detailing the actual ground level of the site at present

Floor Plans

- A floor plan (scale 1:100) inclusive of retaining walls, pergolas, terraces, floor areas, is required.

Elevations

- Elevations (scale 1:100) inclusive of heights, materials and finishes are required.

Sections

- Sections (scale 1:100), minimum of 2 sections including 1 longitudinal section through the building and site, sections to indicate slope of site, site boundaries, natural ground level, finished internal floor levels and external building heights.

Landscaping Plan

- A Landscaping Plan (scale 1:100 or 1:200) showing contours, existing and new trees, trees to be removed, any building outline, all external structures, decks, pools and water features, pergolas and gazebos and paved areas.

Building Drawings

- 2 Sets of Building Drawings are required.

NB: In order to ensure that the plans submitted will be approved, a “Sketch Plan” Submission process is available to owners and included in the Design Review Fee. A Home owner is entitled to one “Sketch Plan” submission which involves sending a floor plan and elevations and or specific changes from the current approved plans, to the DRC to obtain an “in principle” approval so as not to waste time with a full Plan Submission.

In order to assist with the full Plan Submission Process, the Kelderhof Home Owners Association (KHOA) has prepared the following document Templates.

1.2. Templates

2.2.1 The 1st Template: A Plan Submission Template

The **Plan Submission Template** (See attached Template: T1) document is downloadable from the website and is a template document which assists in compiling the Plan Submission. It comprises of a Cover Sheet, a Table of Contents and various insert sheets which will help to identify which documents are required for submission. Its purpose is to ensure that all the submissions take on a standard format which will help speed up the time that the DRC needs to assess each submission.

2.2.2 The 2nd Template: Referred to as The Plan Submission Check List

The **Plan Submission Checklist** (See attached Template: T2) is a check list of all of the items that are required in order for your submission to be regarded as complete. It is important to note that should your submission not be complete, your submission will be rejected and a new submission will need to be submitted.

As each submission carries a submission fee, it is recommended that one completes the **Plan Submission Checklist** before making a submission, to ensure that all of the items have been included. The **Plan Submission Check List** requires verification (by way of a ✓ in each check box) that all of the requirements of the Plan Submission have been met. This includes the following:

- Payment of all fees due, namely:

- Construction Deposit;
- Submission Fee;
- Design Review Fee
- The Sketch Plans.

A detailed description of each fee included in the Plan Submission is provided below.

1.3. Payment of All Fees

The following payments are required as part of the Plan Submission Process:

The Construction Deposit

The construction deposit is payable by each Owner in the estate to cover possible damages which could occur as a result of negligence by their Builder, or failure by their Builder to comply with the various control documents. Penalties levied against an Owner for non-compliance of any of the rules, regulations, procedures or Code of Conduct of the estate will also be deducted from the Construction Deposit.

It is recommended that, in appointing their Contractor, Owners provide for the recovery of such penalties from their Contractors for failure to adhere to the necessary control documents.

Please note that the KHOA will not enter into any dispute with the Contractor, but will merely deduct any damages and/or penalties from the Construction Deposit. It is the responsibility of the Home Owner to ensure recovery of such amounts from their Contractor.

It is important to note that should the Construction Deposit be substantially reduced during the construction process, that the KHOA will have the right to suspend access to the site until such time as the Owner tops-up their Construction Deposit to the amount required. At present, the amount has been set at R10,000.00. On completion of construction, inspection of the site and issuing of the Certificate of Completion by the DRC, the R10,000.00, or remaining portion, if penalties or damages have been deducted, will be refunded.

Submission Fee

A Submission Fee is required for each submission made. This is to be paid to the KHOA to cover any costs associated with the administrative function of processing the Plan Submission.

Should an Owner submit an application which is rejected or incomplete, any future submissions will require the payment of additional submission fees.

Please note that all fees payable to the KHOA belong to the KHOA and there is no profit made by the KHOA. These fees are used to cover administrative costs, such as photocopies, telephone calls and any staff directly employed to perform the administrative function on behalf of the Home Owners Association, including any managing agent or member of the DRC. This fee is currently set at R 750.00. Any surplus is held on behalf of all the owners and utilised for the benefit of the estate.

Design Review Committee Fee

This fee is payable to the KHOA, who in turn pay this to the service provider/s employed to fulfil the DRC function. The members of the DRC are appointed by the Trustees of the Home Owners Association.

Typically, the DRC will comprise of an Architect and a Landscape Designer. The function of the Architect will be to interrogate all Plan Submissions to ensure that they comply with the control documents and to ensure the aesthetics of the estate complies with the overall vision for the Kelderhof Country Village. The Design Review Fee is set at R3,500 per submission and includes the following:

▪ Sketch Plan Submission (Optional)	30 minutes
▪ Receive Submission, check package is complete, review submission, stamp, sign and issue report to KHOA	120 minutes
▪ Check pre-construction submission package, review programme and Issue letter of authorisation to commence construction;	60 minutes
▪ Follow-up on ground floor slab casting and land surveyors certificate Confirming datum level;	30 minutes
▪ Collective Site Visits	30 minutes
▪ Final Inspection, review As-Builts, stamp, sign and issue report to KHOA	60 minutes
▪ Contingency for discussions, additional admin, reviews and visits	60 minutes
TOTAL	6,5 HOURS

2. Step 2 : Design Review Process

The review process involves the appointed DRC reviewing the Submission made.

The first part of the Review Process is to ensure that the document complies with the Submission requirements and that all the items identified on the Plan Submission Check List are complete. Should the submission not be complete in any way whatsoever, the submission will be returned to the Owner with reasons for the rejection of the submission.

Please note that the owner would then have to ensure the new submission is in accordance with the requirements set out by the KHOA and will be required to pay an additional submission fee.

The Design Review fee is calculated by taking into consideration the amount of time the Architect would take in perusing these plans as outlined in 2 above.

Please note that this is an estimate only and should the design be of a non-standard nature, which may necessitate the DRC member needing to meet with the Home Owner for a period exceeding 1 hour, then the DRC will require payment for the said time at the agreed rates between the DRC member and the KHOA. The current rate is R 850 per hour.

This additional fee will be payable by the Home Owner against presentation of an invoice from the KHOA, the DRC or their managing agent prior to the approval of any Plan Submission. The responsibility of the DRC is to prepare a report to the KHOA either recommending the Application for approval or not to be approved.

The final decision to approve any application rests with the KHOA and is therefore the next step in the process is the KHOA approval.

Should the submission meet the requirements as set out in the Plan Submission Check List, it will be regarded as complete and the next step in the review process would be for the DRC to ensure that the plans submitted comply with the Architectural Guidelines. The DRC would then provide a recommendation to the

3. Step 3 : KHOA Approval

Once the Plan Submission has been reviewed by the DRC, a report is prepared and submitted to the KHOA. The KHOA, if it finds the application acceptable, will then endorse the application by way of stamping it and forwarding it on to the Home Owner.

Should the application not meet with the KHOA's approval, they will advise the Home Owner of their decision, together with the reasons therefore. The Home Owner would then need to address these issues and re-submit to the DRC. The DRC may be authorised to approve plans on behalf of the KHOA.

It is unlikely, if the submission is of a standard nature and complies with the Architectural Guidelines, that the KHOA would have any reason not to approve an application. It is therefore recommended that Owners comply with the design guidelines. It is important to note that the purpose of the DRC is to enhance and protect the rights and interests of all Home Owners in the Kelderhof Country Village, by ensuring that the buildings built are in compliance with the overall vision for the Estate.

The next step is for the Home Owner to submit their plans to the Local City Council. It is important to note that the KHOA's stamp is merely a stamp approving the plan submission; it is not the final approval required to commence on site. Such approval, in the way of a letter from the KHOA is only issued after the Council submission has been approved and The Pre-Construction Process completed.

4. Step 4 : Council Submission

Once the KHOA has stamped the plan, the owner would be required to prepare a Council submission. The Council submission is to be in accordance with the rules and requirements as set down by the Local Authority and the relevant legislation. One of the requirements of the Local Authority would be that the KHOA has provided their stamp of approval (refer to step 3).

Once the Council submission is approved, the Home Owner will be ready to commence with construction. However, prior to commencement of site, the Owner is required to obtain a Letter to Commence Construction (See attached Sample: S1) from the KHOA. This is dealt with in Step 5 below.

5. Step 5 : Permission To Commence With Construction

A Letter to Commence Construction will be issued by the Kelderhof Home Owners Association only once the following requirements have been met:

- The Builders Code of Conduct has been signed by the Contractor.
- The Builder's Information Sheet has been completed.
- A Copy of the Approved Building Plans From the City of Cape Town has been provided
- A Building Programme has been submitted

- The Colour Scheme and Materials Specification has been submitted for KHOA Approval

A Pre-Construction Checklist (See attached Template: T3) needs to be completed and submitted with the afore-mentioned information. Please see Pre- Construction Checklist.

Please note that all these requirements are independent of any contractual requirements that exist between the Home Owner and the Contractor. These are merely steps the Home Owner is to comply with in terms of the Kelderhof Home Owners Association Control Documents, but in no way indicates compliance with any of the Local Authority requirements and/or legal requirements that may exist between the Home Owner and any other third party.

5.1. Signed Contractor's Builders Code of Conduct

The purpose of this Code of Conduct is to ensure integration between residential living and control of building activities in the estate, with minimal impact to the environment.

NB: A Contractor shall not be permitted to commence work on the Estate until such time as the Home Owner has furnished the Association with a copy of the Builders Code of Conduct, duly signed by the relevant Contractor. Upon such signature, the Builders Code of Conduct shall constitute a binding agreement between the Association, the relevant Contractor and the Home Owner. Both the Owner and the Builder are required to familiarise themselves with the terms and conditions of this agreement and the obligations of both the Home Owner and the Builder in respect thereto.

5.2. The Builders Information Sheet

The **Builders Information Sheet** (See attached Template: T4) is a template document prepared by the Homeowners Association, to ensure that all the relevant information required is at hand. This provides for the name of the Contractor as well as the contact person, the Contracts Manager and Foreman on site, so that in the event of the KHOA having to contact the Contractor directly for any reason, this can be done with ease.

5.3. Copy of the Approved Building Plans From the City of Cape Town

The Home Owner is to lodge 2 copies of the Approved Council Plans with the KHOA.

5.4. Building Programme

A building programme is to be included with the submission.

5.5. Submit Colour Scheme and Materials Specification for HOA Approval

Only certain colour schemes and materials have been approved in terms of the Kelderhof Control Documents. It is therefore essential that the colour scheme, roof materials, and driveway material be approved.

6. Step 6 : Construction

After Construction has commenced and the ground floor slab has been completed, the Contractor is required to submit a Certificate, from their Land Surveyor to the KHOA, of the Datum levels for the Ground Floor Slab to enable the DRC to ensure that this correlates with the approved plans.

It is incumbent on the Home Owner to ensure compliance by the Builder. Any inspection/s by the DRC is merely there to assist in the process. It is important to note that the DRC fee incorporates a maximum of 2 inspections and that, should the DRC need to have additional inspections, occasioned by the Builders and/or Owners non-compliance with the Control Documents, then such inspections will be charged for. Should the Owner fail to make payments due to the KHOA, the KHOA will reserve the right to suspend construction until such time as these payments are made.

On completion of construction, the DRC will hold a final inspection and should the Home Owner have met all the requirements set out by the KHOA, the DRC will issue the Home Owner with a **Letter of Compliance** (**See attached Sample: S2**).

It is important to note that should a final compliance certificate not be issued, the Owner will not be given the required Levy Clearance Certificate by the KHOA required to transfer their erf. This could seriously hamper any on-sale or re-sale of the property and we urge Owners to please comply with the requirements as set down by the Control Documents and the Plan Submission Process as outlined herein.

TEMPLATE – T1

The Plan Submission Checklist

1

PLAN SUBMISSION CHECKLIST

Project	Kelderhof Country Village	 KELDERHOF <i>Country Village</i>
Doc Name	Plan Submission Checklist	
Date	July 2011	

Architect's Letter

A letter from the Architect confirming his adherence to the Control Documentation & Architectural Guidelines

Payments

Construction Deposit

Submission Fee

DRC Fee

Plans

Two sets of plan are to be submitted: the original set must be submitted to Council & a copy must be forwarded to the HOA. Once approval has been received, a copy of the approved plans must also be forwarded to the HOA.

Sketch Plans

Contour Plan

1:200 Site Plan including:

Roof plan

Building lines

Contours

Driveways

Existing trees

Paved areas

Hard and soft landscaping

1:100 Elevations including:

Levels

Heights

Materials

Finishes

Minimum of two 1:100 Sections including:

One longitudinal section through the building site

Site Boundaries

Finished internal floor levels

Natural ground level

Sections to indicate slope of site

External building heights

1:100 or 1:200 Landscaping Plan including:

Existing and new trees

Trees to be removed

Contours

Paths

Pergolas and gazebos

Decks

Paved areas

List of plants

Irrigation sleeves

Terraces and retaining structures

Pool and water features

2 full sets of building plans

TEMPLATE – T2

The Plan Submission Template

2

Kelderhof Country Village

PLAN SUBMISSION COVERSHEET



KELDERHOF
Country Village

PROPERTY DESCRIPTION

Erf Number:	
Total area m²:	

PURCHASER'S DETAILS

Purchaser - full name:		
Purchaser entity details:		
Registration / IT / CC No:		
Telephone:	Business:	Home:
Cell Phone:		
Fax:	Business:	Home:
Physical Address:		
Postal Address:		
Email Address:		



PLAN SUBMISSION

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- 1. Architects Letter**
- 2. Two sets Sketch Plans (refer to Architectural Guidelines) including:**
 - 2.1 Site Plan
 - 2.2 Contour Plan
 - 2.3 Floor Plans
 - 2.4 Elevations
 - 2.5 Sections
 - 2.6 Landscaping Plan
 - 2.7 Two sets Building Plans

PLAN SUBMISSION



KELDERHOF

Country Village

Architects Letter

PLAN SUBMISSION



Site Plan

PLAN SUBMISSION



KELDERHOF

Country Village

Contour Plan

PLAN SUBMISSION



Floor Plans

PLAN SUBMISSION



Elevations

PLAN SUBMISSION



Sections

PLAN SUBMISSION



Landscaping Plan

PLAN SUBMISSION



KELDERHOF

Country Village


Building Drawings

TEMPLATE – T3

Pre-Construction Checklist

3

PRE-CONSTRUCTION CHECKLIST

Project	Kelderhof Country Village	
Doc Name	Pre-Construction Checklist	
Date	March 2009 - Version 1	

Pre-Construction Checklist		✓
A signed Contractor's Builders Code of Conduct		<input type="checkbox"/>
Builder's Information Sheet		<input type="checkbox"/>
Copy of the Approved Building Plans From the City of Cape Town		<input type="checkbox"/>
Building Programme		<input type="checkbox"/>
Colour Scheme and Materials Specification for HOA Approval		<input type="checkbox"/>
Health & Safety (WC's, First Aid, etc.)		<input type="checkbox"/>
Construction Deposit paid		<input type="checkbox"/>

TEMPLATE – T4

Builders Information Sheet

4

BUILDERS INFORMATION SHEET

Project	Kelderhof Country Village	
Doc Name	Builders Information Sheet	
Date	17th February 2009	

Company Name & Registration

Members / Directors Names

Contacts

Contracts Manager

Site Foreman

References

- 1 Contact Person

- Project Completed

- 2 Contact Person

- Project Completed

- 3 Contact Person

- Project Completed

Annexures

✓

Copy of builder's letterhead

☐

NHBRC Designation Certificate

☐

Health & Safety Specification

☐

TEMPLATE – T5

Pre-Construction Template

5

Kelderhof Country Village

PRE-CONSTRUCTION SUBMISSION



KELDERHOF
Country Village

PROPERTY DESCRIPTION

Erf Number:	
Total area m²:	

PURCHASER'S DETAILS

Purchaser - full name:		
Purchaser entity details:		
Registration / IT / CC No:		
Telephone:	Business:	Home:
Cell Phone:		
Fax:	Business:	Home:
Physical Address:		
Postal Address:		
Email Address:		



PRE-CONSTRUCTION SUBMISSION

Table of Contents

- 1. Builders' Information Sheet**
- 2. Builders' Letterhead**
- 3. NHBRC Designation Certificate**
- 4. Signed Builder's Code of Conduct**
- 5. Building Programme**

PRE-CONSTRUCTION SUBMISSION



KELDERHOF

Country Village

Builder's Information Sheet

PRE-CONSTRUCTION SUBMISSION



KELDERHOF

Country Village

Builder's Letterhead

PRE-CONSTRUCTION SUBMISSION



KELDERHOF

Country Village

NHBRC Designation Certificate

PRE-CONSTRUCTION SUBMISSION



KELDERHOF

Country Village

Signed Builder's Code of Conduct

PRE-CONSTRUCTION SUBMISSION



KELDERHOF

Country Village

Building Programme

SAMPLE S1

Letter to Commence Construction

6

SAMPLE S2

Letter of Compliance

7