

BUILDING PLAN APPROVAL PROCESS

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1 Scope

The following shall constitute the procedure to be followed by members for new buildings or alterations/additions to existing property(s):

2 Preliminary Plans and Enquiries

Any member who intends to erect a building may before submitting building plans; review any preliminary sketch plans of the proposed building and with the Trustee in charge of Building Plans for comments and recommendations.

3 Plans and Particulars to be furnished

Building Plans shall be prepared by Architects, Technologists, and Draughtspersons who are registered with the South African Council for the Architectural Profession, in terms of the Architectural Profession Act.

- 3.1 Any person intending to erect any building shall submit to the 'Building Plans Trustee' for approval by Capricorn Beach Home Owners Association and plans shall including the following drawing layout and particulars:
- 3.1.1 A site plan,
 - 3.1.2 Layout drawings and elevation of standard acceptable by the local authority,
 - 3.1.3 Particulars of any existing building which is to be demolished and details of the method of demolition to be used.

4 Site Plans

Any site plan shall fully and clearly contain the following information, where applicable:

- 4.1 The dimensions of the site on which the building is to be erected,
- 4.2 the boundaries of such site,
- 4.3 the dimensioned position of any building line, and
- 4.4 the position and width of any servitude or right of way to which such site is subject,
- 4.5 the name of the street upon which such site abuts.
- 4.6 the location of -

- 4.6.1 the proposed building,
- 4.6.2 any existing building, and
- 4.6.3 any building proposed to be demolished,
- 4.6.4 Adjacent building/garage, walls and paving 2 metres from the owner boundary
- 4.6.5 any existing and intended point of access from any public street, and
- 4.6.6 any street tree, street furniture, apparatus or equipment relative to such access (4.6.5 above).

5 Approval by CBHOA

- 5.1 Plans are either found acceptable or returned to the owner with required changes. Refer to item 6 below for further clarity of appeal procedure should members consider taking that option.
- 5.2 If acceptable the required deposit, according to Clause 5 of the latest CBHOA Regulations, shall be then be paid to the HOA.
- 5.3 Plans approved by CBHOA shall be stamped and signed by Building Plans Trustee or in his absence, by Building Plans Assistant Trustee.
- 5.4 Once building plans are approved by CBHOA, members shall submit plans to Local authority for approval in accordance to National Building Regulations and Building Standards Amendment Act.
- 5.5 Copies of Council approved building plans including comments if any shall be submitted to CBHOA prior to any erection and Building Plans Trustee shall be notified.
- 5.6 No person shall submit plans straight to Local Authority and erect any building based on approval by Local Authority without following item 2 to 5 and subsequent approval by CBHOA, prior Council/Local Authority submission and approval thereof.

6 Criteria of Plans Approval

- 6.1 Maintain general external architectural style including material and colour to warrant attractive and pleasing aesthetic of building character.
- 6.2 Maintain general materials, colour of external structures including, but not limited to boundary wall, pergola, patio/ terrace, shade/car port, paving etc.
- 6.3 Maintain general environmentally green/friendly landscaping.

7 Appeal Process

The Review Board, consisting of: Building Plans Trustee and an Assistant Trustee, two non Trustee volunteer members, an Architect Home owner or independent Architect shall acts as review board of appeal.

7.1 Review Board Powers

- 7.1.1 Review board has power to consider an appeal when an application has not been approved by HOA building Plans Trustee.
- 7.1.2 Review Board has the power to call any witness it feels may be able to help it reach a decision and shall hold hearing to facilitate decision based on the evidence presented before the board.
- 7.1.3 Is entitled to determine an amount of any fee to be paid by the member resulting from seating of the review board.

7.2 Review Board Decision

Such decision can be either:

- 7.2.1 To dismiss the appeal and confirm the HOA decision to refuse to grant approval,
- 7.2.2 To uphold the appeal in whole or in part. When an appeal has been upheld, the HOA must then approve the application and adopt the decision of the Review Board.

7.3 Review Procedure

The procedure to be followed by an applicant is as follows:

- 7.3.1 On receipt from the HOA of a notice of refusal to grant approval the applicant must within 21 working days inform HOA in writing whether, in the light of the reasons given for the rejection, he is going to amend his plans or whether he wishes to appeal to the Review Board for relief.
- 7.3.2 Where an appeal is to be made to the Review Board the applicant must address a request for consideration of his appeal, setting out the grounds on which the appeal is based.
- 7.3.3 The notice of appeal must be accompanied by such plans, specifications and documents, and any other information required by the Review Board, as will enable the Review Board to effectively deal with the appeal.

8 Building Construction

8.1 Construction Window

- 8.1.1 Minor alterations – must be completed within 3 months of commencement date.
- 8.1.2 Major alterations – must be completed within 6 months of commencement date.
- 8.1.3 New builds – must be completed within 12 months of commencement date

8.2 Completion

8.2.1 Upon completion of all works, painting etc. the owner shall call for an "after" inspection by the Trustee.

8.2.2 If all the works are satisfactorily completed and any damage make good and all builders rubbish removed, the deposit shall be refunded.

Refer to Clause 8 and Clause 37 of the Constitution. (The Constitution, Regulations and Conduct Rules appear on the CBHOA website - www.capricornbeach.com)

DOCUMENT APPROVAL:

	NAME	SIGNATURE	DATE
EDITED:	Anton Noffke		
CHAIRMAN:	Vincent Rutherford		