



## **CENTURY VIEW PROPERTY OWNERS ASSOCIATION ("CVPOA")**

### **MEMBERS GUIDELINE FOR BUILDING PLAN PREPARATION, SUBMISSION AND APPROVAL**

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## 1. Introduction

### When is it necessary to submit plans for approval?

If you are planning any building work at your home, such as alterations, additions or constructing a new building, the National Building Regulations and Building Standards Act, Act 103 of 1977 requires you to obtain the City of Cape Town's approval for your building plans.

It is a requirement of the Century View Property Owners Association (CVPOA) Constitution, Rules & Regulations and of the Design Guidelines, that Members\* abide by these requirements.

*(\*Member means a Member of the Association as defined in Clause 4 of the CVPOA Constitution)*

Applications are typically submitted for, but not limited to:

- minor works, such as installing a swimming pool;
- building alterations, additions, extensions and any new construction;
- changes to existing exterior of buildings; and
- changes to boundary walls (including vibrecrete)

It basically includes every alteration and building activity to the property, and the structure thereon. If unsure, it is best to ask before commencing with any work.

By ensuring that your submission meets all the requirements and includes all necessary supporting information and documents, you can assist the CVPOA to process your submission within the shortest possible time.

## 2. Before you start

### Obtaining background information

Before you start preparing a building plan submission, be sure to obtain copies of the following information in respect of your property:

- A copy of the property title deed or deed of transfer.
- A registered survey diagram from the Surveyor-General's office.  
*(a survey diagram clearly indicates the boundaries and dimensions of your property or any other relevant land area)*
- The correct information on the zoning and development parameters or restrictions relating to your property from your local district office.
- A copy of any previously approved building plans held by the City of Cape Town from the local Building Development Management district office.  
*(this is usually required in the case of extensions, additions, or alterations)*

### **Who will prepare building plans for submission?**

According to the Architectural Profession Act, any person who prepares a building plan involving architectural work for submission to a local authority must be registered with the South African Council for the Architectural Profession (SACAP).

The National Building Regulations and Building Standards Act requires the name and SACAP registration number of the person drawing up a plan to appear on all drawings and documents submitted to a local authority. If you do not meet these requirements, you may not submit a building plan application to the City of Cape Town.

### **3. Plan Preparation Requirements**

Once you have established that you do require building plan approval, and you have obtained the necessary background information, you can start preparing your plans for submission. Pay careful attention to the following content and format requirements to ensure that your application is accepted without any problem and processed within the shortest possible time.

#### **Content requirements for site and layout plans**

Any site plan that you submit as part of your building plan application must at least show the following:

- The ERF number
- The north point
- The name of the street(s) onto which the site fronts
- The dimensions of the site boundaries
- The position of any building lines
- The position and width of any servitude or right of way
- All new proposed buildings (coloured in the applicable colour notation)
- All existing buildings, structures and pools on the site (uncoloured)
- Buildings or structures proposed to be demolished (in dotted lines)
- The distance of all new and existing buildings from the site boundaries
- The site ground level(s)
- Coverage percentage as per the CVPOA Design Guidelines.
- The level of the lowest floor in relation to the abutting road
- The position of any municipal services (including any drain, stormwater drain or surface channel on the site) and any connection points to such services
- Any existing or proposed point of access from any abutting public road, and the position of any street tree, apparatus or equipment in relation to the access point
- Existing and proposed on-site parking bays

Any layout drawings must also include the following:

- Sufficient plans, sections and elevations to clearly illustrate the construction and layout of every portion of every building (with section lines clearly indicated on the plan view, and all plans, elevations and sections fully dimensioned).

- The intended use of every room or compartment.
- Sanitary and plumbing fixtures.
- The location, type and capacity of water-heating installations, where provided.
- The details of fenestration and insulation required to satisfy the energy usage requirements of National Building Regulation, where applicable.
- The minimum requirements must comply with SANS10400-A.

### **Drainage installation requirements**

Any drainage installation drawings must show the following:

- The position, size, gradient of and connection point(s) to any drain in relation to a reference point on the site, and the ground levels in relation to these, including the finished floor level.
- The position of any trapped gully and sanitary fixture.
- The position and size of any soil, waste and/or ventilation pipe.
- Symbols to illustrate details according to the table in National Building Regulation A8.

### **Format requirements for plan size**

The City of Cape Town changed to an electronic system and all documents must be submitted as PDF files. Plan sheets submitted as part of your building plan application may not be:

- smaller than A4 (210 x 297 mm);
- larger than A0 (841 x 1 189 mm);
- larger than A3 (297 x 420 mm) in respect of minor works.

Please note that no hand drawn plans will be accepted.

## **4. Responsibilities of the Various Parties**

### **The responsibility of Members who are applying for approval**

- Members are fully responsible for their own property and must consider other Members' rights. It is common courtesy to discuss any additions and/or alterations with your neighbours beforehand.
- Members must ensure that their CVPOA levies are up to date before commencing the submission process.
- Members must ensure that any breaches, such as 'illegal structures' or 'alien vegetation', are removed before commencing the submission process.
- Members must appoint an appropriate professional to prepare the plan according to the applicable building regulations.
- Homeowners must work within the Cape Town Zoning Scheme, the Land Use Planning Act and the National Building Regulations and ensure plans comply with all the relevant requirements.
- Comply with the CVPOA Constitution, Rules & Regulations and Design Guidelines.

- Comply with the applicable CCPOA Rules & Regulations, including the Urban Design Framework.
- Any changes must be submitted to the CVPOA with a rider plan for comment and approval.

### **The responsibilities of Tenants**

Any requirements Tenants may have must be referred to their Landlord (Member) who must make any submission to change a building at their discretion and under their responsibility.

### **The responsibilities of the CVPOA Board of Trustees**

- The CVPOA Board of Trustees is responsible for the overall estate and represent the interests of both the applicant and the rest of the Members.
- Maintain an up to date set of approved CVPOA Design Guidelines. The CVPOA Design Guidelines must be available to all Members, as well as the Design Review Committee (DRC) of the Century City Property Owners Association (CCPOA).
- The CVPOA Design Guidelines must outline a procedure for submission of plans.
- Approve or not approve the proposals, and specifically the drawings, in terms of the CVPOA Constitution, Rules & Regulations and Design Guidelines.
- Where the CVPOA Design Guidelines are silent and depending on the CVPOA Rules & Regulations, the Board of Trustees may call for assistance from professionals to arrive at their decision where a proposal is complex or controversial, or may be a source of dispute between Members, prior to approval.
- The CVPOA Board of Trustees may appoint specialists to assist them execute their responsibilities generally and to adjudicate proposals.

### **The responsibilities of the Managing Agent who is acting for the CVPOA**

- Assist the CVPOA Board of Trustees to undertake their responsibilities and ensure the smooth flow of documents.
- The Managing Agent may not approve proposals on behalf of the CVPOA unless specifically mandated to do so.

### **The responsibilities of the DRC of the CCPOA**

- Only once the CVPOA has approved the application and the drawing, the DRC will scrutinise it at the next scheduled meeting.
- Approve and endorse the drawings with the necessary CCPOA stamps. They will return it to the applicant, who may then have it approved by the City of Cape Town.

### **The responsibilities of the City of Cape Town**

- The City of Cape Town will not consider a submission for approval unless such submission has been endorsed by the applicable CCPOA stamp.

## 5. Plan Submission Procedure

Electronic submissions must be CAD drawings and in PDF format, with individual file sizes no greater than 5Mb. No hand drawn plans will be accepted!

### Step 1: Submissions to the CVPOA

- All planned submissions are to be emailed to the Managing Agent of the CVPOA on [plan-submissions@propcafe.co.za](mailto:plan-submissions@propcafe.co.za) with the ERF number and physical address in the subject line.
- It is the responsibility of the sender to ensure that the electronic submission has been received by the CVPOA.
- Each drawing must be submitted in its own file. Each file must be numbered bearing the same number as the drawing itself.
- Upon approval, the drawings will be appropriately endorsed by the CVPOA by means of a CVPOA Approval of Building Plan Application form (Annexure A).

### Step 2: Submissions to the CCPOA

- Once approval has been granted by the CVPOA, the drawings may be submitted to the CCPOA together with the CVPOA Approval of Building Plan Application form.
- All submissions are to be emailed to the CCPOA on [es@centurycity.co.za](mailto:es@centurycity.co.za) with the ERF number and physical address in the subject line.
- It is the responsibility of the sender to ensure that the electronic submission has been received by the CCPOA.
- The CCPOA levies a Building Plan Scrutiny Fee, which must be paid on submission by EFT into Nedbank Tygerberg Winelands, account number 1186 028 424, Branch code 118-602, in the name of 'CENTURY CITY PROPERTY OWNERS ASSOCIATION' (the ERF number must be utilized as the beneficiary reference and proof of payment must be emailed to their office).
- When building plans are amended by the architect and resubmitted for further approval, the CCPOA incurs additional costs and thus reserves the right to charge an additional fee at its discretion.
- Upon approval, the CCPOA will provide the Member with a stamped copy, whereupon the Member may commence submission to the City of Cape Town.

### Step 3: Before construction commences

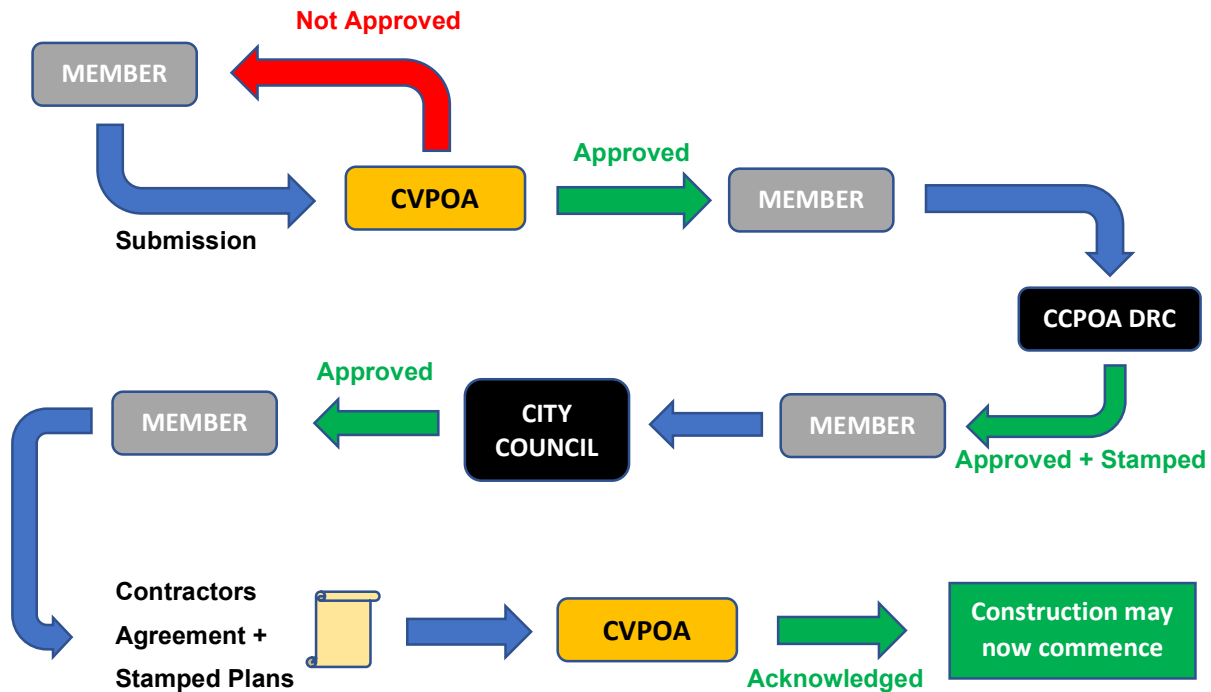
Before any construction commences, a fully completed and signed copy of the CVPOA Contractors Agreement, together with the stamped copy of final approval by the City of Cape Town, must be submitted to the Managing Agent of the CVPOA on [plan-submissions@propcafe.co.za](mailto:plan-submissions@propcafe.co.za). It is the responsibility of the sender to ensure that the electronic submission has been received by the CVPOA.

Only once a signed copy of the CVPOA Contractors Agreement has been returned to the Member, may construction commence.

#### Step 4: Upon completion

Once construction is completed for additions, please supply a copy of the Occupation Certificate to the office of the Managing Agent.

#### Flow Diagram of Application Process



#### 6. Timeline Expectations

Please note that the scrutiny process may take up to 30 days by the CVPOA, and a further 30 days by the CCPOA upon submission for the relevant parties to review submissions until approval may be granted. In cases where further plan alterations are required the timeline may be longer.

Please note that the City of Cape Town may take anything from 30-90 days upon submission until approval may be granted.

Once approval has been received from the CCPOA, the timeline for construction to be completed is 12 months from the CCPOA approval date.

It is therefore wise to plan any alterations accordingly and not to enter into any contractual agreements with builders and/or suppliers until official approval has been granted.