

2023 OAKWOOD BUILDING PLAN APPLICATION GUIDE FOR FORM A, -B & -C APPLICATIONS



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The aim of this document is to provide guidance to the applicant for submission of drawings. All submissions are scrutinized / reviewed in accordance with the current approved **Oakwood Home Owners Association Home Improvement Guide for Alterations and Additions to Homes**. The onus is on the applicant to ensure that the implications of any restrictions to Servitudes, Title Deeds and other By-Laws are clearly reflected on the relevant Building Plans. It is the homeowner's duty to obtain the relevant National Building Regulations and Local Authority Regulations approvals.

	HOA Form A Application	HOA Form B Application	HOA Form C Application
Municipal submission required for proposed works		x	x
Type of proposed works applicable	see page 2	see page 3	see page 4
Application Fee applicable		x	x
Refundable Building Deposit Required			x
Reviewed by HOA Trustees	x		
Reviewed by HOA Supervising Architect		x	x
HOA Form A application form	x		
Supervising Architect application form		x	x
Submit sketches / photos / specifications / samples of proposed alterations and additions for review or initial comment	x	x	x
Submit formal Municipal building plans to Supervising Architect for review		x	x
Stamped drawings and Conditions of Approval letter issued		x	x
Site Inspection prior to review of documents	x	x	x
Completion inspection in the form of satisfactory photo evidence at the completion of works	x	x	
Completion inspection in the form of a physical site inspection at the completion of works			x
Clearance Certificate issued		x	x
Building deposit refunded if compliant			x

	Application Type	Fee	Application to:	Page
1)	Form A Application for review by HOA Committee	No fee	Oakwood HOA via IPG. oakwood@inpg.co.za	Pg2
2)	Form B Application for review by Supervising Architect	R1455 (review + 1x inspection)	Supervising Architect marykemareearch@gmail.com	Pg3

3)	Form C Application for review by Supervising Architect	R1950 (review + 2x inspections)	Supervising Architect marykemareearch@gmail.com	Pg4
4)	Pre-transfer Inspections	R960 inspection + report	Supervising Architect marykemareearch@gmail.com	Pg6

1) FORM A APPLICATION (PREVIOUSLY MINOR WORKS A) FOR REVIEW BY HOA COMMITTEE – NO FEE

What constitutes a Form A Application that is reviewed by the HOA Committee?

The following minor works listed at the discretion of the Committee:

- Submission to Local Authority for approval is NOT required by the City of Cape Town.
- Free-standing Wendy house and garden sheds of a floor area up to 3m².
- The installation of retractable awnings and/or roll down vertical blinds.
- Pergolas.
- Overly large structures including Jungle Gyms and Garden type furniture.
- Water & energy saving devices and technologies (solar, water tanks) confirmed by the CoCT not requiring their approval.
- Mechanical / electrical equipment (such as Air conditioning condenser units, TV Antennae, satellite dishes).
- Hard landscaping and driveways.
- Burglar bars and Security gates.
- Balustrades.
- Replacing of existing door or window with new to the same size.
- Any other minor works as so deemed at their time of application.

What do you need to provide in order to apply for a Form A application?

- Please ensure that your levy is up to date at the time of application.
- You must provide a sketch / drawing / photo with specifications of the proposed Minor works (including dimensions, materials, finish, placing on property), including photos of examples supplied by Manufacturer where applicable, as well as Manufacturer's details.
- You must complete the Application Form provided by IPG (Oakwood Estate Managing Agent) – contact oakwood@inpg.co.za.

What is the application cost for the above?

The cost of the application is **free**.

STEP 1 Applicant contacts the **managing agent, IPG**, for the Form A application form and returns completed **application form** for minor works together with the supplementary information as specified (contact IPG at oakwood@inpg.co.za).

STEP 2 IPG will forward to relevant HOA Committee members for review.

STEP 3 Once minor works construction complete, forward satisfactory **photo evidence** to the IPG. No interim or completion inspection.

2) FORM B APPLICATION (PREVIOUSLY MINOR WORKS B) FOR REVIEW BY SUPERVISING ARCHITECT – FEE OF R1455 (ONE SITE INSPECTION)

What constitutes a Form B application?

The following are deemed Form B applications, if applied for individually (in other words, not in conjunction with one or more of the minor works listed below):

- Submission to Local Authority for approval IS required by the City of Cape Town.
- Raising of boundary walls.
- Aviary / cattery / kennel.
- Free-standing Wendy house sheds floor area more than 3m² to 7.5m² (maximum permissible floor size 3mx2.5m).
- Widening of driveway (carriage way crossing) to more than the max width allowed.
- Solar panel installation confirmed by the CoCT requiring their approval.
- Any other minor works as so deemed at their time of application.
- If you are applying for more than one of the above in conjunction, a Form C Application will be applicable (see Form C Application below).

What do you need to provide in order to apply for a Form B application?

- Please ensure that your levy is up to date at the time of application.
- When required, you must appoint a professional registered with the South African Council of the Architectural profession (SACAP) to prepare and submit building plans.

BUILDING PLANS (WHEN REQUIRED):

The drawings must be in colour, drawn to scale and must be an accurate record of all improvements made on site (including all structures, electrical, mechanical and / solar equipment, water tanks, hard landscaping, and mature trees). If the building plans are not up to date, the drawings must be revised accordingly.

The building plans must be drawn up in accordance with current Local Authority by-laws and the current Oakwood Architectural Home Improvement Guide.

Building plans must include the following:

- Minor works in relation to the existing house plan, located on the erf diagram.
- Erf number, building lines, neighbouring erf numbers, Street name.
- Affected elevations, if applicable.
- Title block with drawing number, drawing title, revision number and date.
- Specifications for materials to be used.

The submission is in pdf format, via email. No hard copies of drawings are required.

- When not required, you must provide a sketch with specifications of the proposed Minor works (including dimensions, materials, finish, placing on property), including photos of examples supplied by Manufacturer where applicable, as well as Manufacturer's details.
- You or your appointed registered professional must complete the Improvement Application Form attached hereto.

What is the application cost and scrutiny process for a Form B application?

The cost of the application is **R 1455**. This fee increases annually as agreed with OHOA.

OWNERS ARE URGED TO COMPLY WITH THE CONDITIONS OF APPROVAL AND HOME IMPROVEMENT GUIDE BY NOT DEVIATING FROM THE APPROVED DRAWINGS, HOWEVER MINOR THE DEVIATION MAY APPEAR.

STEP 1 Applicant completes the **application form** for minor works and emails it back to Supervising Architect together with a digital copy (pdf), in colour, of the proposed works (marykemareearch@gmail.com).

SCRUTINY / REVIEW OF BUILDING PLANS:

The standard scrutiny / review process allows for 3 reasonable rounds of scrutiny and written feedback.

Should the applicant fail to revise drawings and be compliant with the Home Improvement Guide after the third round of scrutiny, all further scrutiny and feedback will be charged at the specified hourly rate and approved drawings will only be released once proof of payment is received.

If we are unable to reasonably issue the Clearance Certificate based on the photos provided by the applicant, then an additional inspection at an added cost to the applicant will be invoiced.

- STEP 2** Supervising Architect issues an **invoice** to Applicant for payment and once proof of payment is received, the Supervising Architect (SA) will first conduct a site inspection to ensure that the structures on the drawings are an accurate reflection of the as-built condition. Following the site inspection, the SA will commence with scrutiny / review of the application.
- STEP 3** Supervising Architect to provide written **comments** and feedback or **no objection** within 10 working days. Written approval comes in the form of a letter of no objection and HOA stamp on the drawings.
- STEP 4** Applicant / registered professional submits to Local Authority as necessary. Local Authority charges a separate scrutiny fee for Local Authority approval.
- STEP 5** Once Local Authority (LA) approval is obtained, the applicant forwards a copy of the approved LA drawings to the SA and minor works **construction commences**.
- STEP 6** Once minor works construction complete, forward satisfactory **photo evidence** to the Supervising Architect. No physical completion inspection. If as-built deviates from the approved drawings, a new application is to be re-submitted to HOA for approval and the cost thereof will be for the applicant's account.
- STEP 7** Supervising Architect issues **Clearance Certificate** subject to approved drawings.

3) FORM C APPLICATION (PREVIOUSLY MAJOR WORKS C) – FEE OF R1950 (ONE INSPECTION + COMPLETION INSPECTION)

What constitutes a Form C application?

Any structural alterations and additions to the main dwelling, such as but not limited to:

- Submission to Local Authority for approval IS required by the City of Cape Town.
- Additional doors and windows or removal of existing and closing of openings.
- Flat roof improvements (covered verandas, braai terraces, carports).
- Pergola functioning as carport
- Boundary wall / fence
- Swimming pools
- Garages
- Granny flats
- Double storey additions
- Basements
- New room additions
- Any other major works as so deemed at their time of application.
- Two or more of the minor works listed in B) above to be reviewed in conjunction.

What do you need to provide in order to apply for Form C application?

- Please ensure that your levy is up to date at the time of application.
- You or your appointed registered professional must complete the Improvement Application Form attached hereto.
- You must appoint a professional registered with the South African Council of the Architectural profession (SACAP) to prepare and submit building plans.

BUILDING PLANS:

The drawings must be in colour, drawn to scale and must be an accurate record of all improvements made on site (including all structures, electrical, mechanical and / solar equipment, water tanks, hard landscaping, and mature trees). If the building plans are not up to date, the drawings must be revised accordingly.

The building plans must be drawn up in accordance with current Local Authority by-laws and the current Oakwood Architectural Home Improvement Guide.

Building plans must include the following:

- Minor works in relation to the existing house plan, located on the erf diagram.
- Erf number, building lines, neighbouring erf numbers.
- Street name.
- Title block with drawing number, drawing title, revision number and date.
- Specifications for materials to be used.
- All elevations, as necessary, sections, etc.

The submission is in pdf format, via email. No hard copies of drawings are required.

What is the application cost and scrutiny process for this category of Form C application?

The cost of the application is **R 1950**.

The cost of the refundable building deposit as per OHOA.

All fees increase annually as agreed with OHOA.

SCRUTINY / REVIEW OF BUILDING PLANS:

The standard scrutiny / review process allows for 3 reasonable rounds of scrutiny and written feedback.

Should the applicant fail to revise drawings and be compliant with the Home Improvement Guide after the third round of scrutiny, all further scrutiny and feedback will be charged at the specified hourly rate and approved drawings will only be released once proof of payment is received.

OWNERS ARE URGED TO COMPLY WITH THE CONDITIONS OF APPROVAL AND HOME IMPROVEMENT GUIDE BY NOT DEVIATING FROM THE APPROVED DRAWINGS, HOWEVER MINOR THE DEVIATION MAY APPEAR.

- STEP 1** Applicant completes the **application form** for major works and emails it back to Supervising Architect together with a digital copy (pdf), in colour, of the proposed works (marykemareearch@gmail.com).
- STEP 2** Supervising Architect issues an **invoice** to Applicant for payment and once proof of payment is received, the Supervising Architect (SA) will first conduct a site inspection to ensure that the structures on the drawings are an accurate reflection of the as-built condition. Following the site inspection, the SA will commence with scrutiny / review of the application.
- STEP 3** Supervising Architect to provide written **comments** and feedback or **no objection** within 10 working days.
- STEP 4** Once application is successful, Supervising Architect will provide the banking details of HOA for **the refundable building deposit of R2500**, to be paid directly to the HOA. Once proof of payment of the building deposit is received by the Supervising Architect, written approval will be sent to the

applicant in the form of a letter of no objection and HOA stamp on the drawings.

NOTE - STEP 4: A refundable building deposit of **R2,500.00** is payable to the Oakwood HOA before the approved drawings will be sent to applicants. The deposit will be refunded as per STEP 8.

All proposed & approved works are inspected and therefore all proposed & approved work must be complete at the time of inspection. If applicant requests an inspection and upon inspection all work is not complete, the applicant will have to pay for an additional inspection at the time of completion of works.

- STEP 5** Applicant / registered professional submits to Local Authority as necessary. Local Authority charges a separate scrutiny fee for Local Authority approval.
- STEP 6** Once Local Authority approval is obtained, the applicant forwards a copy of the approved LA drawings to the SA and major works **construction commences**. Applicant to inform Supervising Architect once construction commences.
- STEP 7** Once major works construction complete, contact the Supervising Architect to schedule the **completion inspection**. If as-built deviates from the approved drawings, a new application is to be re-submitted to HOA for approval and the cost thereof will be for the applicant's account.
- STEP 8** Supervising Architect issues **Clearance Certificate** in order for the OHOA to **refund building deposit** subject to approved drawings. If any deviations from the approved drawings are detected, refundable deposits are withheld, and the Supervising Architect will recommend mitigation for OHOA consideration and final decision.

4) PRE-TRANSFER INSPECTIONS: (FEE – R960 FOR INSPECTION AND REPORT)

The cost of the application is **R 960**.

When you want to sell your property, you need to arrange for a pre-transfer inspection.

The Supervising Architect will conduct a site inspection of the property and need access to all areas. The applicant must provide the Supervising Architect with a set of drawings that accurately reflect all the structures on site (including AC units, water tanks, solar heaters, landscaping, etc), prior to the site inspection.

The Supervising Architect will do the pre-transfer inspection and provide a report with findings. This service includes one site inspection and one report (including stamped drawings and recommendation of approval letter if there are NO major revisions required to the drawings. Any additional site inspections to ensure that removal / demolition / remedial work was done will be charged at the site inspection fee.

If the property is found to have illegal building structures that are not on the current approved drawings, the applicant will have to submit drawings as per the normal application process, which will be invoiced on a case-to-case basis (some might require demolition, some might merely be updated drawings). The relevant Form A / Form B / Form C application will be applicable and is charged in addition to the Pre-transfer application fee.

5) CLEARANCE CERTIFICATE:

Why do I need a clearance certificate?

The issuing of the Clearance Certificate facilitates the return of HOA's Refundable deposit. This certificate can be issued to the Local Authority as proof of compliance with the OHOA Home Improvement Guide, should it be requested.

6) ADDITIONAL COSTS:

Additional site inspection	R495	Applicable if additional site inspections are necessary, for reasons such as, but not limited to: a) Incomplete building works upon completion inspection. b) Stonework.
Hourly rate	R440	Applicable if additional review of building plans is required, for reasons such as, but not limited to: a) Failure to comply with required revisions after 3 reasonable rounds of scrutiny. b) Any additions, alterations, or amendments to the original approved HOA planning applications, at any stage (including revisions required by the Local Authority during Local Authority approval). c) Illegal building works, issuing of 'stop-works' order.
Consultation (on-site)	R715 (R495 + R220)	30-minute on-site consultation, during / prior to the design and submission process. SA to advise on proposed alterations and additions in line with the HIG only. The SA will not do any design work or interpretation of the Local Authority Bylaws. This will remain the responsibility of the applicant's appointed architect / technician. The site inspection fee of R495 can be credited towards the application fee at the discretion of the SA.

Kind regards,



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