



ZWARTKOP GOLF ESTATE HOMEOWNERS ASSOCIATION Reg no 2004/002619/08

BUILDING PROCESS

The following procedure must be followed when Owners would like to start with the building process of a new home as well as any additions, alterations and renovations to an existing home / structures:

1. AESTHETIC AND ARCHITECTURAL RULES & PLANNING GUIDELINES	Page 1
2. ARCHITECTURAL GUIDELINES CHECKLIST	Page 1
3. APPLICATION FOR CONCEPT APPROVAL OF BUILDINGS PLANS	Page 1
4. APPLICATION FOR FINAL APPROVAL OF BUILDING PLANS	Page 2
5. CITY OF TSHWANE BUILDING PLAN APPROVAL PROCESS	Page 5
6. CONSTRUCTION REGISTRATION PROCESS	Page 5
7. COMMENCEMENT OF ACTUAL BUILDING ACTIVITIES	Page 6
8. DEVIATIONS FROM APPROVED ZHOA AND CITY OF TSHWANE BUILDING PLANS	Page 8
9. COMPLETION OF BUILDING/CONSTRUCTION PROCESS	Page 8
10. ADDITIONS DOCUMENTATION AND REGISTRATION FORMS	Page 9
11. FEES	Page 9

Note: All documentation can be obtained from the official ZGE website at www.zwartkopgolfestate.co.za.

1. AESTHETIC and ARCHITECTURAL RULES and PLANNING GUIDELINES

- The **Aesthetic and Architectural Rules & Planning Guidelines** document defines and describes all the aesthetic and architectural rules applicable to the design of new dwellings / structures and the planning guidelines addresses aspects such as building lines, servitudes and privacy measures.
- These rules and guidelines must be followed in the design of a new dwelling as well as any additions and alterations to existing dwellings.
- Where there is uncertainty as to the interpretation of a rule or guideline the HOA appointed Estate Architect must be contacted through the office of the Estate Manager to clarify such uncertainty.
- Owners must provide their appointed architect or architectural technologist with a copy of the said Aesthetic and Architectural Rules and Planning Guidelines to ensure that the design of a new dwelling or additions and alterations to an existing dwelling will fall within the prescribed rules and guidelines.

2. ARCHITECTURAL GUIDELINE CHECKLIST

- The **Architectural Guidelines Checklist** is a handy checklist for the Architect to use and refer to whilst designing the new dwelling or additions and alterations to an existing dwelling.
- A completed and signed copy of this checklist must be submitted together with the required Architectural Drawings/Building Plans when Owners apply for both concept and final approval of Building Plans.
- Owners must tick the relevant block at the top of the 'Architectural Guideline Checklist' to indicate whether it is an application for **Concept Approval** or **Final Approval** of Building Plans.

3. APPLICATION FOR CONCEPT APPROVAL OF BUILDINGS PLANS

- The **Application for the Approval of Buildings Plans** and **Architectural Guideline Checklist** documents must be completed and signed by both the owner and his/her appointed architect.

- This initial step in the approval of building plans will give the owner and his or her architect a clear indication whether they are designing the new dwelling or additions and alterations within the parameters as set out in the Architectural & Planning Guidelines and if the new dwelling or additions and alterations are within the building lines applicable to that particular stand.
- A further aim of this step is to prevent a situation where an owner and the architect submit final drawings to the ZHOA and major changes must be made afterwards to the design in order to adhere to the Guidelines.
- An owner or his architect must submit the following dated and signed documentation and drawings/ building plans / graphic images to the ZHOA Aesthetics Committee to apply for Concept Plan approval:
 - Application for Approval of Buildings Plans
 - Architectural Guideline Checklist
 - Copy of the most recent Title Deed of the Stand.
 - Copy of the Zoning Certificate applicable to the stand.
 - Copy of the Surveyor General Diagram (S.G. Diagram) of the stand.
 - Copy of the Sewerage Diagram of the stand.
 - Copy of the Council for Geoscience Geo-technical report as well as the Site Specific DRMP pertaining to the stand.

Where a stand has been reclassified from a Dolomite Type D4 to a Dolomite Type D3 stand, copies the following additional documentation must be submitted for the concept plan approval process:

- NHBC: Residential Unit Enrolment Certificate
- NHBC: Appendix B:B4 (Appointment of Competent Person: Dolomitic / Limestone Areas)
- CFG: "B4" Certificate
- CFG: Cover Letter pertaining to applicable stand
- CFG: Site Plan indicating approved "Buildable Area" pertaining to applicable stand.
- Building plans for concept approval must include the following:
 - **SITE DEVELOPMENT PLAN** indicating all contours, boundaries, building lines and servitudes, the position of all large trees on site, both those remaining and those the Owner would like to remove to accommodate the new structure or addition and alteration, minimum scale 1:200
 - **LAYOUT PLAN** of all levels, minimum scale 1:100
 - All **ELEVATIONS**, including obscured elevations rendered in colour, indicating all proposed external finishes, minimum scale 1:100
 - At least two **DETAIL SECTIONS** indicating internal heights as well as the pitch of the roof, roof ridge heights and roof overhangs, minimum scale 1:100
 - **ROOF PLAN**, minimum scale 1:100
 - **3 DIMENSIONAL IMAGES** in full Colour, minimum A4 in size, at least 4, one of each elevational perspective.
- The Owner will be notified in writing by the Estate Manager once the HOA has approved the concept designs and all of the above documentation will be returned to the owner, except for the Concept Plans and the Application for the Concept Approval of Buildings Plans form, which will be signed off by the ZHOA and kept on record.
- Architect Guidelines Checklist' is used to check the plan s and where the plans fall short these shortfalls are noted on the 'Checklist' and a copy of the report is handed to the owner to address the issues listed before the final approval is given.
- **PAYMENT OF THE PLAN APPROVAL FEE:**
 - The total **Plan Approval Fee** must be paid into a designated ZHOA bank account. The Plan Approval Fees will be double the applicable fee for dwellings/structures exceeding 800.0 m2 in total floor area.
 - The bank account details can be obtained from the estate office.
 - Proof of payment must be emailed to lorraine@zwardkopgolfestate.co.za

4. APPLICATION FOR FINAL APPROVAL OF BUILDINGS PLAN

The owner and his/her architect must submit the following drawings and dated and signed documentation to the HOA as part of the final approval process for a new dwelling as well as additions and alterations to an existing dwelling:

- **Application for the Final Approval of Buildings Plans**
- **Architectural Guideline Checklist**

- **Building Plans**

A full set of construction/technical drawings or Building Plans of the proposed new dwelling or additions and alterations to an existing dwelling, which must include the following drawings, must be submitted as part of the Final Plan Approval process:

Site Plan / Site Development Plan:

A comprehensive site development plan clearly indicating all relevant information as required by the City Of Tshwane for approval purposes and as indicated in the 'Architectural Guideline Checklist' as well as site contours and site boundaries, building lines and servitudes, all relevant dimensions indicating the position of all structures on site in relation to building lines and boundary walls, all boundary and screen walls, position of municipal water and sewer connections, storm water management, paved sections around all structures, position of swimming pool and filtration system, kitchen yards and position of washing line, gas cylinder storage areas, position of any infrastructure on the site or on the pavement, such as electrical sub stations, municipal water connection, street lights, etc.. The position of large trees on site must also be indicated and the Architect must clearly state that there are no obstructions in front of the driveway to the dwelling.

Minimum Scale of Site Development Plan 1:200

Construction Plans:

Detail Construction Plans of all levels clearly indicating all relevant information as required by the City Of Tshwane for approval purposes and as indicated in the 'Architectural Guideline Checklist', including position of all sewerage ducts (double story dwellings), floor levels, window and door codes, all dimensions, floor finishes, positions of all toilets, showers, wash hand basins, bidets and baths in bathrooms and all sinks and prep bowls in kitchen or entertainment / braai areas. All first floor balconies must be clearly indicated.

Minimum Scale of Construction Plan 1:100

Elevations:

All elevations must be indicated and all relevant information as required by the City Of Tshwane for approval purposes and as indicated in the 'Architectural Guideline Checklist' must clearly be indicated, including all external finishes, roofing material, type of paving, all colours to be used, etc.

Where elevations or a part of an elevation is at an oblique angle, that part of the elevation must also be shown separately and at a "flat, full frontal" view.

Position of solar panels, solar heating panels and panels for solar powered geysers must also be indicated on the roof elevations, as well as all chimneys and the heights thereof.

Minimum Scale for Elevations 1:100

Technical Sections:

Relevant detail sections through the structures clearly indicating all information as required by the City Of Tshwane for approval purposes and as indicated in the 'Architectural Guideline Checklist' and the following information must also be clearly be indicated:

- Comprehensive roofing information,
- Insulation material information,
- All vertical heights, both internal and external,
- Gutters and downpipes and material description,
- Foundation design and Concrete Slab details,
- Swimming pool section,
- Boundary and screen wall section,
- All relevant dimensions.

Minimum Scale for Sections 1:100

Roof Plan:

A comprehensive roof plan must be submitted clearly indicating all information as required by the City Of Tshwane for approval purposes and as indicated in the 'Architectural Guideline Checklist'.

The following information must also be indicated:

- Pitched Roof Sections,
- Gables, hips, valleys, overhangs, etc,
- Positions of all chimneys,
- Mono pitched Roof Sections,
- Flat Roof Sections,
- Total area of roof broken down into area of pitched roof, flat roof section and mono pitch section and indicating the percentage mono pitched roof in relation to the total roof area,
- Comprehensive information pertaining to roofing material and finishes.

Minimum Scale for Roof Plan 1:100

Electrical Layout:

Detail electrical layout indicating all relevant information as required by the City Of Tshwane for approval purposes. Positions of all air conditioner motor units, geysers and heat pumps must be clearly indicated. Height above paved apron level of all outside lighting must be indicated.

Minimum Scale for Electrical Layout 1:100

Sewerage Layout and Storm Water Management:

A detailed sewerage layout and elevations must be provided with all relevant information as required by the City Of Tshwane for approval purposes. All water points such as toilets, bidets, baths, showers, wash hand basins, sinks, prep bowls, dishwashers and washing machines must be indicated on elevation as well as the pipe layout/connections to each water point. Position of all outside water taps must also be indicated.

Minimum Scale for Sewerage Layout 1:100

Window and Door Schedule:

Detailed window and door schedules must be submitted clearly indicating all information as required by the City Of Tshwane for approval purposes and as indicated in the 'Architectural Guideline Checklist'. The following information must also be indicated:

- Elevation of all Windows/Doors/Motor and Garden Gates,
- Window/Door codes,
- Material description of all window and door frames, doors and gates,
- All relevant glazing information including glazing area of each window and door as well as energy efficiency calculations.

Minimum Scale for Window and Door Schedule 1:100

Construction Details:

Construction Details, where required and necessary.

Minimum Scale for Construction Details 1:50

Energy Efficiency Calculations:

Energy Efficiency Calculations and Rational Design according to the SANS 10400 requirements and as required for submission to the City Of Tshwane.

PLEASE NOTE:

All drawings must be on A1 paper size and all drawings must be signed by the owner and his or her appointed architect.

The following number of drawings is required for the Final Approval Process of buildings plans:

- **Two (2)** complete sets of **Colour Drawings**, one set for submission to the City Of Tshwane for their approval and one set for record keeping purposes at the office of the ZHOA
- **One (1)** complete set of **Black and White Drawings**, both sets for submission to the City Of Tshwane for their approval.

The plans are approved by the ZHOA Aesthetics Committee and the plans are stamped with the official ZHOA "Approved" stamp and signed off by either the ZHOA appointed consulting architect or a member of the ZGE

Aesthetics Committee. The final 'Architectural Guideline Checklist' is also signed off by the HOA Aesthetics Committee and serves as an additional document for record keeping for the approval of the plans. The Owner will receive the following documentation and drawings for submission to the City Of Tshwane once the abovementioned drawings have been approved, stamped and signed off by the HOA:

- One (1) complete set of stamped and signed Colour drawings for submission to the City Of Tshwane.
- One (1) complete set of stamped and signed Black and White drawings for submission to the City Of Tshwane.

The HOA will keep copies of the following documents and drawings for their records:

- Application for the Final Approval of Buildings Plans form.
- Architectural Guideline Checklist.
- One (1) full set of Colour drawings.
- One (1) set of colour 3 Dimensional Images.
- Copy of the Title Deed of the Stand.
- Copy of the Zoning Certificate applicable to the stand.
- Copy of the Surveyor General Diagram (S.G. Diagram) of the stand.
- Copy of the Sewerage Diagram of the stand.
- Geo-technical report pertaining to the stand.

If stand has been reclassified from a Type D4 to a Type D3 dolomite stand, then the HOA will keep the following additional documentation:

- NHBC: Residential Unit Enrolment Certificate
- NHBC: Appendix B:B4 (Appointment of Competent Person: Dolomitic / Limestone Areas)
- CFG: "B4" Certificate
- CFG: Cover Letter pertaining to applicable stand
- CFG: Site Plan indicating approved "Buildable Area" pertaining to applicable stand.

The Estate Manager will inform the Owner via email when the Final Building Plan Approval Process has been completed.

5. CITY OF TSHWANE BUILDING PLAN APPROVAL PROCESS

- The Owner or his appointed agent must collect the ZHOA approved building plans from the ZHOA Estate Office for submission to the City Of Tshwane for their approval. Before submission to Cot, the Council for Geoscience must stamp the plans.
- The Owner is liable for all City Of Tshwane Submission Fees.
- ZHOA approved building plans are now in the City Of Tshwane approval process.
- Once the plans have been approved by the City Of Tshwane the Owner must make two (2) copies of each of the City Of Tshwane approved building plans and both sets of copies must be submitted to the Office of the ZHOA.
- One set will be placed on record at the HOA and one set will be used by the consulting architect acting on behalf of the HOA when conducting the mandatory monthly Site Inspections.
- Monthly site inspections, paid for by the owner, will be executed for the duration of the construction process.
- The original City Of Tshwane approved plans remains the property of the Owner.
- The ZHOA Aesthetics' Committee will again verify and correlate the City Of Tshwane approved building plans and will compare them to the final ZHOA approved plans.

IMPORTANT NOTE:

Owners or their appointed architects must inform the ZHOA Aesthetics' Committee in writing of any changes or amendments the City Of Tshwane might have made to the applicable Building Plans during the City Of Tshwane approval process.

6. CONSTRUCTION REGISTRATION PROCESS

The Construction Registration Process can only commence once an owner has:

- Lodged 2 (Two) copies of all the applicable City Of Tshwane approved building plans with the Office of the Estate Manager,

- Paid the required mandatory construction Fees which includes the following:
 - Building deposit,
 - Building fee,
 - Electricity deposit,
 - Electricity connection fee,
 - Water connection fee.
- Owners must please contact the estate office to obtain the amounts due and the banking details. Proof of payment must please be emailed to lorraine@zwardkopgolfestate.co.za

DOCUMENTATION REQUIRED FOR THE CONSTRUCTION REGISTRATION PROCESS:

The following completed, dated and signed documentation must be submitted by the Owner to complete the Construction Registration Process once the above deposits and fees have been paid:

- Application for Approval of Buildings Plans,
- Architectural Guideline Checklist,
- Copy of the Title Deed of the Stand,
- Copy of the Zoning Certificate applicable to the stand,
- Copy of the Surveyor General Diagram (S.G. Diagram) of the stand,
- Copy of the Sewerage Diagram of the stand,
- Copy of Geo-Technical report pertaining to the stand,
- Copy of the NHBRC "B4" Enrolment Certificate applicable to the specific property to be developed.

BUILDING CLEARANCE CERTIFICATE:

- The operations Manager, on behalf of ZHOA issues a '**Building Clearance Certificate**' in favour of the owner and this certificate must be completed and signed by the owner's appointed building contractor.
- ZHOA Security registers the owner's building contractor and his personnel at the offices. The details of what is needed will be explained to the contractor.

7. COMMENCEMENT OF ACTUAL BUILDING ACTIVITIES

The following actions must have been completed **BEFORE ANY** actual building activities may commence:

- Copies all of the abovementioned documents and copies of the City of Tshwane approved building plans must have been lodged with the office of the Estate Manager.
- All Construction Fees and Deposits have been paid.
- The 'Building Rules and Regulations' document have been issued to the Owner and co-signed by the Owner and his appointed Building Contractor as having been notified of the Building Rules and Regulations and that both the Owner and his appointed Building Contractor, jointly and separately, acknowledges and accepts the adherence to these rules.
- Contractors Indemnity Form has been issued to the Contractor, which he signed and handed back to the Estate Security Manager.
- A Building Site Signboard must be erected according to the specifications as set out on the ZGE website.
- A Site Toilet must be installed on site and connected to the site sewerage system.
- Temporary Site Storage Facility must be installed on site.
- Electrical Connection:
 - Owners can apply for either a Single Phase of 3 Phase electrical connection and Owners must pay the applicable Electricity Connection Fee before the ZHOA will commence with the supply of electricity to the stand electricity connection box.
 - The Owner must sign the 'Electricity Installation and Supply Guidelines' document.

- The applicable electricity connection fees and the designated bank account details can be obtained from the estate office and proof of payment must be emailed to lorraine@zwardkopgolfestate.co.za
- Site Boundary (Beacon) Identification and setting out of Raft Foundation:
 - It is the Owners duty to clearly identify and mark all the site beacons as it is indicated on the SG Diagram relevant to that site.
 - The Owner must employ the services of a registered Land Surveyor to identify and clearly mark the site beacons. In doing this the Owner will ensure that there are no encroachments of any nature onto his stand and he will also ensure that his stand or any structure he intends erecting on his stand, as indicated on the City Of Tshwane approved Site Plan, will not encroach onto a neighbour's stand which, in future, might cause unnecessary problems.
 - The Land Surveyor must also set out the position of the raft foundation in relation to the rest of the site boundaries, the building lines and servitudes, if servitudes are applicable to that stand. The Land Surveyor must issue a "Setting Out Certificate" confirming that the stand beacons are correct and that the position of the raft foundation is correct. A copy this Setting Out Certificate must be submitted at the office of the Estate Manager.
 - The Owner's Contractor may proceed with the digging of the raft foundation trenches and the placing of the steel reinforcing and the Owner must inform the Estate Manager before any concrete is poured to form the raft foundation as the Estate Manager must arrange for an inspection by one of the HOA's Aesthetic Committee members to inspect the position of the raft foundation.
 - Once this inspection has been done and the Aesthetic Committee Member is satisfied that the position of the raft foundation is within the boundaries and according to the approved plans, only then may the Contractor proceed with the pouring of concrete to form the raft foundation.
- **MONTHLY SITE INSPECTIONS:**
 - The Consulting Architect, as appointed by the ZHOA to serve on the ZHOA Aesthetics Committee and who acts on behalf of the HOA, will conduct monthly site inspections to ensure that all construction work, on both new dwellings and additions and alterations to existing dwellings, are executed according to the ZHOA and City Of Tshwane approved plans, and that structures are built within site boundaries and building lines.
 - Quality of and of the execution of construction work done within the NBR, NHBRC, SANS and SABS rules and regulations are monitored and that all new dwellings as well as additions and alterations to existing structures are built within the ZHOA Aesthetic Rules and Architectural Rules and Guidelines.

PLEASE NOTE:

It is not the responsibility of the ZHOA or their appointed agents to ensure that construction work of any nature or form is executed within the required NBR, NHBRC, SANS and SABS rules and regulations.

Owners will receive a monthly Site Inspection Report where the consulting architect will give Owners feedback as to any potential problems, problems identified on site as well as proposed measures to rectify such problems.

The cost of the monthly Site Inspections and the Site Inspection Reports can be obtained from the estate office and will be reflected against each Owner's levy account.

8. DEVIATIONS FROM APPROVED ZHOA AND TSHWANE TOWN COUNCIL APPROVED PLANS

- Deviations from the approved designs of a structure do occur during any construction process and the ZHOA is not oblivious to this.
- However, it is the duty of an owner to inform the ZHOA of such intended changes or deviations to approved building plans **BEFORE** such changes are implemented.
- To simplify matters regarding deviations and how owners must handle deviations, the ZHOA has divided deviations into minor and major deviations.
- Minor deviations are non-structural changes made to an approved plan such as the omission or addition of a window or door, the layout of a bathroom, providing the service duct remains in place for double storey dwellings, etc. In other words changes where City of Tshwane re-approval is not needed.

- For any minor changes the owner only need to notify the Estate Manager of such a change via email before the actual change is made. The owner must then submit amended "As Built" building plans to the ZHOA and City of Tshwane for approval.
- The ZHOA Final Aesthetics Inspection and City of Tshwane Building Inspector's Inspection can only take place once the As Built building plans have been approved on City of Tshwane level.
- The Owner or his Contractor can arrange with the Tshwane Town Council's Building Inspector to conduct the City of Tshwane Occupation Inspection for the Occupation Certificate (OC) to be issued.
- Major deviations from approved plans are structural changes to a dwelling such as changes to the roof design, any increase or decrease in the square meters (area) of a dwelling, thus where a floor plan has been changed in any way, where a completely new structure is being added, such as a free standing entertainment area or where a swimming pool is added after the ZHOA and City Council approval have been given. Major changes are therefore changes where City of Tshwane approval will be needed.
- Owners must follow the following procedure when wanting to make major changes to ZHOA and City of Tshwane approved plans during the construction process:
 - Owner must inform the Estate Manager of intended major or structural changes via email,
 - Owner must arrange with his or her architect to amend all drawings where such changes need to be reflected on,
 - Owner must submit the amended drawings to the ZHOA's Aesthetics Committee for approval as per the normal above mentioned plan approval process,
 - Once the amended building plans have been approved by the ZHOA, the Owner must submit the amended drawings to the City of Tshwane for their approval,
 - Two copies of the set of amended City of Tshwane approved building plans must be lodged with the Office of the ZHOA Estate Manager.

PLEASE NOTE:

NO structural or aesthetic changes or deviations from original ZHOA and City of Tshwane approved building plans may be made in any form or shape without amended drawings having been approved by both ZHOA and the City of Tshwane Building Control Department.

The ZHOA reserves the right to stop all construction work on a site where the above procedures have not been adhered to and may further demand that all work not reflected in the originally approved ZHOA and City of Tshwane building plans, be demolished at the Owners own cost.

9. COMPLETION OF BUILDING PROCESS AND CERTIFICATES

The Owner must, upon completion of a new building and additions and alterations to an existing building submit copies of the following certificates to the office of the Estate Manager for ZHOA record keeping purposes:

- Electrical Certificate of Compliance (COC)
- Land Surveyor's Setting Out Certificate
- Engineer's Certificate(s)
- Roof Certificate
- Glazing Certificate
- Gas Installation Certificate, if applicable
- Sewerage Certificate
- Copies of the City of Tshwane approved amended building plans, if applicable.
- Copy of the City of Tshwane Occupation Certificate (OC)
(Final Certificate to be submitted to the ZGE HOA)

Final Aesthetics Inspection (FAI):

The Owner must, upon the full completion of the project, arrange a time and date with the HOA appointed Controlling Architect for the ZHOA **Final Aesthetics Inspection (FAI)** to be executed.

The FAI must take place before the City of Tshwane Occupation Certificate Inspection can take place.

The controlling architect will compile the ZHOA required Final Aesthetics' Inspection Report.

City of Tshwane Occupation Certificate Inspection:

Once the FAI has been done and the Final Aesthetics' Inspection Report has been issued the Owner must arrange for the City Council's Building Inspector to do the Occupation Certificate Inspection to enable the Building Inspector to issue the 'Occupation Certificate' (OC). The OC must then be lodged at the Office of the Estate Manager where a copy will be held on record.

10. ADDITIONAL DOCUMENTATION AND REGISTRATION FORMS:

a. Owner Registration Form:

The owner will be asked to complete the 'Owner Registration Form' once copies of all of the above certificates, the FAI Report and a copy of the Occupation Certificate have been lodged with the Estate Manager.

b. Application for Supply of Water & Electricity Service:

The Owner completes the 'Application for Supply of Water & Electricity Service' form, pays his/her deposit and the HOA activates the electricity supply to the new dwelling permanently.

PLEASE NOTE:

All certificates, fees, the FAI Report and the OC must have been submitted to the Estate Manager before the HOA will connect the electricity supply to the dwelling on a permanent basis.

c. Occupation of new dwelling:

An Owner may only move into a new house if all certificates, fees, the FAI Report and the OC have been submitted to the Estate Manager. The permanent electricity supply to the may be withheld if all of the above documentation have not been submitted to ZHOA (Estate Manager).

d. Deposit Refunds:

The ZHOA refunds the building deposits paid less any cost incurred for the repair of damages by the owner's contractor during the construction building process or any other cost incurred relating the building or renovation performed on the stand.

11. SUMMARY OF FEES

Below is a list of the ZGE HOA approved fees pertaining to all building and construction related activities as well as deviations from the ZGE HOA Aesthetic and Architectural Rules and Planning Guidelines.

1. Monthly Site Inspection and Site Inspection Report:	R 930.00
2. Final Aesthetic Site Inspection:	R 930.00
3. Final Aesthetic Inspection Report:	R 930.00
4. Concept Plan / Project Approval Process:	R 930.00
5. Concept Plan / Project Approval Report:	R 930.00
6. Final Plan / Project Approval Process:	R 930.00
7. Final Plan / Project Approval Report:	R 930.00
8. Aesthetic Deviation Site Inspection:	R 930.00
9. Aesthetic Deviation Report:	R 930.00
10. Site Meeting on Owner's Request:	R 930.00

PLEASE NOTE:

1. The amounts indicated above exclude V.A.T.
2. The fees indicated above are valid from 01 June 2019 until 31 May 2020.

Revised: October 2020
