

# **SITE DEVELOPMENT PLANS**

## **DEVELOPMENT AND PLANNING DEPARTMENT**

**IMPORTANT: PLANS MUST BE SUBMITTED TO THE DEVELOPMENT AND PLANNING DEPARTMENT.**

### **1. PURPOSE:**

- Site development plans are to be submitted to obtain approval for development in principle, in order to avoid unnecessary problems and delays when building plans are submitted for approval. Site development plans should be submitted and approved before architects/designers commence with detailed working drawings.
- Should any deviations from the SDP be proposed, a new SDP must be submitted for evaluation and approval.

### **2. DOCUMENTS TO BE SUBMITTED:**

- 2.1 A covering letter, which may also include applications for building line relaxations, consolidations and subdivisions, where necessary.
- 2.2 A motivation memorandum may be required in certain instances.
- 2.3 A copy of the Deed of Transfer.
- 2.4 Two copies of the site development plan. (One coloured in). One signed copy will be returned to applicant for safekeeping.
- 2.5 “Company resolution” and/or “Special power of attorney” if applicable.
- 2.6 Comments from external departments as may be required such as Gautrans, Rand Water Board, Eskom and GDARD and may not be limited to these departments.

### **3. REQUIREMENTS FOR SITE DEVELOPMENT PLANS:**

#### **3.1 A site plan must indicate the following :**

- Erf number, site boundaries and dimensions.
- North point.
- Existing buildings and their use.
- Proposed buildings and their intended use.
- Extensions to existing developments.
- Building lines, servitudes and other restrictions.
- Flood lines (where applicable).
- Proposed subdivision lines if applicable.
- Entrances & exits – position, widths.
- Internal roads, their widths and surface treatment..
- Parking areas/bays/dimensions of bays.
- Facilities for disabled i.e. parking, ramps etc.
- Open space (i.e. children's playgrounds, private gardens, landscaped areas etc.).
- Siting of all buildings (different buildings must be easily identifiable).
- Screen Walls and Site Boundaries (e.g. fencing).
- Phasing of development. (Only if applicable).
- Refuse collection area/proposal.
- All loading and off-loading areas.
- Storm water disposal.
- Historical value. Are buildings older than 50 years?

### 3.2 **Parking area requirements:**

- Indicate all covered, open, visitors and disabled parking bays.
- Number and dimension parking bays.
- Indicate surface treatment and method of demarcation (i.e. tar or paving and white road paint or contrasting colour paving bricks).
- Indicate and dimension manoeuvring areas.

### 3.3 **Schedules and tables required on plan:**

- In the case of residential development a table showing the size and number of units must be provided.
- A complete schedule of rights is required which should include the following: (indicate both permissible and actual)
- - ✓ Coverage
  - ✓ F.A.R. (Floor area ratio)
  - ✓ Height
  - ✓ Parking
  - ✓ Building lines

### 3.4 **Elevations:**

The elevation plan shall give a clear indication of exterior finishes of buildings/ aesthetic appearance.

### 3.5 **Floor Plans:**

Floor plans must indicate the use of the floor area on all floors except where floors are repeated, in which case a typical example should be shown.

### 3.6 **Additional requirements for group housing schemes:**

In addition to the above the following plans must be submitted for resident developments/group housing schemes:

- ✓ Services Plan (Internal electrification, water reticulation, storm water and drainage layouts) where applicable submit copies of plans approved by controlling authorities e.g. Rand Water Board, Water Affairs, Eskom, Telkom etc.
- ✓ Storm water Drainage Scheme
- ✓ Subdivision Layout

### 3.7 **Size of plans/ Scales:**

- ✓ A1, A2 and A3 paper sizes will be accepted.
- ✓ Drawn on scale of 1:100, 1:200.

### 3.8 **Quality of plans:**

Plans shall be of a high standard and the use of land and buildings, traffic circulation and other details mentioned must be clearly indicated and easy to read. The use of

colours and symbols is recommended. AT LEAST ONE COLOURED COPY MUST BE SUBMITTED.

3.9 **Proposed colour code:**

- ✓ Green for landscaping
- ✓ Grey or light brown for paving and roads
- ✓ Red for buildings

3.10 **Coverage / F.A.R./Parking:**

The in/exclusions for coverage and FAR calculation purposes are attached.

4. **COMMENCEMENT OF BUILDING WORK:**

Please note that the approval of a site development plan does not imply that any building works whatsoever may commence. Building works may only commence after the approval of building plans and then only if the necessary arrangements have been made with regard to inspections.

5. **RESPONSIBILITY FOR ERRORS, OMISSIONS AND NEGLIGENCE:**

The approval of any site development plan shall not in any way imply the acceptance of any responsibility on the part of the Council for errors, omissions, negligence to remove restrictive conditions or other matters which should normally be dealt with by the applicant.

6. **BUILDING LINES:**

When the relaxation of building lines is considered in terms of this submission the standard procedure requirement for the relaxation of a building line must be complied with.

8. **LANDSCAPING:**

Indicate existing landscaping and proposed new landscaping. Provide a schedule of vegetation/tress/shrubs used.

9. **APPLICATION FEES:**

A fee of **R1989.00** is payable. Subject to change.

- **IMPORTANT:** TO AVOID UNNECESSARY DELAYS YOU ARE ADVISED TO OBTAIN THE RELEVANT REQUIREMENTS FROM EACH DEPARTMENT PRIOR TO THE SUBMISSION OF THE PLAN. INFORMATION ON TOWN PLANNING CONTROLS CAN BE OBTAINED FROM THE RELEVANT TOWN PLANNING OFFICIAL. e.g. Engineering Services may require a traffic impact study depending on the size and the position of the use and the traffic generated by it.
- Please note that in the event of any problem or further explanation required, applicants will be informed in writing or otherwise, to communicate or visit the relevant official. Please for your own convenience; make an appointment before visiting an official.

## COVERAGE AND F.A.R DEFINITIONS.

**Coverage** – that area of a property, which may be covered by buildings, measured over the external walls, as seen vertically from above, expressed as a percentage of the total area of the property.

**Floor Area** – the sum of the gross area covered by the building at the floor level of each storey, mezzanine, and/or basement: Provided that the areas of the following should not be included in the calculation of the floor area:

- 1) Uncovered structures, open roofs and areas needed for external fire escapes.
- 2) Parking for the use of the building.
- 3) Access passages, walkways and corridors, (excluding the entrance halls, porches, and corridors in a dwelling unit or a residential building where such entrance halls, porches and corridors are enclosed by an external wall or windows).
- 4) Area for the lift motor room and other mechanical or electrical equipment, which is essential for the proper use of the building.
- 5) A veranda or balcony in a building:
- 6) Provided that such veranda or balcony shall be screened in no way other than a parapet of not more than one meter in height, a wire gauze screen or security screen.
- 7) Areas reasonably used for the cleaning, maintenance and care of the building, (except for dwelling units of caretakers, supervisors, cleaners and maintenance staff).

**\*PLEASE REFER TO APPLICABLE TOWN PLANNING SCHEME\*.**

**Floor Area Ratio (F.A.R.)** - the ratio obtained by dividing the floor area of a building or buildings by the total area of the property, thus –

$$\text{F.A.R.} = \frac{\text{Floor area of a building or buildings}}{\text{Total area of the property on which the building(s) is erected}}$$



# APPLICATION FOR APPROVAL OF SITE DEVELOPMENT PLAN

DEVELOPMENT AND PLANNING DEPARTMENT

## PROPERTY DESCRIPTION:

Erf/Holding/Portion:.....Township/Holding/Farm:.....

## DETAILS OF REGISTERED OWNER(S) / TOWNSHIP OWNER:

Name (s): .....

Postal Address: .....

.....Postal Code: .....

Tel. No. (B) ..... (Cell): .....

Fax: ..... E-mail addr.....

I/We, the registered owner(s) herewith warrant that the information provided, is correct.

.....

Signature: Registered owner(s)

Date

## AUTHORISED AGENT: (ARCHITECT/DRAUGHTSMAN/CONSULTANT)

Name: .....

Postal Address: .....

.....Postal Code: .....

Tel. No. (B) ..... (Cell): .....

Fax: ..... E-mail addr.....

I/We, the authorized agent herewith warrant that the information provided, is correct.

.....

Signature: Authorized agent

Date

The following documents are hereby submitted for consideration: (\*Required only if relevant)

	YES	NO	COMMENTS
1. Receipt of payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. 2 copies of plan/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Copy of Title Deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4. Power of Attorney/ Company resolution*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. Supporting memorandum/ Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6. Zoning certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7. Comments from external bodies:*			
• Gautrans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
• Eskom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
• Rand Water Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

\*\* Required when:

- Property is within 500m from a river/dam on farm portion or agricultural holding
- Property is within 100m from a river/dam in a township

**Further to the above, I, ....., the undersigned owner/ authorized representative am fully aware that no building work may commence without an approved site development plan and corresponding building plan.**

.....

Signature of applicant

.....

Date

**For office use:**

PLAN NUMBER: SDP ..... Receipt number: .....

Accepted by ..... Date:.....