



# PLAN APPROVAL APPLICATION FORM & CHECK LIST

ESTATE: RIETVLEI RIDGE COUNTRY ESTATE

STAND NUMBER: \_\_\_\_\_

## Registered Owner / Client

<b>Name</b>	_____	<b>Date</b>	_____
<b>If Company, Name</b>	_____	<b>Registration No.</b>	_____
<b>Telephone</b>	_____	<b>Fax</b>	_____
<b>Mobile</b>	_____	<b>E-mail address</b>	_____

## Architect / Technologist

<b>Name</b>	_____	<b>SACAP No.</b>	_____
<b>E-mail</b>	_____	<b>Fax</b>	_____
<b>Telephone</b>	_____	<b>Mobile</b>	_____
<b>Power of Attorney</b>	_____		

## Submission

Submission	Year	Month	Day	Payment	
1 <sup>st</sup> Scrutiny				Proof of payment	
2 <sup>nd</sup> Scrutiny				Not required	
3 <sup>rd</sup> Scrutiny				Proof of payment	
4 <sup>th</sup> Scrutiny				Proof of payment	
Final				Not required	



## Rules of engagement

- No telephonic calls will be taken, only queries via e-mail [aesthetics@rietvleiridge.co.za](mailto:aesthetics@rietvleiridge.co.za), [andriz@absamail.co.za](mailto:andriz@absamail.co.za)
- Comments will be mailed to applicants on e-mail request, after scrutiny.
- Should you require a consultation with the Aesthetic Committee, appointments can be scheduled at a fee of R625-00 which is payable before consultation (only EFT payments will be accepted). See contact and bank account details as per the Architectural Design Guideline document for Rietvlei Ridge Country Estate.
- On final approval, all copies to be submitted for approval stamps and signatures.

### The following definitions will be applicable in selecting the correct approval:

- Yes: It is included in the form or attached
- No: Haven't included it and don't deem necessary or provided already on a previous submission

### Please only select ONE of the 2:

- Committee: Design as per the guidelines
- HOA: Require special permission (please take note that this may delay the approval process as the Home Owner Association only meets once a month)



# Application and Check List

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## 1. Documentation

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	Yes	No
1.1 Plan approval paid and proof of payment was emailed.		
1.2 Proof of building deposit payable to HOA – R10,000-00 emailed. Pretor Estates (Pty) Ltd, First National Bank (Pretoria - Church Square), Account: 514 242 794 08, Branch Code: 251 445, Payment Reference: Same as the owners monthly levy statement.		
1.3 SACAP Registration Number (Indicated on Plan Approval Application sheet and all title blocks) and copy mailed to Estate Manger.		
1.4 Acceptance of Building Guidelines and Rules and Regulations of Rietvlei Ridge Country Estate signed.		
1.5 Plans are drawn on a scale of 1:100 and printed on a A1 or A0 or A2.		



## 2. Area Schedule

Maximum 1 Dwelling per erf

Maximum Height: 2 Storey's (7m height restriction from Natural Ground Level, including loft and roof line)

Ground Floor	_____ m <sup>2</sup>	Open Patio	_____ m <sup>2</sup>
First Floor	_____ m <sup>2</sup>	Area of Stand	_____ m <sup>2</sup>
<b>Total</b>	_____ m <sup>2</sup>	Loft Room	_____ m <sup>2</sup>
Coverage	Allowed 40% maximum – additional 10% depending on council.		

### Double Storey:

**GF ÷ FF x 100 = \_\_\_\_\_ % (Allowed 70% maximum - area must include double volume)**

## 3. Construction

- 3.1 New Building
- 3.2 Renovation
- 3.3 Single Stand Owner
- 3.4 Multiple Stand Owner
- 3.5 Tradisional Builing (Brick)
- 3.7 Alternative Building System

Yes	No

## 4. Town Planning Controls

### 4.1.1 Single Storey

- Street Boundaries 5m
- Side boundaries 2.25m
- Back boundaries 3m

Committee	HOA

### 4.1.2 Double Storey (first Floor)

- Street Boundaries 7m
- Side boundaries 3.75 m
- Back boundaries 5m

Committee	HOA

## 5. Treatment of Stand Boundaries

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### 5.1.1 Street Boundary

- No boundary walls or fences within the 5 m restricted area

Committee	HOA

### 5.1.2 Side Space and Back Boundaries

- Side and back walls between properties a minimum height of 1.8m from natural ground level.
- Stand have more than a 3 meter contour fall. Request premission for higher boundary walls.

Committee	HOD

### 5.1.3 Park Boundary

- No wall or fences within the 5m restricted area

Committee	HOD

## 6. Orientation of Building(s)

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6.1 North is indicated correctly on Site plan and drawings are annotated correctly

Committee	HOD

6.2 At least one of the living areas plus a bedroom are orientated in a Northern direction

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6.3 Dimension from boundary wall to building is clearly indicated on the Site Plan

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6.4 Minimum house size is 200m<sup>2</sup> (excluding outbuildings)

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6.5 Stands countours fall in excess of 4m across the site (indicate retaining walls and/ retaining planters – as per eng. Spec.)

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6.6 All drainage concealed in ducts; minimum size 460x230mm

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6.7 Plumbing is indicated on plans and elevations.

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6.8 Height from natural ground level indicated (7m max from NGL to wallplate)

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| 6.9 Contours are indicated on site plan and fall is reflected on elevations & sections (indicate height from ngl to ffl – max 800mm) |  |  |
| 6.10 Minimum one double enclosed garage.   |  |  |
| 6.11 Landfill indicated on the site plan (indicate cut & fill on elevations, indicate height of cut & fill - max 600mm)              |  |  |

## 7. Building Design

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- |  | Committee | HOD |
|--|-----------|-----|
| 7.1 Balconies and living spaces on the second floor are street facing and balconies have a screened wall.      |           |     |
| 7.2 All bathroom and cloakroom windows have obscured, frosted or stained glass that is positioned below 2.1 m. |           |     |
| 7.3 Staff accommodation and kitchen areas open onto screened yards or enclosed patio area.                     |           |     |
| 7.4 Awnings, TV aerials and air conditioning units clearly indicated on the Site Plan.                         |           |     |
| 7.5 All plumbing and washing lines clearly indicated on the Site Plan  |           |     |
| 7.6 All boundary walls and gates clearly indicated on the Site Plan  |           |     |
| 7.7 Roof pitch between a minimum of 30° and a maximum of 45°   |           |     |

## 8. Approved Building Materials and Design Styles

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### 8.1 Roof Coverings

- |   | Committee | HOD |
|---|-----------|-----|
| ➤ Concrete roof tiles (Coverland, Marley, etc.)                                   |           |     |
| ➤ Natural slate roof tiles (Mazista or similar)                                   |           |     |
| ➤ Fibre cement roof tiles (Everite)   |           |     |
| ➤ Flat concrete roofs not exceeding 12m <sup>2</sup> of the horizontal roof area. |           |     |



- Colours: gray, charcoal, black, slate, dark brown, rustic brown, slate, antique slate or rustic slate.

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## 8.2 Structural Walls and Screen Walls

### Wall Finishes

- Plaster and paint (smooth or textured)
- Coloured cemcrete
- Bagging and paint
- Nutec Building Planks
- Stone Cladding (Accent Only)

Committee	HOA

### Plaster and Paint

- Earth Colours
- Other


### Tiles

- Slate
- Multi Colours
- Natural Stone


### Face Bricks

- Face Bricks
- Red Face Brick for accents
- Other


## 8.3 Windows (comply with design)

Timber Framed (Wood)

Aluminium (Natural, White, Bronze or Black)

UPVC (Wood look a like or white)

Windows & glass doors overlooking neighbours on second floor is maximum 900mm in width (as per 4.5 of Building Guidelines)

Committee	HOA

**8.4 Architectural Elements and Details**

8.4.1 Following 2 design elements must be used and on the street facing side of the building:

- Horizontal Building Planks (Siding)
- Exposed functional or ornamental trusses on gables, doorways or stoep openings

Committee	HOA

8.4.2 One other design element:

- Horizontal brick strip panel in red face brick
- Semi arched widows and openings
- Two chimneys above each end
- Cornice design
- Dormer
- Exterior Window Shutters

Committee	HOA

**8.5 Paving and Landscaping**

8.5.1 The sidewalk and with of the driveway are indicated on the site plan (max. 6m width where driveway connect with street)

8.5.2 Clay Brick paving, interlocking or coble stones.

Committee	HOA

**8.6 Energy Saving**

8.6.1 Solar Panels placement clearly indicated on Site Plan.

8.6.2 Water tanks covered with approved building materials.

8.6.3 Wind Turbies to be approved by the RRHOA and clearly indicated on Site Plan

8.6.4 Generator installed in an insulated sound proof chamber, clearly indicated on Site Plan.

8.6.5 Heating pump placement not a disturbance for the neighbours.

Committee	HOA





**8.7 Details**

8.7.1 Stair details

8.7.2 Boundry wall details (plan, section and elevation)

8.7.3 Handrail detail and gates

Committee	HOA

## 9. Approved Building Materials - Samples

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Please **DO NOT** attach the entire manufacturer’s catalogue. Only paste the relevant picture/photo.

**Roof material and colour**

(Manufacturer’s official catalogue swab)

**External Wall Paint**

(Manufacturer’s official catalogue swab)

**Driveway Paving**

(Manufacturer’s official catalogue swab)

**Face/Semi Face Brick**

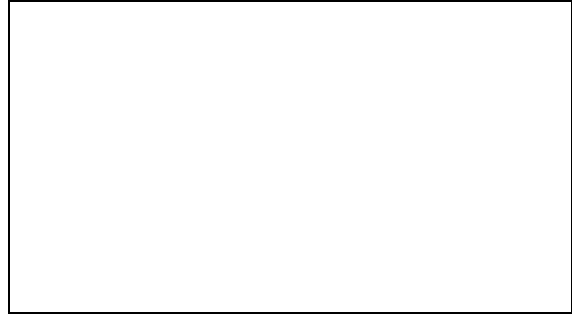
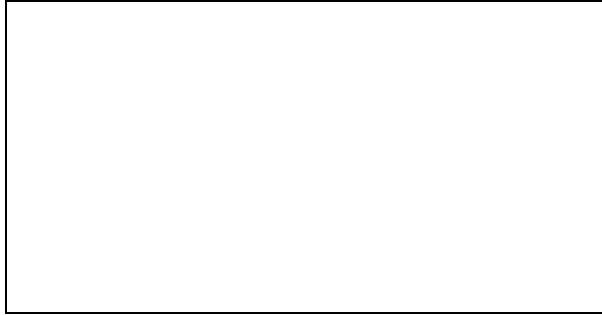
(Manufacturer’s official catalogue swab)

**Alternative Building System (If applicable)**

(Manufacturer’s official catalogue swab)

**Wind Turbine (If applicable)**

(Manufacturer’s official catalogue swab)



## 10. Site Plan

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Please ensure that when you submit your site plan for approval it includes the following:

- 10.1 Indicate footpring of building
- 10.2 Indicate contours
- 10.3 Indicate storm water direction
- 10.4 Full roof overview plan
- 10.5 Scrutiny 1 & 2 must include 1 colour (~~and 1 black and white~~) copy or your plans, signed by an architect or technologist. A full set of plans should also be sent per e-mail in pdf format to [andriz@absamail.co.za](mailto:andriz@absamail.co.za) together with the 3-D images.
- 10.6 Final submission must include 2 black and white copies, 2 colour copies and 2 3D rendered copy, indicating the correct materials and colour scheme. All must be signed by an architect, draftsman or technologist. A full set of plans should also be sent per e-mail in pdf format to [andriz@absamail.co.za](mailto:andriz@absamail.co.za) together with the 3-D images.

Yes	No



# Owners Undertaking

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I, \_\_\_\_\_ the undersigned owner of Stand \_\_\_\_\_ Ext \_\_\_\_\_ understand that, I stay responsible for all omissions/errors/misrepresentations by myself or my architect/technologist in terms of the above application.

That with my signature, I warrant that I am duly authorized to deal with this application and that I am responsible for everything that happens on this site.

\_\_\_\_\_  
**OWNER**  
Name in Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ID/Registration Number

\_\_\_\_\_  
**ARCHITECT/TECHNOLOGIST**  
Name in Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ID/Registration Number

# Architect/Technologist/Draftsman

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I, \_\_\_\_\_ the responsible Architect/Technologist/Draftsman, registered at SACAP herewith apply for the above approval. I certify that I have familiarized myself with the rules and regulations and the terms and conditions as set out in the Rietvlei Ridge Country Estate Architectural Design Guidelines (revised version November 2012)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date