



## **ROYAL ALFRED MARINA HOMEOWNERS' ASSOCIATION BUILDING SITE REGULATIONS CONSTRUCTION & MAINTENANCE OF HOMES**

### **Introduction:**

The Royal Alfred Marina is a unique development that needs very special controls over home construction.

The high value of boats moored in the Marina, the many absentee owners, the sensitivity of the man-made environment to abuse, and the restrictions of access to and from the Marina all contribute to the need for home builders to be aware of and support these controls, and to report any breaches to Management as soon as possible.

Security, trespass and responsibility are important aspects of these special controls.

### **Security:**

Non-residents who are engaged in construction and maintenance activities shall only enter and leave their construction sites in a vehicle specifically authorized for that purpose by Marina Management.

They shall travel in that vehicle directly to and from their site(s) and shall not wander or loiter elsewhere in the Marina.

No working on site will commence before 07h30 nor continue after 17h00, nor shall work take place on Saturdays, Sundays or public holidays. The Marina Manager may permit work to continue after 17h00 only in exceptional circumstances. Building work of any kind by an owner builder or builder/contractor is prohibited during the statutory holidays from mid-December to mid-January as laid down from year to year by the Eastern Cape Bargaining Council and on any other religious or public holiday. Emergency repair work may, however, be carried out at the discretion of the Marina Manager.

The following should be considered before permission is granted:

- Is the damage a threat to the wellbeing of the homeowner and/or neighbours?
- Is it reasonable to expect the repair work to be delayed until the next authorized workday?

**Trespass:**

Persons who are not resident on the Marina may not trespass beyond the building site. They shall not walk, picnic or recreate on adjoining sites or in the roadway fronting their sites nor swim in the waters of the Marina.

They shall enter and leave the site solely in the authorized vehicle (see “Security” above).

**Responsibility: (22/12/2015)**

A person regarded as competent at the sole discretion of the Marina Manager shall be on site at all times that employees are present. In the event that the said competent person has, for whatever reason, to leave the site he shall designate a person to be in charge in his absence. These designated person/s shall be responsible for ensuring that the conduct of the building/maintenance operation adheres to the controls set out in this guide.

Special care shall be taken to avoid tampering with the canal walls and bidum layers.

The use of water from the yellow fire hydrants is prohibited.

No littering, dumping nor tipping shall be allowed. Reasonable steps should be taken to ensure that noise emanating from a building site is kept to a minimum.

**Hoarding:**

A two metre high hoarding screen shall enclose on three sides, all building sites including all tips, materials and onsite ablution facilities. The fourth side to be kept open for access and delivery of materials. Hoarding shall consist of a neat pole structure (placed at regular intervals) with stable horizontal members top and bottom, covered with 80% minimum density shade cloth. The hoarding shall be maintained and be neat at all times taking cognizance of winds.

**Penalties:**

The Marina Management at their sole discretion reserve to themselves the right to dismiss from the Marina site any foreman, builder, contractor, sub-contractor, their staff or suppliers that disobey orders.

**Building Deposit: (19/12/2017)**

A building deposit is to be determined by Excom from time to time, to be paid immediately following approval of the related plans by Archcom. This deposit will be refunded without interest on the successful completion of the house and cleaning up of adjacent erf or erven. The building work shall be commenced no later than 6 (six) months after plan approval by Archcom and completion of all work shall be achieved within the period agreed with the Marina Manager prior to commencement. Should the building works not be commenced within the stipulated period, Archcom’s plan approval shall lapse and the member must reapply for approval.

# **RAMHOA**

## **HOME DESIGN REGULATIONS**

### **INTRODUCTION**

The original development adopted an architectural and environmental theme to establish a character for the Marina. This theme, which is based upon thorough research by architects, landscape architects, horticulturists, ecologists and engineers, is physically demonstrated in the completed houses on the Marina.

In order to preserve and enhance the concept, the Homeowners' Association formed an Architectural Committee known as Archcom to maintain control of all structures, site works and landscaped elements. All property owners will be required to submit four full sets of council ready design drawings to Archcom for approval prior to commencing any building work.

Detailed council ready design drawings are to be submitted to Archcom, for approval in accordance with the procedure set out in Clause 5 of this manual.

This manual consists of general guidelines and restrictions which are essential to the maintenance of the environmental character. It encourages variations within the theme at the discretion of Archcom.

### **1. APPROVED DESIGNS:**

- 1.1 In considering any planning application from members, Archcom will base its decision on maintaining the character and theme of the Marina as stated above.
- 1.2 (19/12/2017)  
Archcom's decision regarding any matter, including whether any adjacent owner's objection is reasonable, will be final subject to clause 8.9 of the RAMHOA constitution.
- 1.3 It must be understood that no approval by Archcom or Excom to any member serves as a precedent for the approval of any other member's application for approval and each and every application shall be considered taking into account all related factors.

### **2. BUILDING ELEMENTS:**

The following indicates what elements of properties may or may not include in order to maintain the character and theme of the Marina, however notwithstanding, the decision as to the final approved drawings remains solely at the discretion of Archcom in order to achieve this.

#### **2.1 Exterior Walls:**

##### **2.1.1 (20/12/2022)**

Masonry walls must be either plastered, bagged or fairfaced Brickwork. Cladding (e.g. Vermont planking, natural timber cladding, aluminium sheeting, off-shutter concrete or natural stone cladding may be used on external walls. The entire building may not be clad or of cladding material.

Colours as per the RAMHOA Archcom Colour Palette, available from the office, and are permitted to be used in the following ratio:

- 70% light
- 20% medium (maximum)
- 10% dark (maximum)

Such details should not dominate the paint colour of the dwelling. The maximum permissible percentage of such detail in relation to the total wall area (excluding windows, roofs and openings) must not, per facade, exceed 30%. Exposed concrete walls must be painted as for other masonry walls. The use of unpainted masonry, concrete and face brick is prohibited. Integral rough textured surfaces are acceptable but artificial attempts at creating rough surfaces (Spanish type) are prohibited.

**2.1.2 Paint to Building Detail Elements: (20/12/2022)**

Building detail elements such as windows, doors and door frames, handrails, columns, decorative masonry or timber beams, pergola structures, pergola surrounds (bands to openings of windows and doors), and copings may be painted in dark colours as defined by the RAMHOA Archcom Colour Palette.

- 2.1.3 When painting with a new colour is to be done to a dwelling, then the owner must supply Archcom with colour samples prior to painting commencing on his building. Should the colour sample prove to be marginal, the owner would be required to paint a sample panel on his building for inspection by Archcom after which approval may be given. These conditions apply also if an owner is repainting his house and boundary walls.

**2.2 Boundary and Courtyard Walls and Screens:**

- 2.2.1 Boundary walls must be painted to match the house or elements may be dressed in stone cladding and finished as for exterior walls and related in design and finishes to the main buildings or adjoining properties. The maximum height that these boundary walls may be built to is 2.1 metres in height measured from the finished ground level to the top of the wall.

- 2.2.2 Boundary walls built within the 7 metre canal/river building line area should be limited to a maximum height of 1 metre, although the planting of low level shrubs or hedges is preferred.

- 2.2.3 This 7 metre area may also be demarcated by a timber or steel fence not exceeding a height limit of 1 metre. The design is to be approved by Archcom before installation.

**2.2.4 River Front Properties:**

Boundary walls built within the 4 metre river building line area should be limited to a maximum height of 1 metre although the planting of low level shrubs is preferred. The use of split-pole and wire netting fences is not permissible.

2.2.5 Screens are defined as demarcating and screening off service yard areas or ducts. Natural or painted timber screens with simple horizontal or vertical lines may be used.

2.2.6 (20/12/2022)

Corrugated, barbed wire and prefabricated concrete walling systems are prohibited. Details of the location, design and materials of all walls and screens shall be submitted to Archcom whose decision shall be final.

2.2.7 (19/12/2017)

All owners are asked to accept two main principles when laying out their gardens:

- That ground levels in front of the houses be reduced to match the rake of the existing lawns between the houses and the river.
- That there be no major planting of trees in this area that will obstruct the view up and down the river.

2.2.8 Built in Braais:

All built-in braais have to fall inside the parameters of the building lines and flues or chimneys are to discharge smoke at least 1,0 metre above the penetration of the roof of the house. Built-in braais may not be built on boundary walls or within the building line areas.

2.2.9 Canal and River Bank Child Safety Fencing: (20/12/2022)

Fencing to a maximum of 1.2 metres in height may be erected on the river boundary but no damage to the bidum embankments is permitted. Self-closing, matching gates may be fitted. The design shall be presented to Archcom for approval before commencing with installation.

### **2.3 Columns, Pergolas:**

Pergolas should be constructed to protect terraces, large windows or French doors from the sun or reflected glare, but more importantly to soften the general appearance of the development. Pergolas must be timber, either natural or painted, and within the external wall colour. If masonry or concrete columns are used, they must be treated to match walls.

### **2.4 Roofs:**

2.4.1 A minimum of 50% of the roofs of the building on an erf (single or consolidated) must be pitched as per Clause 2.4.2 below and flat roofs, where specified, for the balance of the building(s) are to be in accordance with Clause 2.4.3.

2.4.2 Pitched Roofs: (20/12/2022)

Pitched roofs may be enclosed by either parapet gable ends or hip-ends in accordance with the original Design Manual regulation that homes be built in the Cape Vernacular style.

Decorative and Cape Dutch gables are prohibited.

Fibre cement bargeboards are to be painted to match external walls.

Rounded, tapered or plain gable roll tiles are prohibited.

The roof pitch must be not less than 33 degrees for double-pitched roofs and 27 degrees for mono-pitched roofs, with the exception of covered open verandahs, finished in the same material as that of the main roof. Only Slate, Everite fibre cement tiles, and cement tiles are permitted. The roof must be uniform black, dove grey or charcoal in colour.

2.4.3 Flat Roofs:

Flat roofs are defined as having a slope of less than 5 degrees. Sheet metal or patented water-proofing materials covered with stone chip, concrete slabs or similar material are recommended.

Flat roofs must be completely enclosed by a parapet. Verandah roofs need not have parapets.

Building facades facing the canal or river should not be dominated by flat roofs but must illustrate the “gable” features of the building and character of the Marina.

2.4.4 Gutters:

Gutters and downpipes are required by the Local Authority. It is recommended that they should be fully concealed or as insignificant as possible and, where exposed, painted white. It is recommended that where gutters do not form part of a specific design element, they be a minimum of 1 metre from any corner of the structure. A non-corrosive material such as PVC or aluminium is recommended for gutters and downpipes.

2.4.5 Chimneys:

Chimneys must be finished as for walls and contemporary in design.

2.4.6 Parapets:

Parapets must be simple extensions of the walls to a height of 250mm above the roof line and measured vertically.

2.4.7 Pipes, Projections and Ducts:

Plumbing pipes must be fully concealed. Soil vent pipes should be built into the walls; other pipes into ducts.

2.4.8 Aerials:

Protruding television or radio aerials or satellite dishes are to be as inconspicuous as possible.

2.4.9 Roof Overhangs:

A roof overhang including the fascia and gutter may not exceed 500mm over any building line. Clipped eaves are recommended.

2.4.10 Air Conditioning Units:

Air conditioning units must be either fully concealed or positioned so that they are hidden from view by boundary walls. They may not be visible in any manner from canals or roadways.

2.4.11 Rainwater tanks are to be provided as specified by the Local Authorities. These are to be screened as per Clause 4.4.

#### 2.4.12 Solar Panels:

Solar panels may be used subject to these being as invisible and eco-friendly as possible. Courtyard type building designs will more easily accommodate these to be invisible from street or canal elevations.

The use of flat concrete slabs with correct screening devices could be employed to further hide unsightly solar panels. Sketch plans showing the positions of such installations are to be approved by Archcom.

#### 2.4.13 Energy Saving Devices:

Architects and homeowners are encouraged to explore eco-friendly and cost effective energy saving options such as for electric lighting, solar panels, heat pump type water heating devices, insulated hot water pipes and ring main systems, double glazing, screen elements and shading devices such as pergolas, etc. Plans must show the positions and full details of such installations.

2.4.14 Owners must consider the noise factor to the neighbour when installing such devices.

### 2.5 **Windows, Doors:**

Epoxy powder coated aluminium is recommended for windows, balustrades and doors in white, bronze, grey, black and natural colour.

Steel is not recommended because of corrosion. Good quality hardwood, either natural or painted is also recommended. Colour can be used to personalize the house and Archcom encourages the use of colour on these items.

### 2.6 **Awnings and Carports: (20/12/2022)**

The following types of awnings and carports are permissible:

- Flat aluminium folding blade awnings hidden behind parapets, beams or fascia panels and within the parameters of the external wall colouring.
- Canvas fixed or retractable awnings in one or two colours.
- Standard, plain, powder coated aluminium painted awnings.
- Carports should not be seen as separate structures or a standalone feature such as off-the-shelf type applications which are not encouraged. They should be integrally designed in conjunction with the theme/style of the house and in the wider context the RAMHOA theme itself. The proportions of the structure should complement the house and not detract from it. Homeowners and designers are encouraged to design every carport within their own context, and it will be scrutinized as such without precedent.

The design and aesthetic is to be approved by Archcom before installation.

### 2.7 **Paving:**

All external parking and walkway areas must be paved with brick on-edge, Con-cobble, clay or cement pavers in standard colours.

Quarry tiles are preferred on stoeps and verandahs. White or light coloured ceramic tiles are not recommended due to glare.

Plain in-situ concrete and tar finished driveways and walkways are prohibited in visible areas.

## **2.8 Greening: (20/12/2022)**

A guideline for planting on the Marina has been provided by Coastal Environment Services and forms part of this manual.

## **2.9 Canal and Riverfront Walls:**

Designs for walls other than the design recommended by RAMHOA must be supported by a registered engineer's certificate.

2.9.1 All construction of, or affecting, canal and/or riverfront walls including the rebuilding or maintenance thereof, shall be in accordance with the approved specification which is annexed to this Design Manual as Annexure "A".

2.9.2 Before commencing any modifications or alterations whatsoever of any canal or riverfront wall, a member shall submit a plan of the proposed modifications or alterations to Archcom for approval as contemplated by clause 8.4 of the Constitution.

2.9.3 Members are responsible for the ongoing maintenance of the canal or riverfront walls abutting their properties. All such maintenance work is for the account of the member concerned.

## **2.10 Jetties, Berths, Docks: (20/12/2022)**

The fluctuating width of Marina canals and Kowie River channels, the high density of water traffic at times, together with a need to ensure that acceptable standards are maintained, required that Archcom approves and oversees the design and installation of all jetties and docking systems.

2.10.1 Plans are available from the office for the standard designs of jetties, jetty slabs, berths and docks. Before construction of jetty slabs, jetties, berths and docks is carried out, permission must be obtained from Archcom. Any alteration to jetties, jetty slabs, berths and docks must also be approved by Archcom.

2.10.2 An increase in the variety of jetty and docking systems available has necessitated the introduction of certain minimum guidelines.

These are:

2.10.2.1 No permanent structure may be erected in the Marina canals or Kowie River. Permanent structures include immovable jetties and walkways, piling and hydraulic lifts.

2.10.2.2 No jetty or combination of a jetty and docking system or boat may encroach over the minimum 1,50 metre side boundary building line as extended into the canal.

2.10.2.3 Maximum jetty and/or docking system length:

Single Erven (based on a 15 metre water frontage):

The total length of the jetty and/or docking system should not exceed 11,50 metres.

Consolidated Erven (based on a 30 metre water frontage) The total length of the jetty and/or docking system should not exceed 50% of the total water frontage.



2.10.2.4 Inflatable or dry docking systems may be utilized. Where such a system is installed in line with a jetty it may not exceed 3,50 metres in width. No system may be installed at right angles to the jetty.

2.10.3 At the time the Marina was established the Authorities determined that a maximum of 21 jetties were allowed on the river front. Shared jetties installed on the boundaries of erven, with separate walkways to adjacent properties, were envisaged. Despite a Design Manual clause to that effect, permission has in most cases not been obtained from Archcom as to the siting of existing jetties on river front properties. Members need to be aware of the ongoing risk that River Control Authorities could decide to impose the original specification.

### **2.11 Parking:**

Provision must be made for each home to provide a minimum of a standard double garage. Provision must also be made for 2 parking bays 6 metres in length and a boat trailer of 8 metres in length and 2,8 metres in width. A minimum space between curb and garage building of 6 metres must be allowed where parking cannot be accommodated elsewhere on the site.

### **2.12 Site Drainage:**

The development of the site must allow for all storm water from the road, driveways and paved areas, roofs, slabs, decks, swimming pool, etc., to discharge into a sufficient number of downpipes taken into:

- properly formed open channels; or
- underground PVC pipes (110mm or 150mm diameter) all with proper falls to the canal or river;
- storm water may not discharge onto adjacent property or roads.

### **2.13 Front Garden Levelling: (20/12/2022)**

2.13.1 A retaining wall on the side boundaries must be constructed to prevent spillage of soil onto neighbouring properties. The height of this wall to be a minimum of 230mm above the level of raised soil.

2.13.2 The raising of the outside patio/verandah area to that of the building on the canal/river front is limited to 0,5 metres above the canal wall, and the retaining wall must be no closer than 1,5 metres from the canal edge. To comply with paragraph 3.3.3.

2.13.3 Any built structure between the 4 metre and 7 metre building lines must be approved by Archcom.

2.13.4 Any built structure is not permitted closer than 4 metres from the canal wall or river.

2.13.5 Internal faces of a boundary wall where ground levels have been altered, must be properly waterproofed to prevent damp penetrating through such walls into neighbouring properties. Boundary walls that face vacant properties must be finished to match the dwelling, that is plastered and painted on all sides.

**2.14 Sewer Connection:**

Sewerage disposal on the Marina is aggravated during building operations by foreign materials being deposited into the system. The owners are now obliged to pay a deposit to the Association, as determined by Excom from time to time, to be refunded without interest upon the successful completion of the project. Where damage has been caused due to the negligence of the contractor the deposit will be utilized for rectification.

**3. SITING OF BUILDINGS:****3.1 Coverage:**

Coverage of the building plan on site is to be a maximum of 50% of the site area. The pergolas are excluded from this calculation. The minimum enclosed habitable space for a dwelling on the Royal Alfred Marina shall be 120 (one hundred and twenty) square metres excluding garages, verandahs, patios, servant's quarters and stores.

**3.2 Side Boundaries: (20/12/2022)**

The house and outbuildings are to be built to a minimum of 1,5 metres from each side boundary, and 6 metres between garage doors and the kerb.

**3.3 Waterside Boundary:**

The house and outbuildings are to be built to a minimum of 7 metres from the canal edge, and 4 metres from the beacons on the Kowie River bank.

**3.3.1 (20/12/2022)**

On rectangular erven, canal boundary building lines will not be reduced below 7 metres, except in special cases which will be decided by Archcom on an ad hoc basis, providing that the written consent, which consent will not be unreasonably withheld, of immediate neighbours has been obtained and after due consideration by Archcom of the possible interference of sight lines of erven that are more remote than the immediate neighbours.

**3.3.2 (20/12/2022)**

A relaxation down to 4 metres may be permitted on canal boundaries on wedge-shaped erven with road frontages of not more than 12 metres, provided that the written consent, which consent will not be unreasonably withheld, of immediate neighbours is obtained.

**3.3.3** Building elements that encroach to less than 7 metres from canal walls must have plans, supported by a report from a registered professional Structural Engineer, explaining what additional precautions will be taken in the foundation design to compensate the siting of the building closer to the canal edge.

**3.3.4** Archcom will, however, consider reducing this to 4 metres if such applications are submitted with a report from a registered professional Structural Engineer explaining what additional precautions will be taken in the foundation design to compensate the siting of the buildings closer to the canal edge.

### **3.4 Height of Buildings:**

The height of the buildings taken perpendicularly at any point on the site is to be a maximum of ground floor plus one level above. Attics are now allowed provided the roof is not materially altered to accommodate this space and the municipal requirements in this regard are met.

3.4.1 The maximum height of any dwelling shall not exceed 9 metres from finished floor level (FFL) to the top of the roofing material.

3.4.2 Flat roofs shall not be higher than 6 metres above the finished ground floor level.

3.4.3 Dwellings shall contain a maximum of ground floor plus one level above. Any roof voids or enclosed areas above 6 metres above FFL may not be used for residential purposes (storage only).

3.4.4 The height and number of floors on the sea facing erven (No's 3981 - 4026 inclusive) will be dealt with by Archcom on an ad hoc basis, bearing in mind conformity with the general appearance of property development within the Marina.

## **4. GENERAL:**

### **4.1 Design Regulations:**

All design plans for the construction of houses or alteration to houses must be prepared by registered architects or pre-approved architectural draughtsman and submitted to Archcom. The design of the homes must be in keeping with the character and theme of the Royal Alfred Marina.

### **4.2 House Names, Numbers:**

Both names and numbers of houses must be clearly visible and illuminated at night – they should be bold and simple. The detail showing the position and street elevation of the proposed illuminated signage is to be indicated on the plans for approval. Such lighting is to be on a day/night sensor (not a time switch) and is to face the street. Exterior lights should be a maximum of 720 lumens and positioned in such a way so as not to shine directly onto another house.

### **4.3 Signs:**

All signs, other than names and numbers must be submitted to Archcom for approval.

### **4.4 Kitchen and Domestic's Room Doors and Windows, Dustbins, Washing Lines, Yard Storage and Rainwater Tanks:**

Kitchen and domestic's room doors and windows, dustbins, washing lines, yard storage, rainwater tanks, air conditioning units and other service orientated protuberances must not be visible from roads, waterways or any other erven at ground level.

### **4.5 As Built Plans:**

Archcom requires a copy of the "As Built Plans" to be provided for record purposes.

## **5. PROCEDURE FOR APPROVAL OF PLANS BY ARCHCOM:**

- 5.1 Building plans are to be submitted to the Marina office or posted to Archcom, PO Box 2071, Port Alfred, 6170, before submission to the Municipality.
- 5.2 An Archcom plans fee, the value and details to be determined at the Marina office, must accompany the first plans submission.
- 5.3 A further fee is to be paid upon each additional submission of the same plans due to failure to comply with the basic requirements of the Design Manual. This fee is for repetitive administration costs to scrutinize plans.
- 5.4 Building plans submitted for approval of Archcom shall comprise of at least the following and be of an acceptable quality. At the time any Building Plan is submitted it is to be accompanied by a separate document, which confirms the full details of the Owner applicant and full details of the architect who prepared the plan. Failure to comply with the foregoing will result in a refusal to accept the plan for approval.
  - 5.4.1 General:
    - 5.4.1.1 Four (4) paper prints to be submitted with application form. One set for owner, one set for Municipal file and one set for Archcom and one for applicant.
    - 5.4.1.2 Application form to be signed by the owner of the property or authorise agent.
    - 5.4.1.3 One print is to be fully coloured for Archcom. Remainder to be left plain.
    - 5.4.1.4 Title is to be correctly indicated on plan.
    - 5.4.1.5 Plans of alterations to show existing buildings, boundary walls, existing drainage and new drainage work.
    - 5.4.1.6 Plans are to be prepared in accordance with the National Building Regulations and Archcom regulations.
  - 5.4.2 Site Plan:
    - 5.4.2.1 Scale 1:200.
    - 5.4.2.2 Show length of site boundaries in metres.
    - 5.4.2.3 Show levels of each corner site (or contours).
    - 5.4.2.4 Show all buildings on site (existing and proposed).
    - 5.4.2.5 Show building lines relative to building.
    - 5.4.2.6 Show adjoining erven and buildings correctly to scale.
    - 5.4.2.7 Show names of all adjoining streets.
    - 5.4.2.8 Show North point.
    - 5.4.2.9 Show all servitudes and right of way.
    - 5.4.2.10 Setting out dimensions to be indicated.
    - 5.4.2.11 Driveways are to be shown.
    - 5.4.2.12 Show drainage.
  - 5.4.3 Building Plan:
    - 5.4.3.1 Scale 1:100.
    - 5.4.3.2 All plans to be signed and dated by the owner.
    - 5.4.3.3 A 199mm column for official stamps is to be provided on the right hand side of the plan.
    - 5.4.3.4 All Engineers structural steel and reinforced concrete details to be included with submission of plans.

- 5.4.3.5 Show usage of all rooms.
- 5.4.3.6 Show floor finishes:
  - 5.4.3.6.1 Stairs minimum width of tread to be 250mm.
  - 5.4.3.6.2 Maximum height of riser 200mm.
  - 5.4.3.6.3 Balustrade minimum 1m in height.
  - 5.4.3.6.4 Balustrade maximum opening 125mm.
- 5.4.3.7 Door swings to be indicated.
- 5.4.3.8 Show rainwater control and type of gutters and downpipes to be used. Means of stormwater disposal to be indicated.
- 5.4.3.9 All airbricks to be indicated on plans.
- 5.4.3.10 Show area of habitable rooms – 6 square metres minimum.
  - 5.4.3.10.1 Window lighting area min 10% of floor area. Openings to be shown.
  - 5.4.3.10.2 Kitchen lighting area min 14% of floor area.
- 5.4.3.11 All elevations and section required.
- 5.4.3.12 Cut and fill to be clearly indicated if house is not sited on level ground, and levels of floors relative to one another in relation to:
  - 5.4.3.12.1 Existing ground surface.
  - 5.4.3.12.2 Proposed finished level.
  - 5.4.3.12.3 Any public space upon which the site abuts.
- 5.4.3.13 Specifications and sizes of roof trusses, finishes and roofing materials to be indicated.
- 5.4.3.14 Show type of window to be used.
- 5.4.3.15 Show existing and proposed ground levels.
- 5.4.3.16 Window to be provided in garage.
- 5.4.3.17 Servants toilet to have wash basin.
- 5.4.3.18 Ceiling heights 2,4 metre minimum to be shown on section.
- 5.4.3.19 Foundation sizes to be shown on section.
- 5.4.3.20 Fire-proofing of building required where necessary and no access allowed between garage and dwelling, unless a fire-proof door is provided.
- 5.4.3.21 Fire wall to be shown between garage, dwelling and or servants quarters.
- 5.4.3.22 Colouring of plans:

Concrete/Green, Brickwork/Red, Wood/Yellow. These colours apply to Plan, Site Plan, Sections and Elevations. Work to be demolished shown in dotted lines.
- 5.4.3.23 The architect to indicate on the drawing the following notes:
  - 5.4.3.23.1 The water supply connection pipe to be Polycop.

5.4.3.23.2 Access across the paved open space from the road to the site boundary (wide road reserve area) is to be provided by the owner for the maintenance of services.

5.4.3.23.3 The raising of canal walls to be strictly to Marina Specification and Details by appointed sub-contractors.

5.5 Archcom will comment on or approve building plans as soon as practically possible. If approved, Plans will be stamped by Archcom and the Marina office. Plans will not be approved conditionally.

5.6 It is the responsibility of the architect/owner to submit building plans to and obtain approval from the local authority and to arrange inspections by the Building Inspectorate. The Marina office will advise and assist where possible.

**5.7 Building Deposit: (19/12/2017)**

A building deposit is to be determined by Excom from time to time, to be paid immediately following approval of the related plans by Archcom. This deposit will be refunded without interest on the completion certificate being issued by the Local Authority Building Inspector, and once any affected erf or erven have been cleared and any damage to common areas have been repaired to the satisfaction of Archcom.

**6. EXTERNAL MAINTENANCE:**

External maintenance of homes is to be carried out by homeowners on a regular basis and to the satisfaction and approval of Archcom.

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## **NDLAMBE MUNICIPALITY**

### **PROCEDURE FOR SUBMISSION OF BUILDING PLANS – DWELLINGS ONLY**

#### **1. GENERAL:**

- 1.1 Three (3) paper prints to be submitted with application form. One set for owner, one set for Municipal file and one set for Archcom.
- 1.2 Application form to be signed by the owner of the property or authorized agent.
- 1.3 One print is to be fully coloured for Plans Committee. Remainder to be left plain.
- 1.4 Title is to be correctly indicated on plan.
- 1.5 Plans of alterations to show existing buildings, boundary walls, existing drainage and new drainage work.
- 1.6 Plans are to be prepared in accordance with the National Building Regulations and Archcom regulations.

#### **2. SITE PLAN:**

- 2.1 Scale 1:200.
- 2.2 Show length of site boundaries in metres.
- 2.3 Show levels of each corner site (or contours).
- 2.4 Show all buildings on site (existing and proposed).
- 2.5 Show building lines relative to building.
- 2.6 Show adjoining erven and buildings correctly to scale.
- 2.7 Show names of all adjoining streets.
- 2.8 Show North point.
- 2.9 Show all servitudes and right of way.
- 2.10 Setting out dimensions to be indicated.
- 2.11 Driveways are to be shown.
- 2.12 Show drainage.

#### **3. BUILDING PLAN:**

- 3.1 Scale 1:100.
- 3.2 All plans to be signed and dated by the owner.
- 3.3 A 199mm column for official stamps is to be provided on the right hand side of the plan.
- 3.4 All Engineers structural steel and reinforced concrete details to be included with submission of plans.
- 3.5 Show usage of all rooms.
- 3.6 Show floor finishes:
  - 3.6.1 Stairs minimum width of tread to be 250mm.
  - 3.6.2 Maximum height of riser 200mm.
  - 3.6.3 Balustrade minimum 1 metre in height.

- 3.6.4 Balustrade maximum opening 125mm.
- 3.7 Door swings to be indicated.
- 3.8 Show rainwater control and type of gutters and downpipes to be used. Means of stormwater disposal to be indicated.
- 3.9 All airbricks to be indicated on plans.
- 3.10 Show area of habitable rooms – 6 square metres minimum.
  - 3.10.1 Window lighting area min 10% of floor area. Openings to be shown.
  - 3.10.2 Kitchen lighting area min 14% of floor area.
- 3.11 All elevations and section required.
- 3.12 Cut and fill to be clearly indicated if house is not sited on level ground, and levels of floors relative to one another in relation to:
  - 3.12.1 Existing ground surface.
  - 3.12.2 Proposed finished level.
  - 3.12.3 Any public space upon which the site abuts.
- 3.13 Specifications and sizes of roof trusses, finishes and roofing materials to be indicated.
- 3.14 Show type of window to be used.
- 3.15 Show existing and proposed ground levels.
- 3.16 Window to be provided in garage.
- 3.17 Servants toilet to have wash basin.
- 3.18 Ceiling heights 2,4 metre minimum to be shown on section.
- 3.19 Foundation sizes to be shown on section.
- 3.20 Fire-proofing of building required where necessary and no access allowed between garage and dwelling, unless a fire-proof door is provided.
- 3.21 Fire wall to be shown between garage, dwelling and or servants quarters.
- 3.22 Colouring of plans:  
Concrete/Green, Brickwork/Red, Wood/Yellow. These colours apply to Plan, Site Plan, Sections and Elevations. Work to be demolished shown in dotted lines.
- 3.23 The architect to indicate on the drawing the following notes:
  - 3.23.1 The water supply connection pipe to be Polycop.
  - 3.23.2 Access across the paved open space from the road to the site boundary (wide road reserve area) is to be provided by the owner for the maintenance of services.
  - 3.23.3 The raising of canal walls to be strictly to Marina Specification and Details by appointed sub-contractors.

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Annexure “A”

**CANAL WALLS:**

An engineer’s certificate will be required. Riaan Moller, Viaplan Engineers, is the preferred engineer and charges approximately R3,000 (as at 2021) per certificate for a canal wall.

**Diagram Jetty Slab:**

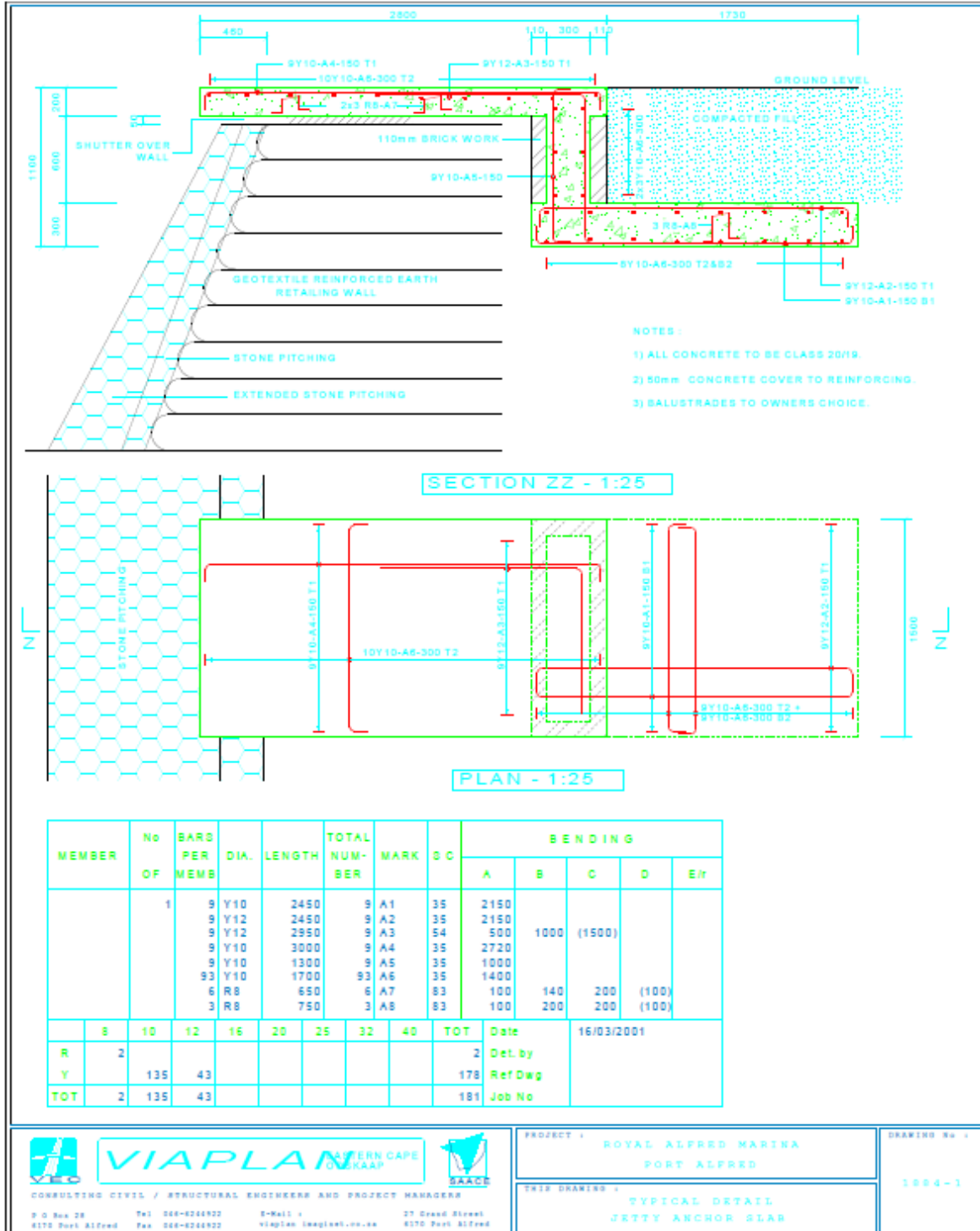


Diagram Canal Walls:

