

# Silver

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## STONE

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### ESTATE

**Ref: SS/2008/AG/001**

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(Subsequent revision numbering to start at #1)

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**1. INTRODUCTION:**

- 1.1. The purpose of these design guidelines is to encourage individual creativity within a unity of materials and finishes ensuring that the overall development harmonizes and creates a balanced lifestyle for all residents.

It is the aim of the professional team to encourage a variety of individual architecture and building combinations to allow for diverse and interesting designs. To achieve this, architectural guidelines have been drawn up as far as the use of materials, the treatment of boundaries and the landscaping is concerned, to ensure that the owners will benefit from the consistent architectural language and building conditions, thereby ensuring the value of their properties.

It is up to the individual architect to contribute to the successful execution of the developer's aim and the supervising architectural professional will also assist in attaining this goal.

The Home Owners Association reserve the right to alter or amend these guidelines as the need arises.

- 1.2. The construction and improvements must commence within two (2) years from the date of registration of the first transfer of ownership.

In order to reduce inconvenience to neighbors as well as unsightliness, construction must proceed without lengthy interruptions and handled in such a way that the end of each phase should be aesthetically acceptable to the Home Owners Association. Once building work has commenced, it must be completed within twelve (12) months.

Failing to complete construction within the mentioned twelve (12) months, penalties will be introduced by doubling up the monthly levies every six (6) months until construction is completed.

Should a new owner (second transfer owner) buy a stand from a previous owner (first transfer owner), this new owner will be liable for double levies from date of registration into his/her name. However should the new owner follow the correct procedure by providing an architectural plan to the Silver Stone HOA (Aesthetic Committee), and the plans are approved, stamped by the HOA and the local municipality, and the owner starts with his building project by completing the foundation level, then and only then an appeal in writing to the HOA can be lodged to halt the building penalty levy. Should the owner fail to continue with or finish his project within the specified time of 12 months, double levies will apply again.

- 1.3. The design of the dwelling unit and the entire stand must show sensitivity to the existing natural features, flora and topography. Permission must be obtained from the SSHOA before existing trees are removed and all existing trees are to be shown on the site plan.

Surrounding structures and houses must be taken into account in the design process.

- 1.4. The controlling authority for the development is the SILVER STONE HOME OWNERS ASSOCIATION (SSHOA) who will be responsible for the approval of all plans and buildings on behalf of the owners. The Architectural Approval Committee is appointed by the SSHOA to

act on their behalf and control the execution of the work on site.

It is strongly recommended that the purchaser engage the services of a qualified architect or designer. Further it is advisable that the chosen architect or designer consult with the SSHOA architectural professional, Plan C Architectural, prior to designing the proposed house to determine the intent of the design parameters set for the development.

- 1.5. No erf shall be subdivided or re-zoned. Erven may be consolidated with prior written permission from the SSHOA in which case the owner will be liable for the combined levy pertaining to each particular stand.
- 1.6. Elevation treatment of all buildings must conform to good architecture so as not to interfere with or detract from the general appearance of the neighborhood. The SSHOA
- 1.7. Plan C Architectural reserve the right to comment on the design to improve the architecture in the interest of all parties.
- 1.8. All submissions received after 12 June 2014 will not be allowed to have a Granny flat or similar building.

## **2. TOWN PLANNING CONTROLS:**

### **2.1. ERVEN 524-548, 550-567, 569-586; 596-597, 619,621-626, 628-651,654-684**

#### **Coverage**

- |        |  |   |
|--------|--|---|
| 2.1.1. | Maximum dwellings per erf              | - One   |
| 2.1.2. | Maximum height                         | - 2 Storey's (excluding roof and loft rooms) or 9m<br>from natural ground level including the roof.   |
| 2.1.3. | Single storey dwellings                | - Maximum coverage allowed will be 40%  |
| 2.1.4. | First floor of double storey dwellings | - The ground floor coverage of double storey dwellings shall not exceed 40% of the area of the stand, while the first floor level shall not exceed 70% of the ground floor. |
| 2.1.5. | Minimum size                           | - The houses, excluding garages and outbuildings, should not be less than 200m <sup>2</sup> .   |

#### **Buildings Lines**

- |        |                         |  |
|--------|-------------------------|--|
| 2.1.6. | Single storey dwellings | - Street boundaries – As per Paragraph 3.1 |
|--------|-------------------------|--|

- Any one side boundary - 2m
  - Back boundaries -2m
- 2.1.7. Double storey dwellings (First floor)
- Street boundaries - As per Paragraph 3.1
  - Any one side boundary - 2m
  - Back boundaries - 2m

In the case of corner stands, application can be made to the SSHOA for the relaxation of above. See attached building lines.

- 2.1.8. Side Spaces
- In the case of a side space or back boundary, boarding onto a public open space, the building line will be 5m.
  - In the case of more than two open boundaries, application can be made to the SSHOA for the relaxation of the above.

## **ERVEN 595,598**

### **Coverage**

- 2.1.9. Maximum dwellings per erf - One dwelling per 800m<sup>2</sup>
- 2.1.10. Maximum height - 2 Storeys (excluding roof and loft rooms) or 9m from natural ground level including the roof.
- 2.1.11. Single storey dwellings - Maximum coverage allowed will be 40%
- 2.1.12. 1<sup>st</sup> floor of double storey - The ground floor coverage of double storey dwellings shall not exceed 40% of the area of the stand, while the first floor level shall not exceed 70% of the ground floor.
- 2.1.13. Minimum size - The houses, excluding garages and outbuildings, should not be less than 200m<sup>2</sup>.

### **Buildings Lines**

- 2.1.14. Single storey dwellings
- Street boundaries - As per Paragraph 3.1
  - Any one side boundary - 2m
  - Back boundaries - 2m
- 2.1.15. Double storey dwellings (First Floor)
- Street boundaries - As per Paragraph 3.1
  - Any one side boundary - 2m
  - Back boundaries - 2m

In the case of corner stands, application can be made to the SSHOA for relaxation of above.

- 2.1.16. Side Spaces
- In the case of a side space or back boundary, boarding onto a public open space, the building line will be 5m.
  - In the case of more than two open boundaries, application can be made to the SSHOA for the relaxation of the above.

### **ERVEN 453-476,588-594,599-618,620,686-704, 757-777**

#### **Coverage**

- 2.1.17. Maximum dwellings per erf - One.
- 2.1.18. Maximum height - 2 Storeys (excluding roof and loft rooms) or 9m from natural ground level including the roof.
- 2.1.19. Single storey dwellings - Maximum coverage allowed will be 50%
- 2.1.20. 1<sup>st</sup> floor of double storey - The ground floor coverage of double storey dwellings shall not exceed 50% of the area of the stand, while the first floor level shall not exceed 70% of the ground floor.
- 2.1.21. Minimum size - The houses, excluding outbuildings, should not be less than 170m<sup>2</sup>.

#### **Buildings Lines**

- 2.1.22. Single storey dwellings
- Street boundaries:
- Garage – 3m
  - Main House – 2m
  - Any one side boundary – 2m
  - Back Boundaries – 2m
- 2.1.23. Double storey dwellings  
(First Floor)
- Street boundaries
- Garage- 3m
  - Main House -2m
  - Any one side boundary - 2m
  - Back boundaries - 2m

In the case of corner stands, application can be made to the SSHOA for the relaxation off above.

- 2.1.24. Side Spaces
- In the case of a side space or back boundary, boarding onto a public open space, the building line will be 3m.
  - In the case of more than two open boundaries, application can be made to the SSHOA or the relaxation of the above.

## 2.2. ERVEN 549, 568, 587, 627, 652, 685

### Coverage

(Properties below 160m<sup>2</sup> - only single storey; properties above 160m<sup>2</sup> can be double storey)

- 2.2.1. Maximum dwellings per erf
- The number of units allowed will be as indicated on the general site plan and specified on the deed of sale.
- 2.2.2. Maximum height
- 2 storey's (excluding roof and loft rooms) or 9m from natural ground level including roof.
- 2.2.3. Maximum coverage
- In accordance with the approved site development plan.
- 2.2.4. Minimum size
- The houses, excluding garages, should not be less than 100m<sup>2</sup>.
- 2.2.5. Building lines
- In accordance with the approved site development plan.

NB: Conditions applicable to residential 1 erven of 750 m<sup>2</sup> and smaller A building restriction area of at least 25% of the area of erf must be provided and where the length of one side may not be less than two thirds of the length of any other side.

## 3. TREATMENT OF STAND BOUNDARIES

It is appreciated that the diverse nature of single residential neighborhoods will lead to a variety of treatments to the street boundary. Every effort must be made to avoid the hostile "canyon like" effect that high solid walls along streets cause in many residential areas. In order to enhance the appearance of sidewalks and the street scape of the general estate, the following guidelines will apply.

### 3.1. Street Boundary

The street boundary must be completely open with no boundary walls or fences within the 5m restricted area for stands larger than 500m<sup>2</sup> and 3m restricted area

for stands smaller than 500m<sup>2</sup>. Application may be made for the relaxation of this ruling, but only under the most extreme cases will it be granted.

### **3.2. Side Space and back boundaries**

The side and back walls between properties may be a maximum of 1,8m high over the extent of the boundary except for the restricted area at street boundary (see item 3.1)

### **3.3. Park Boundary**

The park boundaries must be completely open with no wall or fences within the 5m restricted area. In the case of a stand having more than two (2) park or street boundaries, application may be lodged for a relaxation of this rule.

## **4. BUILDING DESIGN GUIDELINES**

- 4.1. All plans must be prepared by a Registered Architect or a qualified architectural designer and submitted for approval to the Homeowners Association Architectural Professional. Only after this approval has been obtained can the plans be submitted to the local authority, it is the owners' responsibility to ensure that all plans are submitted and approved by both authorities prior to construction.
- 4.2. The privacy of surrounding properties must be considered by the SSHOA. Balconies and windows on the first floor are allowed at the street/North/park facing side of your stand. Any other balconies, windows and living spaces will be approved by the SSHOA on individual merits, taking into account the overall design layout of the plan and location of the stand in the Estate and the neighbours privacy. As a general rule no windows or balconies on the upper storey should overlook the living space of the adjacent dwelling. All south, west and east first floor windows overlooking neighbours must be obscured (not tinted) to the satisfaction of the SSHOA. *(The obscuring of the windows must serve the purpose of restricting/preventing imposing views from and of neighbours private space)*
- 4.3. Good orientation is required of all designs.
  - Openings and windows must mostly face north. Exposure to the west must be limited as far as possible.
  - Orient and position patios, verandas and social outdoor spaces to the North-east of the buildings.
  - Service areas and auxiliary areas can be positioned to the south through west side of the buildings.



4.4. No staff accommodation must be nearer to the street than the main building unless contained under the same roof or integrated into the overall design.

4.5. Staff accommodation and kitchen areas must open onto screened yards.

4.6. Requirements – Outbuildings/Garages:

*(Outbuildings: Any roofed structure other than the habitable components of the primary residence on the stand.*

*These structures can be integral (attached to) or loose standing from the main structure but has a different use than that of the main building. The following is examples of possible uses: garages, workshops, granny flat, entertainment-pavilion, etc.)*

- a) Outbuildings and additions must match the original building design in style, elevation and material usage.
- b) All plans must indicate at least one double enclosed garage and this must be built in conjunction with the original dwelling.
- c) Carports to be designed and form an integral part of the design of a house or building. No pre-manufactured carports or shade cloth carports will be allowed. All carports to be submitted for approval of which shall be given at the discretion of the HOA aesthetic committee.

**For granny flats refer to clause 1.8.**

4.7. Yard and screen walls must compliment the basic materials of the buildings and be indicated on the plans.

4.8. No dog kennels, caravans, boats or trailers are to be visible from the road and may not be placed in the restricted side space (buildings lines).

4.9. No pre-fabricated garden sheds or Wendy houses will be allowed on the Estate.

4.10. Solar heating panels if used should be incorporated into the building and form part of the basic structure and should be clearly shown and annotated on the approval drawings.

4.11. Awnings, TV aerials, air-conditioning units and other items, which do not form part of the basic structure, are to be clearly shown and annotated on the approval drawings. If any of above should be installed after plans have been approved, position must be approved by Estate Manager on Site before installation.

- 4.12. All plumbing and washing lines must be fully screened and not be visible from the street elevations and other elevations onto adjoining properties. In the case of flat roofs, all geysers must be installed inside the houses so that it is not visible from the outside.
- 4.13. No deviations from the approved drawings will be permitted unless the deviation is (resubmitted) and approved in writing prior to construction.
- 4.14. All steel fences, gates, burglar bars and hand railings must be shown on the S.D.P.'s and complement the style of the house.
- 4.15. External burglar bars are not permitted. Security gates will be considered provided written request is submitted by the Home Owner to the HOA for approval.
- 4.16. No palisade fencing is allowed.
- 4.17. Garden and other exterior gates including safety and pool gates must be of durable construction, either steel with timber inlays/panelling or aluminium and match the general approved aesthetics of the building. A detailed design must be submitted for approval.
- 4.18. Canvas screens may be installed under the following conditions;
- a) It must be indicated and submitted as any other building component.
  - b) It must be installed and fitted by a professional installer.
  - c) The product must be of high quality.
  - d) The colour must compliment the house and be approved by the SSHOA.
  - e) The canvas must at all times be neat and well maintained.
  - f) All canvas screens must be installed to the inside of openings only.
  - g) Only ground floor patios may have canvas screens.
- 4.19. Stormwater management:
- Stormwater servitudes are provided in some cases and must be adhered to.
  - Where servitudes are not provided the lower property must accept and channel the higher property's stormwater to the closest road stormwater system.

## **5. APPROVED BUILDING MATERIALS AND DESIGN STYLES**

### **5.1 Roof Coverings**

- 5.1.1 The following roof coverings will be allowed:

Chromadeck roof sheeting all concrete roof tiles Slate roof tiles

Fibre cement roof tiles

Natural slate roof tiles

Flat concrete roofs (with non-reflecting waterproofing).

Polycarbonate sheeting (used in moderation and preferably not on the street facade unless it's hidden. Refer to clause 5.1.4)

5.1.2 The following roof coverings will not be allowed:

Thatch roofs

Unpainted galvanized roof sheeting

Flat steel roofs

5.1.3 No unpainted galvanised gutters and drain pipes will be permitted. All exposed gutters and rainwater goods to be factory painted to match the colour of the building.

5.1.4 The "Louvre Deck" roofing system, or similarly approved, will be considered and the approved Louvre Deck roofing system must comply with the following:

- **NO** freestanding Louvre Deck systems will be allowed. The proposed Louvre Deck installation must completely join or fully connect to the existing structure along at **least two full sides** of the Louvre Deck system.
- The colour of the Louvre Deck should match the other roofing finishes closely to the satisfaction of the SSHA.
- Consideration for the approval of a Louvre Deck system will only be given should the layout/design of the current structure or existing roof design make the addition of a conventional roof impossible or impractical.
- The Louvre Deck installation may not be enclosed by means of doors or windows, not from the onset or even at a later stage.
- The maximum area such a Louvre Deck roofing system may cover is 40m<sup>2</sup>.
- The flooring system to such a Louvre Deck system must be of a permanent nature such as a floor slab with screed and a final tile or colours pigmented screed finish.
- All steel columns, typical to the construction of a Louvre Deck roof, may not be visible and must be encased in a brick column, minimum 330mm x 330mm in dimension. The columns must be plastered and painted in the same colour scheme as the rest of the dwelling. The columns may also be cladded with HOA approved natural stone cladding.
- The fascia or barge board, typical to the construction of a Louvre Deck roof, may not be visible and must be covered by a fibre cement or wooden fascia, minimum 330mm in width as to ensure that as little of the Louvre Deck system will be visible from underneath when viewed from a distance.
- The fascia board must be painted in the same colour scheme as the rest of the dwelling.
- All electrical work such as new light fittings and plug points must be installed by a registered Electrician.
- All rainwater gutters must be hidden behind the abovementioned fascia and may not be visible.
- Rainwater down pipes must be encased in the min. 330mm x 330mm columns and the owner must ensure that all storm water is managed effectively and channelled away from any adjacent structures.

- By using the term “Louvre Deck” it is implied any other similar roofing structure.
- It must be noted that such a structure, in conjunction with the brick columns, is viewed as a permanent addition and alteration to the existing structure and it is the duty of the Owner to ascertain whether it is necessary to have this addition approved by the Local Authority.

**Please note:** The owner must apply to the HOA’s Aesthetic Committee for approval for the installation of such system. The Owner must supply a detailed site plan clearly indicating the correct position of the new structure as well as the relevant elevations to indicate how the new structure, with the prescribed columns and fascia boards will seamlessly integrate into the existing look of the dwelling. Owner must have HOA approval before a Louvre Deck roofing system, or similar, may be constructed. The HOA reserves the right to ask an Owner to remove any such non-approved structure.

Example of an approved Louvre Deck structure:



## 5.2 Structural walls and screen walls

- 5.2.1 The following wall finishes will be allowed:  
(Any deviation from this must be approved and applied/installed to the satisfaction of the SSHOA)

Plaster and paint (smooth or textured)  
Slate wall tiles (Mazista or similar)  
Face brick (plinths columns and panels)  
Natural or artificial stone  
Face bricks: As presented and approved by the SSHOA.

All colours must be indicated on the plans for approval by the SSHOA Architects. Only Natural Earthy colours will be allowed.

**Please note a compulsory on-site sample of min 1m x 1m must be painted on the structures for final approval. The SSHOA retains the right to reject the colours.**

## 5.3 Paving and Landscaping

- 5.3.1 Landscaping on sidewalks must be undertaken within the integrated landscape language of The Silver Stone Country Estate, to be approved by the SSHOA architect.

5.3.2 The landscaping theme of The Silver Stone Country Estate is to encourage the use of indigenous trees and plants.

5.3.3 All driveways to be fully paved. Driveway widths are limited to 6 000mm at the junction with the public road. Preference will be given to clay brick paving, coloured interlocking or cobble stone, but no solid concrete paving will be allowed.

5.3.4 The use of hedgerows is recommended and the planting of indigenous trees and shrubs is encouraged where possible.

#### **5.4 Energy Saving**

##### **5.4.1 Solar Panels**

Solar panels to be integrated into the design to the satisfaction of the HOA.

The panels should not protrude noticeably from the buildings and be installed as flush possible to the surrounding surfaces, no geyser systems or related water tanks should be visible.

Heat pumps are preferred over solar geysers.

##### **5.4.2 Water tanks**

Tanks should be placed unobtrusively and be integrated with the general Aesthetic of the building. Exposed coloured plastic tanks will not be allowed, where such tanks are used it should be covered/obscured to the satisfaction of the HOA.

##### **5.4.3 Wind Turbines**

Only when the site has an adequate profile will wind turbines be allowed.

The type and position and general appearance must be approved by the HOA.

##### **5.4.4 Generators**

The use of generators are discouraged as they cause major disturbance.

Should the circumstances justify the use of a generator it must be installed in an insulated chamber and not be visible or audible from outside the particular property.

All installations must be approved by the HOA prior to commence of works.

##### **5.4.5 Gas Installation**

Where gas installations are used it should conform to the Municipal bylaws and be indicated on the drawings.

## **6 PROHIBITED BUILDING MATERIAL**

Although individual architectural designs within the theme will be encouraged, the following building materials may not be used:

- Unpainted plaster
- Uneven or bagged type plastered finishes
- No precast concrete walls will be allowed and any face brick or plastered walls must be completed on both sides of the wall
- Unpainted reflective metal roof sheeting
- Wood panel fencing
- Thatch roof laps
- Unpainted galvanized sheet metal flashing
- No palisade fencing.

## **7 CONSTRUCTION ACTIVITIES**

As the building within the residential estate will be constructed over a considerable time period, the following guidelines have been formulated for the benefit of residents:

- 7.1 Before any construction activity may be allowed a Professional Land Surveyor has to be appointed to confirm the site corners/boundaries and proof of this must be submitted to the Estate Manager.
- 7.2 All building materials are to be stored within the site boundary; no material is to be off-loaded onto the road or road reserve. If neighbour stands are to be used for this purpose, written permission is to be obtained from the neighbour and given to the Estate Manager.
- 7.3 No advertising or sub-contractors boards will be permitted. Only the approved contractor/professional board will be permitted (annexure A attached) and a maximum of 2 (two) for sale boards per stand will be allowed.
- 7.4 No workmen will be permitted on site between the hours of 17:00 and 07:00.
- 7.5 All contractors will be required to provide a shed and screened chemical ablution facilities for the workmen and subcontractors under his control – specify SANS approved ablution.
- 7.6 Construction hours are restricted from 07:00 to 17:00 Monday to Fridays. No construction activity is to take place on Public Holidays, Saturdays or Sundays – maintenance allowed over weekends.
- 7.7 Delivery routes and hours may be defined from time to time by the SSHOA and all contractors are to obtain these restrictions from the Estate Managers office.
- 7.8 Fines may be levied from time to time by the SSHOA for contractors and delivery vehicles that spill material en-route, damage roadways and kerbs, stain tarmac and generally create nuisance within the estate.
- 7.9 Only single unit delivery trucks may come into the Estate and also up to a maximum weight of 30 tons. No articulated trucks will be allowed to deliver any material on the site. In the unlikely instance where bigger trucks need to come onto site, arrangements must be made with the site engineer or the SSHOA.

## 8 GENERAL

- 8.1 It is recommended that the home owner or his Architect discuss his concept with the Supervising Architect at an early stage.
- 8.2 The SSHOA will be responsible for the maintenance of the street cobble stone, side walk paving as well as the special street lights.
- 8.3 Only aluminum and timber framed windows will be allowed. Any variation must be submitted for approval. Timber garage doors will be allowed, any other garage doors will be considered but must be submitted for approval. Provide additional detail, information and images of the product.
- 8.4 All colours must be shown on the elevations and final colour sample must be painted on the wall for approval by the architects. See point 5.2.1.
- 8.5 All patios and washing lines facing the streets to be screened and approved by SSHOA.
- 8.6 National Building Law and Local Municipal bylaws must be adhered to in conjunction with the Architectural Guidelines, where the Guidelines are different/in conflict with the SANS 10400 or Municipal bylaws the more restrictive/severe guide/rule will be applicable.
- 8.7 No exposed wires, trunking, conduits are allowed on the exterior facades of any element including houses, outbuildings and boundary walls.

## 9. ALTERATIONS, ADDITIONS AND RENOVATIONS

- 9.1 Alterations and additions to existing building structures must conform to the development guidelines valid at the time of planning such alterations and additions. Building plans for such alterations and additions must be submitted for approval by the SSHOA and the relevant local municipal authority in the same manner as new building plans as per clause 10. (incl. Final Inspection)

All alterations or additions to existing building structures and renovation projects must be completed within 6 months of starting construction work, failing which a building penalty levy at the discretion of the SSHOA will be imposed on such properties. The estate manager to be informed of the date of the commencement of construction and all necessary documentation to be provided to the estate manager before commencement.

***Alterations*** shall mean any work involving structural alterations or additions to a section, including the removal, creation or modification of a wall or any structural part of the building and shall include work that affects the exterior appearance of a section.

***Renovations*** shall mean any internal redecoration or refurbishment of the existing interior of a section, including the replacement, removal, or creation of internal fittings such as kitchen and other cupboards, sanitary ware, floor coverings, etc.

- 9.2 The nature and magnitude of any additions, alterations and / or renovations to any existing dwelling or structure will determine what form the application will have to be in. Additions, alterations and / or renovations will be classified under “Minor Work” and “Major Work”

where each category will constitute the following:

DESCRIPTION OF WORK	TYPE	FEE	ACTION BY OWNER
Change of exterior colour scheme	<b>Minor Re-Submission</b>	Fee: None Building Dep: None	Supply Aesthetics' Committee with swatches of all new colours and description of where various colours will be applied.
New Boundary or Screen Walls or extension / heightening of existing boundary or screen walls	<b>Minor Re-Submission</b>	Fee: R860-00 Building Dep: None	Site Plan indicating position of new walls or the proposed extension of existing indicating heights, finishes and paint colours
Application of any new external finishes such as natural stone cladding	<b>Minor Re-Submission</b>	Fee: None Building Dep: None	Supply Aesthetics' Committee with samples of proposed new finishes as well as description of where externally such finishes will be applied
All new garden features such as water features, planter boxes, boma's, new access gates, doll's houses, etc	<b>Minor Re-Submission</b>	Fee: R860-00 Building Dep: None	Site Plan indicating position of new garden feature as well as relevant elevations. Full description of heights, finishes and paint colours
Installation of new air conditioning units, solar panels, solar geysers, DSTV dishes, exterior lighting, etc.	<b>Minor Re-Submission</b>	Fee: None Building Dep: None	Owner to apply, in writing, to HOA for the said installation. Owner to arrange via office of the Estate Manager for onsite meeting to discuss position of said installation.
Replacement of external balustrades, wall panels, etc	<b>Minor Re-Submission</b>	Fee: R860-00 Building Dep: None	Owner to supply Aesthetics' Committee with either a drawing or photograph of what new balustrades, wall panels, etc will look like. Colours and all other finishes to be specified in written application.
Installation of new windows and doors where all new windows and doors must match the existing.	<b>Minor Re-Submission</b>	Fee: R860-00 Building Dep: None	Owner to submit drawings of relevant elevations indicating positions of all new windows and doors. New windows and doors to match existing in finish.
New swimming pool	<b>Minor Re-Submission</b>	Fee: R860-00 Building Dep: None	Site Plan indicating position of new pool as well as relevant sections and details, etc.
All internal and/or external structural changes which implies any permanent additions and alternations which will influence the layout of the existing structure and / or change the existing coverage of the stand.	<b>Major Re-Submission</b>	Fee: R2175-00 Building Dep: R3000-00	Owner to submit plans, etc as set out in clause 9.
Any changes to existing roof design/layout	<b>Major Re-Submission</b>	Fee: R2175-00 Building Dep: R3000-0	Owner to submit plans, etc as set out in clause 9.

## 10. **BUILDING PLAN SUBMISSION**

The SSHOA Aesthetic Committee introduced a strict linear submission process as from 12 June 2014.

The 10 working day process is set out as follow:

1. Submission to Plan C Architectural.
2. Plan C forward scrutinized plans to SSHOA within 72 hours of official submission dates.
3. The SSHOA return plans with comments within max. 7 working days thereafter.
4. Plan C will communicate official response to Applicant.

The following must be adhered to before building plans will be considered for inspection:

### 10.1 **SUBMISSION REQUIREMENTS (NEW PLANS):**

- 1x coloured hardcopy of complete set of drawings.



- 1x PDF copy of complete set of drawings.
- Application form – completed in full, signed by owner and architect/designer.
- Copy of the Architectural Guidelines – owner to initial each page and complete and sign pg.19.
- Rendered elevation on an A4 depicting the colours/finishes specified on the Sample Sheet.
- Proof of building deposit paid to **Pretor Group**, R6000-00. (See clause 10.2)
- A non-refundable plan approval fee (including the final inspection) of R5 185-00 (Five Thousand One Hundred and Eighty-Five Rand) per unit is payable to the SSHA Architectural professional on submission of plans at:

Plan C Architectural  
Submit/collect plans  
Grounded(work) at Echo  
Shop 1, 353 24th Ave  
Villieria  
Pretoria  
0186  
[PlanC.arc@gmail.com](mailto:PlanC.arc@gmail.com)  
Tel: 072 423 9467

**BANKING DETAILS:**  
Plan C Architectural  
FNB (Lynnwood)  
Branch Code: 252045  
Account Number: 62829902297

**SUBMISSION REQUIREMENTS (ALTERATIONS, ADDITIONS AND RENOVATIONS):**

- 1x coloured hardcopy of complete set of drawings. (Additional copies will be requested)
- 1x PDF copy of complete set of drawings.
- 1<sup>st</sup> page of the Application form – completed in full, signed by owner and architect/designer.
- Proof of building deposit paid to **Pretor Group**, R3000-00. (See clause 9.2)
- A non-refundable plan approval fee (**See clause 9.2**) on submission of plans at:

Plan C Architectural  
Submit/collect plans  
Grounded(work) at Echo  
Shop 1, 353 24th Ave  
Villieria  
Pretoria  
0186  
[PlanC.arc@gmail.com](mailto:PlanC.arc@gmail.com)  
Tel: 072 423 9467

**BANKING DETAILS:**  
Plan C Architectural  
FNB (Lynnwood)  
Branch Code: 252045  
Account Number: 62829902297

No submissions will be accepted without a fully completed application form with all the relevant information and attached documents. No additional information will be accepted via email, all relevant proof of payments and documentation has to be attached to the application. Failure to complete the check list will result in the plans being returned.

Note: Scrutiny fee includes two submissions; in the event of a third submission 50% of the scrutiny fee will be charged as a re-submission fee.

Consultations will be per appointment and a fee R410-00 will be charged, appointments to be made with Plan C Architectural. Queries regarding the status of scrutinized plans are to be emailed to [PlanC.arc@gmail.com](mailto:PlanC.arc@gmail.com) and will be answered after the date of scrutiny. Comments will be emailed regarding the various aspects contained in the checklist after the aesthetics committee has scrutinized the plans, only on request of the owner.

The Architectural professional will inspect the township on request to see that all regulations are adhered to. **Only Aesthetic inspection will be done, not construction inspection.**

#### **FINAL AESTHETIC AND MUNICIPAL INSPECTION FOR NEW DWELLINGS:**

Final Aesthetic inspection is done to ensure that all dwellings are as per the approved plans before the building performance deposit can be refunded.

#### On requesting final inspection please note the following:

Before occupation of the dwelling the SSHOA require the Aesthetic Certificate from Plan C Architectural and Occupation Certificate from Tshwane City Council. Should these certificates not be provided to the Estate Manager before occupation, the building deposit of R6000-00 will be forfeited and an immediate penalty fine of R5000-00 will be debited to your levy account, this penalty will continue until both certificates have been provided.

- The dwelling must be the same as the approved plans on file at the Aesthetics Committee.
- All elevations, balconies, windows, roof and boundary walls must be as approved plans and all finishes must be complete and neat.
- If the dwelling deviates from the approved plans “as built” plans must be submitted for approval by the committee depicting all variations. A resubmission fee of R860 will be charged.
- The building must be complete to such an extent that the owner can move into the house, the intention is that all building activity has been completed and all contractors are off the estate.

City of Tshwane will inspect and require the following:

- Engineers Certificate (form 4) - Foundations – must be signed off by an engineer and the inspector might require a land surveyors’ certificate.
- Drain – Plumbing Certificate
- Glazing Certificate (from glass installer)
- Gas Certificate (if applicable)
- Architects Certificate (form 4) energy efficiency.
- Electrical Certificate

#### TO BOOK INSPECTIONS:

PLAN C ARCHITECTURAL: Chantel Hurter – [planc.arc@gmail.com](mailto:planc.arc@gmail.com)

CITY OF TSHWANE – BUILDING INSPECTOR - Thant Mompei – [thantm@tshwane.gov.za](mailto:thantm@tshwane.gov.za)

#### **FINAL AESTHETIC AND MUNICIPAL INSPECTION FOR RENOVATIONS/ADDITIONS/ALTERATIONS:**

Inspections are to be done by City of Tshwane as well as Plan C Architectural to ensure that the renovations, additions, alterations are as per the approved plan.

Renovations done in phases will be handled in such a way that after each phase has been completed it must be inspected by the HOA's Aesthetic Architect and receive the HOA's Aesthetic certificate before the next phase can commence. The Aesthetic inspection fee will apply with each phase.

On requesting final inspections, please note:

Plan C Architectural inspect the following:

- The dwelling must be the same as the approved plans on file at the Aesthetics Committee.
- All elevations, balconies, windows, roof and boundary walls must be as approved plans and all finishes must be complete and neat.
- If the dwelling deviates from the approved plans "as built" plans must be submitted for approval by the committee depicting all variations. A resubmission fee of R860 will be charged.
- The aesthetic certificate is issued when Plan C Architectural are satisfied that everything is according to approved building plans.

City of Tshwane will inspect and require the following:

- Engineers Certificate (form 4) - Foundations – must be signed off by an engineer and the inspector might require a land surveyors' certificate.
- Drain – Plumbing Certificate
- Glazing Certificate (from glass installer)
- Gas Certificate (if applicable)
- Architects Certificate (form 4) energy efficiency.
- Electrical Certificate

A certificate is issued from City of Tshwane after the final inspection and when the inspector is satisfied that everything is according to approved building plans.

Before the building deposit is refunded the SSHOA require the Aesthetic Certificate from Plan C Architectural as well as the Certificate from City of Tshwane.

Should these certificates not be provided to the Estate Manager after the 6-month building period (to complete the renovations) has lapsed, the building deposit of R3000-00 will be forfeited and a fine of double the monthly levy will be debited to your levy account, this penalty will continue until both certificates have been provided.

TO BOOK INSPECTIONS:

PLAN C ARCHITECTURAL: Chantel Hurter – [planc.arc@gmail.com](mailto:planc.arc@gmail.com)

CITY OF TSHWANE – BUILDING INSPECTOR - Thant Mompei – [thantm@tshwane.gov.za](mailto:thantm@tshwane.gov.za)

**Terms & Conditions:**

Aesthetics committee is responsible for the following:

- Receipt of building plans.
  - Ensuring that building performance deposits are paid.
  - Seeing that the Architectural Guidelines are adhered to.
  - Scrutinizing the plans, building lines, boundary walls, privacy factor etc.
  - Arranging for plans to be revised when necessary.
  - Approving plans once they are aesthetically and structurally correct.
- 10.2 A Building performance deposit of R6 000 (Six Thousand Rand) must also be paid to the SSHOA upon plan submission and it will be held in trust (interest free) by the SSHOA.

**BANKING DETAILS:**

Pretor Group

FNB

Branch Code: 251445

Account Number: 51424279408

Ref: BSSN00(XXX) stand no.

E-mail proof of payment to: [biancaD@pretor.co.za](mailto:biancaD@pretor.co.za) , [kaylaE@pretor.co.za](mailto:kaylaE@pretor.co.za) & to [PlanC.arc@gmail.com](mailto:PlanC.arc@gmail.com)

- 10.3 The deposit amount will be used in the event if there is a breach of non performance to remove rubble or make good any damage cause by the contractor or his sub-contractors or suppliers, including kerbing, landscaping, community services, roads, irrigation etc. and for any outstanding spot fines.
- 10.4 The building performance deposit shall be released subject to the submission to the Architectural professional of a Local Authority's Certificate of completion and occupancy and shall only be refunded within 14 days once all the above documents are correctly completed and submitted. The SSHOA is not to release the deposit without the approval, stamp and signature of the Architectural professional.
- 10.5 The SSHOA reserve the right to prevent the occupation of any houses if the above is not fully adhered with.
- 10.6 All plans necessary for City Council approval must be submitted together with an extra rendered paper copy to be kept for record purposes by the SSHOA. Plan approval fees for the City Council are for the owner's own account.
- 10.7 The following items must be clearly shown on the plans:  
Refer to aesthetic checklist, available.

10.8 A signed copy of these guidelines by the owner of the erf is to be submitted as well as the clearance certificate (attached).

**11. ACKNOWLEDGEMENT**

The above document is fully understood and the Contractor and owner undertake to comply with the above points, in addition to any further controls which may be instituted by the SSHOA of the Developer from time to time in the form of a written notification and to ensure compliance by any sub-contractors employed by the Contractor, and any suppliers to either contractors, subcontractors or owners.

In the case where the property is sold or leased, the seller or lessor must ensure that the buyer or lessee receives a copy of these guidelines and that is binding on the buyer or lessee.

_____	_____
OWNER	NAME
_____	_____
WITNESS	NAME
_____	_____
STAND NUMBER	DATE
_____	_____
BUSINESS TEL. NO.:	RESIDENTIAL TEL. NO.:
_____	_____
CELLULAR NUMBER	FAX NO./E-MAIL

ANNEXURE A





# Visual guide to:

## Key definitions of the Aesthetic guidelines

### Treatment of stand boundaries

Boundary walls are allowed at the boundary of the stand except within the restricted zone.

### Coverage

The **footprint** of the roofed/covered area as seen from directly above, measured as a percentage of the site area.

**Formula**  
 $Footprint (m^2) / Site\ area (m^2) \times 100 = Coverage(\%)$

### Ground- First floor Ratio

The total roofed footprint of the **first floor** compared to the total roofed footprint of the **ground floor**.

**Formula**  
 $First\ Floor (m^2) / Ground\ Floor (m^2) \times 100 = Ratio (\%)$

### Min. Building Area

The **combined footprint** of the roofed/covered area of all storeys excluding outbuildings, staff quarters and garages.

**Formula**  
 $Footprint (m^2) + Footprint (m^2) = Building\ Area(m^2)$

### Building Lines

The min. distance from a given stand boundary where roofed structures are allowed.