

## 1. Building plan submission

Proposals must be submitted firstly as a sketch design and only if approved, thereafter as a working drawing.

**Refer to point 41 (Page 35) of the Architectural Guidelines which stipulates which stands may be single storey and which may be double storey.**

### 1.1 Sketch plans

One black and one colour copy of the sketch plan documentation has to be submitted to the ARC. The drawings must be folded to A4 format and **the completed submission form (attached) has to accompany the drawings**. Both sets will be stamped, when approved and the ARC will keep one set as record and return the other set.

The scrutiny fee for sketch plans is R1 750.00. Payment to HOA to accompany each submission.

### 1.2 Working drawings

Five sets of final working documentation have to be submitted to the HOA Office at Minnaar Street, Vaalpark. 3 colour copies. These drawings have to be coloured for local authority approval and have to be folded to A4 format Three (3) stamped sets of drawings will be returned, after approval, for submission to the local authority. The scrutiny fee for working drawings is R1 750.00. Payment to HOA to accompany each submission.

The local authority will not accept any drawings for submission if it has not been approved and stamped by the Architectural Review Committee (ARC) prior to submission.

#### 1.2.1 Information required on sketch plans and working drawings The following information is required on sketch plans and working drawings:

- Contour base plan with 1000mm contours;
- Permissible coverage and actual coverage in terms of square meterage;
- A North sign;
- An Erf number;
- A roof elevation;
- A site plan;
- Floor plans;
- Four elevations at least;
- Sections indicating the original natural ground line and intended ground lines;
- Position and material of hard landscaping;

- Building lines;
- Location and details of retaining structures (on working drawings only);
- Drainage plan (on working drawings only);
- Finishes with colours;
- Outbuildings with plans, sections and elevations.

### 1.2.2 Procedure for the approval of building plans and related fees.

1.2.2.1 Sketch plans together with the site plans must be submitted to the Architectural Review Committee (ARC), appointed by the Homeowner's Association (HOA), for consideration and approval of the conceptual design principles.

1.2.2.2 Working drawings in compliance with the approved sketch plans are to be submitted to the ARC, for approval prior to being submitted to the local authority, together with the following, paid by the purchaser to the HOA:

#### Full Title Stands

- Refundable building deposit (refundable to the purchaser) R 5,000.00
- Plan scrutiny fee R 3,500.00
- Road maintenance fee 4 000.00
- Environmental Management fee R2 100.00

#### Sectional Title Complexes

- Refundable building deposit (refundable to the purchaser/developer) R5,000.00 per unit, Up to a maximum cap of R50,000.00.
- Plan scrutiny fee R3,500.00 per unit type (i.e. 5 unit types = R17,500.00)
- Road maintenance fee R4,000.00 per unit, up to a maximum cap of R40,000.00
- Environmental Management fee R2,100.00

#### **No working drawings will be scrutinised if any monies are outstanding.**

Furthermore no construction will be allowed to commence before this approval has been granted in writing.

The refundable building deposit will be held in trust (free of interest) by the HOA.

The deposit will be used to make good any damage caused by the contractor or his service providers, to remove rubble and to pay outstanding spot fines, if required.

Only upon receipt of the following documentation, will the refundable building deposit (or remaining portion thereof) be repaid:

- Local Authority's Certificate of Occupancy
- Practical Completion Certificate from the HOA
- Completion Certificate from the ARC

Refunds shall only be paid 10 (ten) working days after all the above documents have been correctly completed and submitted to the HOA.

A builder's board will be supplied~~er~~ and erected by the Building Contractor.

- 1.2.2.3 One copy of the original sketch submission, together with one copy of the final submission, must be submitted to the Homeowners Association which will be kept for record purposes. Drawings submitted to the local authority for approval must carry the stamp of the HOA. A copy of the plans approved by the local authority, which must carry the stamp of the local authority, and proof of water connection application must be submitted to the HOA before construction can start.
- 1.2.2.4 Metsimaholo Council will not issue an occupation certificate prior to the Heron Banks ARC giving approval of the completed house as per the approved plans.
- 1.2.2.5 For any revisions that need to be submitted, after the initial approval of working drawings, a plan scrutiny re-admittance fee of R1,250 per revision will apply during the construction period. If any additions are required after a practical completion certificate has been issued by the HOA, a plan scrutiny fee of R 1,250 will apply.
- 1.2.4.6 Fees may increase from time to time at the discretion of the HOA. Perspective views may be requested as part of the approval documentation. Allow two weeks for each approval.

The account for payments are as follows:

STANDARD BANK, BRAAMFONTEIN  
HERON BANKS GOLF & RIVER ESTATE HOA  
ACCOUNT NUMBER : 000 448 346  
BRANCH NUMBER : 00 48 05