



BUILDING PROCESS

The following steps must be followed when owners would like to start with the building process of a new home as well as any additions, alterations or renovations to existing homes and structures.

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1. Aesthetic Rules, guidelines and check list

Aesthetic Rules and Architectural & Planning Guidelines

The 'Aesthetic Rules and Architectural & Planning Guidelines' and 'Architectural Guideline Checklist' documents can be obtained from the official ZHOA web site. www.zwartkopgolfestate.co.za

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 ZHOA appointed controlling 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 Rules Guidelines to make sure that the design of a new dwelling or additions to an existing dwelling will fall within the prescribed rules and guidelines.

Architectural Guideline Checklist

The Architectural Guideline Checklist is a handy checklist for the owner's architect to use and refer to whilst designing the new dwelling or making additions and alterations to an existing dwelling as the various guidelines, rules and regulations are set out in point format.

The completed and signed checklist must be submitted together with the required plans when owner applies for approval of his plans.

(Please note: Applicants must just tick the relevant block at the top of the 'Architectural Guideline Checklist' to indicate whether it is an application for Concept Approval of Building Plans or Application for Final Approval of Building Plans.)

2. Application for Concept Approval of Plans

The '**Application for the Approval of Buildings Plans**' document can be obtained from the ZHOA website and must be completed and signed by both the owner and his/her architect.

The first step in the process for concept approval of building plans is for the owner or his/her architect to submit the following documentation to the ZHOA:

- Completed, dated and signed 'Application for Approval of Buildings Plans'.
(On ZHOA web site.)
- Completed, dated and signed 'Architectural Guideline Checklist'.
(On ZHOA web site.)
- Copy of the Title Deed of the Stand.
- Copy of the Surveyor General Diagram (S.G. Diagram) of the stand.
(This document must be obtained from the CoT.)
- Copy of the Sewerage Diagram of the stand.
(This document must be obtained from the CoT.)
- Zoning certificate
- Copy of Geo-Technical report and Footprint pertaining to the stand.
(This is only applicable to new dwellings.)
- Concept Plans of the proposed new dwelling or additions and alterations to an existing dwelling, which 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** 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

THREE(3) DIMENSIONAL IMAGES in full Colour, minimum A4 in size, at least 4, one of each elevational perspective.

This initial step will give the owner and his/her architect a clear indication whether they are designing the new dwelling or additions and alterations within the parameters set out in the Guidelines and if the new dwelling or additions and alterations are within the building guidelines. Please note that an 'Architect Guidelines Checklist' is used to check the plans and where the plans fall short these shortfalls are noted on the 'Checklist'. A copy of the report is handed to the owner to address the issues listed before the final approval is given.

A further aim of this step is to prevent a situation where an owner and his or her architect submits final drawings to the ZHOA and where major changes must be made to the design in order for the design to adhere to the Guidelines. The owner will be notified once the ZHOA has approved the concept designs.

Payment of the Plan Approval Fee:

The Plan Approval Fee, applicable at the date of submission, must be paid into the ZHOA bank account as indicated on the ZHOA invoice.

3. Application for Final Approval of Buildings Plans

The owner must have paid the Plan Approval Fee before the plans can be submitted for Final Approval.

The following drawings and documentation to the HOA as part of the final approval process:

- Completed, dated and signed '**Application for the Final Approval of Buildings Plans**' form. (On ZHOA web site.)
- Completed, dated and signed '**Architectural Guideline Checklist**'. (On ZGE web site.)
- Full set of plans of the proposed new dwelling or additions and alterations, must include the following:

Site Plan:

A comprehensive site development plan clearly indicating all relevant information as required by CoT 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 CoT 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 Cot 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

Sections:

Relevant detail sections through the structures clearly indicating all information as required by Cot for approval purposes and as indicated in the 'Architectural Guideline Checklist' and the following information must also be clearly be indicated: Minimum Scale for Sections 1:100

- 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.

Roof Plan:

A comprehensive roof plan must be submitted clearly indicating all information as required by the Tshwane Town Council for approval purposes and as indicated in the 'Architectural Guideline Checklist'. Minimum Scale for Roof Plan 1:100

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.

Electrical layout:

Detail electrical layout indicating all relevant information as required CoT 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 CoT 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 CoT for approval purposes and as indicated in the 'Architectural Guideline Checklist'. The following information must also be indicated: Minimum Scale for Window and Door Schedule 1:100

- 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.

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 by the CoT.

Swimming pools:

Construction details, signed off by a civil engineer and complying with the SANS 10400-D: 2011 standards.

- The following number of drawings is required for the approval of buildings plans: (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.)
 - Two (2) complete sets of **colour drawings**, one set for submission to CoT for their approval and one set for record keeping purposes at the office of the HOA,
 - Two (2) complete sets of **black and white drawings**, both sets for submission to Cot for their approval.
- The plans are approved by the ZHOA and the plans are stamped with the official ZHOA "Approved" stamp and signed off by the ZHOA. The Owner will receive the following documentation and drawings for submission to CoT once the abovementioned drawings have been approved, stamped and signed off by the ZHOA:
 - One (1) complete set of stamped and signed colour drawings.

- Two (2) full sets of stamped and signed black and white drawings.
- The HOA will keep the following documents and drawings for their records:
 - Application 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 Surveyor General Diagram (S.G. Diagram) of the stand.
 - Copy of the sewerage, electrical and water diagram of the stand.
 - Geo-technical and footprint report pertaining to the stand.
 - Energy efficiency calculations
 - Pool design and construction drawings

4. City of Tshwane Approval

The Owner or his appointed agent must collect the ZHOA approved building plans from the ZHOA for submission to CoT for their approval. The Owner is liable for all related fees.

Once the plans have been approved by CoT the owner must make two (2) copies of each of the CoT approved plans and both sets of copies must be submitted to the ZHOA. One set will be placed on record at the ZHOA and one set will be used by the consulting architect when conducting the mandatory site inspections. Inspections will be executed for the duration of the construction process.

The ZHOA Aesthetics' Committee will verify the CoT approved building plans and will compare them to the ZHOA approved plans.

Important Note: Owners or their appointed architects must inform the ZHOA in writing of any changes or amendments CoT have made to the applicable plans.

5. Construction Registration Process

The Construction Registration Process can only commence once:

- Two copies of the CoT approved plans have been lodged with the ZHOA
- Paid the mandatory construction fees which includes the following:
 - Building deposit,
 - Building fee,
 - Electricity connection fee,
 - Water connection fee.

Documentation required for the construction registration process:

The following additional documentation must be submitted to complete the construction registration process once the above deposits and fees have been paid:

- Copy of the title deed of the stand.
- Copy of the NHBRC "B4" enrolment certificate made out in the construction companies name.

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. This form is used by ZHOA to register the contractor and his personnel on the security system. .

The contractor must supply copies of all its personnel's ID and police cleared finger print certificates. All such copies must be attached to the 'Building Clearance Certificate. The contractor and his personnel must report to the office for finger print registration to provide access to the estate.

6. Commencement of building activities

The following actions must be completed before any actual building activities may commence:

- Copies of all the above mentioned documents and copies of CoT approved plan must have been lodged with the office of the Estate Manager.
- All construction fees and deposits must be paid.

- The **Building Rules and Regulations** document have been signed by the owner and his contractor acknowledging receipt thereof and accepting the adherence to these rules.
- **Contractors Indemnity Form** signed by the contractor.
- The **Building Site Signboard** must be erected according to the specifications.
- A **site toilet** must be installed on site and connected to the site's sewerage system.
- Temporary **site storage facility** must be installed on site.
- **Electrical Connection:**

Owners can apply for either a single phase or 3 phase electrical connection and owners must pay the applicable **Electricity Connection Fee** before the ZHOA will connect the electricity supply cables to the stand's electricity connection box. The owner must sign the **Electricity Installation and Supply Guidelines** document for the service to be installed.

- **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 plan, will not encroach onto a neighbour's stand.

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. The land surveyor must issue a **Setting out Certificate** confirming that the stand's beacons are correct and that the position of the raft foundation is correct. A copy this certificate must be submitted to the office.

The 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 and the Estate Manager will 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 the contractor may proceed with the pouring of concrete.

Monthly Site Inspections:

The controlling architect, as appointed by the ZHOA 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 approved plans, that structures are built within site boundaries and building lines, that construction work is done within the NHBRC, SANS and SABS rules and regulations and that all structures are built within the **ZHOA Aesthetic Rules and Architectural Rules and Guidelines**.

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

The cost of the monthly inspection will be reflected against each Owner's levy account.

7. Deviations from approved ZHOA and CoT approved plans

Deviations from the approved designs of a structure do occur during any construction process and the HOA 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 CoT re-approval is not needed.

For any minor changes the owner only need to notify the Office of such a change via email before the actual change is made. The Owner must then submit amended "As Built" drawings to the ZHOA for inspection and approval.

- **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 CoT approval have been given. Major changes are therefore changes where CoT approval is needed.

Owners must follow the following procedure making major changes to ZHOA and CoT approved plans:

- Owner must inform the office of the intended structural changes,
- 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 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 CoT,
- Two copies of the set of amended CoT plans must be lodged with the office.

Please note that no structural or aesthetic changes or deviations from original ZHOA and CoT approved plans may be made without amended drawings having been approved by both ZHOA and CoT. 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 CoT plans, be demolished at the owners own cost.

8. 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:

- Electrical Certificate of Compliance (COC)
- Roof Certificate
- Glazing Certificate
- Gas Installation Certificate, if applicable
- Sewerage Certificate
- Occupation Certificate (OC)

Final Aesthetics Inspection :

The owner must then arrange for a time and date for the ZHOA **final aesthetics inspection. This must take place before the CoT Occupation Certificate inspection takes place.**

Occupation Certificate Inspection:

Once the ZHOA final inspection report has been issued the owner must arrange for the CoT's Building inspector to do the Occupation Certificate (OC) inspection. The OC must then be lodged at the Office.

Additional Documentation and Registration Forms:

- **Owner Registration Form:** The owner will be asked to complete the form.
- **Application for Supply of Water & Electricity Service:** The owner completes the form, pays his/her deposit and the ZHOA activates the electricity supply to the new dwelling.

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 office. Electricity supply to the may be withheld if all of the above documentation have not been submitted.

Deposit Refunds: The ZHOA refunds the building deposit paid less any cost incurred for the repair of damages by the contractor during the construction phase/process.