

## Electronic Submission: Directive 7-1 | Rev 22 | 2025

### Site Development Plan, Building Plan and Signage:

1. All site development plans, building plans and signage drawings must be submitted to the CCPOA electronically.
2. The property owner is responsible for the submission and must endorse the proposal.
3. Electronic submissions must be done for all submissions to the CCPOA including:

- Site Development Plans and Building Plans for new projects for buildings and complexes
- Landscape Master Plans and Detailed landscape plans
- Residential houses and apartments for new development
- All rider plans, or other submissions required by the local authority
- Alterations and/or additions to existing projects
- All Building Design Guidelines for Local areas, residential estates and sectional title buildings
- All signs as described in Chapter 8 Signage: Policy and Regulations and the Signage Guidelines
- All building signage guidelines as described under Guidelines 2 of the CCPOA Rules and Regulations

Submissions must be approved by the Body Corporate or Home Owners Association prior to being submitted to the CCPOA.

4. All submissions must be done in accordance with the submission requirements of the City of Cape Town and prepared by a registered professional in accordance with the law.
5. **Electronic submissions** must be in PDF format, with individual file sizes no greater than 5mb. Each drawing must be submitted in its own file. They must be printable to a recognized scale on ISO A sizes of paper. They are to be in colour where applicable. Each file must be numbered bearing the same number as the drawing itself. The drawings will be emailed to the developer on approval, appropriately endorsed with the electronic CCPOA stamp of approval, for printing and council submission. All submissions are to be emailed to the CCPOA on [es@centurycity.co.za](mailto:es@centurycity.co.za)

It is the responsibility of the sender to ensure that the electronic submission has been received by the CCPOA.

6. **Single Residential Submissions** should be CAD drawings and submitted in PDF format. Century City Residents may take hard copies of their plans (A3 or A4 only) to POSTNET, Shop 589, Upper Level, Canal Walk, Century City. POSTNET will scan the drawings and electronically submit the plans to the CCPOA on the resident's behalf. It is the responsibility of the applicant to ensure that the electronic submission has been received by the CCPOA. All scanning and emailing costs incurred are for the residents account.
7. All final building submissions must include the following:
  - Calculation of Bulk (Chapter 7 Paragraph 7.6.5) and indication of the parking provided
  - Indication of sustainability (Chapter 7 Paragraph 7.6.6)
  - Schedule of Finishes (Chapter 7 Paragraph 7.6.9)

8. There is a Building Plan Scrutiny Fee, which must be paid on submission by Electronic Funds Transfer into account number 1186 028 424, Nedbank Tygerberg Winelands, 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 our office). Fees are based on the bulk of the building as tabled below. When building plans are amended by the developer/architect and resubmitted for further approval, the CCPOA incurs additional costs and thus reserves the right to charge an additional fee at its discretion. Scrutiny Fees are payable on submission in accordance with the following table.

Bulk	Scrutiny Fee (Including VAT)
Single Residential	R886
Minor building works (non-residential)	0.5% of construction value (Minimum fee: R3429)
0 – 20 000m <sup>2</sup>	R4.18 / m <sup>2</sup> (Minimum fee: R3429)
20 000 – 100 000m <sup>2</sup>	R83 600 + R2.22 / m <sup>2</sup> for each m <sup>2</sup> in excess of 20 000m <sup>2</sup>
In excess of 100 000m <sup>2</sup>	R222 000 + R0.41 / m <sup>2</sup> for each m <sup>2</sup> in excess of 100 000m <sup>2</sup>
Signage Applications (if separate)	R2238

**End. This directive must be read with Chapter 7 and 8 of the CCPOA Rules and Regulations**