

Procedures for approval of building plans

(Version: 9 February 2023)

Introduction

1. The Welgevonden Home Owners' Association (WHOA) Constitution stipulates that an owner must submit building plans for any building and/or construction-related work on her or his erf on Welgevonden Estate to Excom, at the address determined by Excom, for Excom's examination and approval prior to the submission of such plans to the Stellenbosch Municipality for their approval. The aim of this examination is to ensure that the architectural directives and design guidelines for Welgevonden Estate are complied with.

Preparation of building plans

2. The design of all structures and the preparation and submission of building plans on Welgevonden Estate may only be undertaken by professional architects registered with the South African Council for the Architectural Profession (SACAP). However, a waiver to this condition can be approved by Excom should the required design standards be met. Building plans of inferior design will be rejected.
3. Building plans and design drawings must:
 - 3.1. be prepared in accordance with the Architectural Directives and Design Guidelines for Welgevonden Estate; and
 - 3.2. comply with the municipal and national building regulations (SABS 0400) and any other applicable legislation and standards.

Submission of building plans

4. Building plans submitted to Excom must be signed by the responsible architect, and submitted via e-mail in PDF format to the following address: admin@welgevonden.co.za.
5. Please allow up to 14 workdays for official feedback and/or approval from the Review Architect.

Building plan requirements

6. The following minimum information is required on building plans that are submitted for Excom's approval:
 - 6.1. A site development plan at a scale of 1:100 with cadastral information (i.e. erf number, north point, boundaries, contours indicated at 1 000 mm or 500 mm intervals, building lines and setbacks, servitudes, building areas, coverage, etc.); location of all structures and services on site; the driveway; hard/soft landscaping (where required); retaining structures; boundary walls and gates; building services, e.g. existing municipal services, storm water reticulation, drainage, etc.
 - 6.2. The primary view lines on each erf must also be indicated on the site development plan to control and maximize the views of all residential dwellings.
 - 6.3. A detailed breakdown of building areas per floor, with the total building area, all in square metres.
 - 6.4. Total site area in square metres, permissible coverage (refer to Clause 6.4 – Coverage – of the Architectural Directives and Design Guidelines for Welgevonden Estate) and actual coverage (total percentage of building area under roof including covered stoeps, balconies, etc.) expressed as a percentage of the total area of the site.
 - 6.5. Total height of the building measured from the mean natural ground level to the ridge of the roof.

- 6.6. All floor plans (including roof plan), elevations and a minimum of two sections through the site. One of these sections must be a long section through the stand, clearly indicating the bulk earthworks and cut and fill.
- 6.7. Detail plans, elevations and sections through all boundary walls and retaining structures, complete with specifications and finishes.
- 6.8. Complete door, window and shutter schedule with dimensions, material description and finishes.
- 6.9. Schedule of external finishes and colour specification.

Processing of building plans

7. Building plans will be processed only upon payment of the applicable building plan examination and approval fees determined from time to time by Excom. These fees were as follows at the date of this document:
 - 7.1. Plan scrutiny and approval: R2 500,00 (including VAT) – up to 3 reviews
 - 7.2. Re-submission after third review: R1 750,00 (including VAT) – per additional review

Submission of plans to the Stellenbosch Municipality

8. Only after Excom has approved the building plans, may it be submitted to the Stellenbosch Municipality for their approval. Such plans must be accompanied by a letter indicating Excom's approval, or a recommendation to allow for relaxation or proposed deviation, if applicable.
9. The final approval of all Welgevonden Estate building plans ultimately vests in the Stellenbosch Municipality.
10. Once approved by the Stellenbosch Municipality, a copy of the approved plans must be submitted to the WHOA via email to admin@welgevonden.co.za.

Before commencing with building work

11. No building work may commence unless the WHOA is in possession of the approved building plans from the Stellenbosch Municipality. Building work may also not commence before payment to the WHOA of the applicable building deposit fee determined from time to time by Excom under the WHOA Constitution. These fees were as follows at the date of this document:
 - 11.1. New house:
 - 11.1.1. Deposit: R7 000,00
 - 11.1.2. Refundable: R5 500,00
 - 11.2. Extension/alteration:
 - 11.2.1. Deposit: R3 000,00
 - 11.2.2. Refundable: R2 000,00
12. Furthermore, prior to commencing building work, the building contractor must:
 - 12.1. set out the foundations for inspection and approval by the Stellenbosch Municipality; and
 - 12.2. confirm the height of the buildings with the WHOA Review Architect.

Sketch Plans

13. For minor alterations that do not require building plans for municipal approval, Excom may, in its discretion, accept sketch plans.
14. The approval procedure, general control measures, and directives and guidelines applicable to building plans, also apply to sketch plans.