

## ARCHITECTURAL RULES

### ARCHITECTURAL RULES FOR THE DESIGN AND CONSTRUCTION OF NEW BUILDINGS, ALTERATIONS AND ADDITIONS AND MAINTENANCE OF EXISTING STRUCTURES

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## 1 DEFINITIONS

“m”	shall mean metre or metres
“m <sup>2</sup> ”	shall mean square metres
“Coverage”	shall mean the ratio of overall (max projected) area of the house including outbuildings and covered outdoor areas to the stand Area
“FAR”	shall mean Total floor area ratio to stand size (“bulk”).
“FFR”	shall mean the Ratio of First floor area (incl. Double volumes) to Ground floor area

## 2 INTRODUCTION

It is incumbent upon the Owner, Architect and Builder to ensure that there has not been an update to this version of the rules. No rights are inferred through general adherence to these guidelines. The decision on whether or not a plan for a dwelling, addition or alteration and the ongoing to final construction of the dwelling, complies with the approved architectural style and maintains a high degree of aesthetic integrity and harmony, both within the surrounding environment and with other building elements within the estate, remains at the sole discretion of the CLHOA.

## 3 GENERAL

The restrictions set out below are in addition to any restrictions, national regulations or any other building regulations. Notwithstanding that any plans or improvements may comply with any such restrictions imposed by third parties, the approval of any plans or improvements within the estate shall be at the sole discretion of the CLHOA. Similarly, compliance with the restrictions imposed by the CLHOA shall under no circumstances absolve the Owner of a property within the estate from the need to comply with restrictions imposed by third parties nor shall the CLHOA approval be construed as permitting any contravention of restrictions imposed by any authority having legal jurisdiction.

- 3.1 The objective is to achieve an interesting range of mutually compatible house designs within the flexibility afforded by the approved architectural style, whilst avoiding monotonous uniformity.
- 3.2 All houses (including outbuildings) shall be designed to conform to the principle guidelines and rules mentioned previously and those below.
- 3.3 The dwelling should be consistent/compatible in design and style with neighbouring dwellings so as to promote harmony of design.
- 3.4 Privacy and views from surrounding properties must be taken into account.
- 3.5 Each owner will comply with the estate rules and will not be entitled to rely on the non-compliance of an Estate Rule by any other owner as a defence or as a reason for non-compliance of an estate rule by such owner

## 4 CONSOLIDATION OF RULES

### 4.1 These rules apply to all Suburbs/Areas.

The different suburbs are as follows:

- 4.1.1 Bishops Field - Stands 521 to 584 incl.

- 4.1.2 The Paddock – Stands 704 to 714 incl.
- 4.1.3 Needwood - Stands 3 to 44 incl. (28 & 30 consolidated in Stand 441)
- 4.1.4 The Ridge - Stands 4228 to 4294 incl.; 1/222 to 10/222 incl.; 1/223 to 16/223 incl.; 1/224 to 13/15/224 incl.; 1/ 225 to 12/225 incl. and 1/226 to 18/226 incl. 4/227. (The 4 in front of these stand numbers have been added by CLHOA to avoid confusion with stand numbers of the Village, therefore any drawings to be submitted to the council must have the true stand number with the CLHOA's number as a separate endorsement on the title block
- 4.1.5 St. Georges Hill - Stands 586 to 630 incl.
- 4.1.6 The Village - Stands 59 to 361 incl. and stands 1/363 to 5/363 & 8/363 incl. (111 & 112 consolidated in Stand 969) (169 & 170 are notarially tied) (# 292 & 293 are consolidated under Stand 1686).

## **5 MAINTENANCE OF EXISTING RESIDENCES**

- 5.1 It is important for the good appearance of the estate that individual Owners keep their buildings, boundary walls and fences in a good state of repair;
- 5.2 Non-compliance will elicit a penalty to be imposed at a quantum per the Schedule of Penalties, or as decided upon by the CLHOA. In addition the Owner shall be required to immediately rectify the non-compliance at his or her expense;
- 5.3 The exterior of buildings, boundary walling, fencing, sidewalk and access paving are to be kept in good order and maintained to the satisfaction of CLHOA;
- 5.4 The colours of repainted walls, roofs and fences are to be approved by the CLHOA.

## **6 NEW BUILDINGS, ALTERATIONS AND ADDITIONS**

- 6.1 In an effort to ensure continuous aesthetic control on the estate, all Owners wishing to undertake any external alteration to their property in any way, shall submit plans to the CLHOA and gain written permission prior to commencing any building alteration or addition;
- 6.2 Any alteration or addition must comply with the Estate Architectural guidelines (per Appendix 2) of the Estate Rules, and with National Building Regulations.;
- 6.3 Owners shall at all times ensure that any object or structure which could, in the opinion of the CLHOA, be considered unsightly or to the detriment of the appearance of the estate, is not visible from the street, common areas, or other properties;
- 6.4 All alterations and additions will require approval from the neighbours in view of the work (including those across the road). The affected neighbour must sign on the submitted drawing together with their name, stand number, phone number and date. Permission cannot be unreasonably withheld;
- 6.5 Written approval from the CLHOA is required for the following:
  - 6.5.1 New buildings
  - 6.5.2 Extensions, Alterations, Structural, Aesthetic and external alternations to existing buildings
  - 6.5.3 Changing of use of buildings such as converting a garage into a habitable room, etc
  - 6.5.4 Carports
  - 6.5.5 Swimming pools, ponds
  - 6.5.6 Walls and gates

- 6.5.7 Wendy houses, Garden sheds & Storage Tanks
- 6.5.8 Playground equipment, dog houses & wash lines
- 6.5.9 TV antennas, aerials, external lighting & Wind turbines
- 6.5.10 Air-conditioning, evaporative cooling , Solar power& Gas installations
- 6.5.11 Trellises, Awnings, and Extending roofs
- 6.5.12 Demolition of buildings
- 6.5.13 Painting and external work and repairs
- 6.5.14 Internal structural alterations
- 6.5.15 Installation of burglar bars, security gates and grills, and other security devices intended to protect windows and doors
- 6.5.16 Landscape Construction
- 6.5.17 Planting of trees which may impact upon neighbours
- 6.5.18 Cutting down of trees and bushes which may impact upon neighbours
- 6.6 Plans must be submitted to the local authority for approval. The drawings submitted to the local authority must first be approved by the CLHOA and be stamped "Approved" by the CLHOA;
- 6.7 All approvals must be obtained in writing from the CLHOA and if required by any other appropriate authority before the work is carried out;
- 6.8 It is expressly noted that CLHOA approval for any building works does not guarantee compliance with local authority by-laws.

## **7 BUILDING REQUIREMENTS**

(See major works application form Section 42)

The office will allow the borrowing of plans in their possession for the purposes of copying at a refundable deposit of R1000 per occasion.

## **8 APPROVAL OF BUILDING PLANS**

- 8.1 The decision on whether or not a plan for a house complies with the approved architectural style shall be at the sole discretion of the CLHOA;
- 8.2 For new developments, owners and their architects are required to attend an introductory meeting with the Estate Management;
- 8.3 Detailed designed drawings shall be prepared so as to comply with the conditions of approval issued by the CLHOA;
- 8.4 Where alterations additions or amendments are required these shall be shown on revised drawings showing the existing building;
- 8.5 A scrutiny fee for all applications will be charged for each submission in line with the annual schedule approved at the AGM;

All building plans and other submissions, requiring approval, must be delivered to the Estate Office at least 48 hours prior to the day on which the Architectural Committee are due to meet. E-mailed or faxed submissions will not be accepted for approval;

- 8.6 3 (Three) copies of the drawings shall be submitted to the CLHOA for approval. The drawings are to be coloured as per the specifications of the Johannesburg Council. Upon approval of the drawings one copy will be retained by the CLHOA for its records and the other returned, stamped approved and / or comments to the applicant for submission to the Local Authority;
- 8.7 Should the drawings not be approved, a letter will be drafted for the submitter detailing any objections and the reasons for such objections. Amended drawings may be resubmitted for the next scrutiny subject to payment of an additional scrutiny fee at the discretion of the Architectural Committee;
- 8.8 Scrutiny of drawings is done by the Architectural Review committee of the CLHOA, which meets every 14 days. Timings of these meetings may be obtained from the CLHOA office;
- 8.9 A copy of the stand's title deed is to accompany the submission. If the stand is a consolidated stand then the consolidated title deed will be required;
- 8.10 After the detailed drawings have been approved by the CLHOA, where building work is involved, the approved drawings shall be submitted to the Local Authority for its consideration and approval;
- 8.11 No building can commence on site until the drawings have been approved by the Local Authority, or special permission from the Local Authority in writing is obtained and submitted to the CLHOA. One copy of each drawing stamped "Approved" by both the CLHOA and the Local Authority shall be on site at all times during construction, until final approval of construction is obtained.

## **9 INFORMATION REQUIRED ON DRAWINGS SUBMITTED TO CLHOA FOR APPROVAL**

### **9.1 Drawings / Prints required**

- 9.1.1 All plans to be at 1:50 or 1:100 scales. Small scale site plans shall be to a 1:500 scale. A1 size drawings preferred.
- 9.1.2 All plans are to be to scale and fully dimensioned.

### **9.2 Site plan, showing**

- 9.2.1 Stand boundary, north point, boundary dimensions, street position with name, adjacent stand numbers;
- 9.2.2 Building lines together with servitudes and other restrictions;
- 9.2.3 Contours of existing ground levels;
- 9.2.4 Proposed boundary walls, fences and gates, including the height and type of each;
- 9.2.5 Driveway entrance to stand;
- 9.2.6 Final site levels with new landscaping structures;
- 9.2.7 Position of sewer and connection;
- 9.2.8 Storm water management;
- 9.2.9 Swimming pool and ponds including backwash management and/or drainage;
- 9.2.10 Coverage schedule (see 9.9 for details required);
- 9.2.11 Position of buildings. The site plan can also include the Ground Floor Plan.

### **9.3 Floor Plans**

Indicate proposed levels and use of rooms.

#### **9.4 Elevations: all sides**

Clearly showing the proposed elevations of both main and outbuildings shall be provided. The elevations shall give a clear indication of the exterior treatment of buildings and roofs, the material to be used and the colours of roofs and walls, including all perimeter walling/fencing. All external finishes and colours shall be specified in the drawings, and colour samples are required to be delivered to the Estate Management on request and are to comply with the colour range displayed in the Estate Office and approved by the Estate Management from time to time.

#### **9.5 Sections**

Show and dimension the natural and final ground levels. Include the maximum height of the residence from existing natural ground level. The floor heights, roof dimensions and angles to be dimensioned.

#### **9.6 Natural Ground Level (NGL)**

To be shown on all sections and elevations.

#### **9.7 Other fixtures**

Awnings, blinds, air-conditioner units, swimming pool pumps and other items, which do not form part of the basic structure, shall be clearly shown and annotated on all drawings and plans. Air Conditioner units are to be hidden from view.

#### **9.8 Finishes**

All external finishes and colours shall be specified on the drawings. Colour samples are required to be signed and delivered to the CLHOA office and are to comply with the colour range displayed in the Estate Office and approved by the CLHOA from time to time.

#### **9.9 Coverage and FAR schedule to include the following:**

- 9.9.1 Area of stand in m<sup>2</sup>;
- 9.9.2 Coverage both as a percentage and area in m<sup>2</sup>;
- 9.9.3 Floor area of each floor as a percentage and area in m<sup>2</sup>;
- 9.9.4 Total Floor area in m<sup>2</sup>;
- 9.9.5 FAR (total floor area ratio to stand size, "bulk");
- 9.9.6 FFR – First floor ratio to ground floor as a %.

#### **9.10 Alteration and additional work**

The type of proposed work will determine what of the above will be required. Discuss the proposed work with the Estate Management.

### **10 DENSITY (INCL. CONSOLIDATION & NOTARIAL TIES)**

- 10.1 Only one dwelling shall be erected on each stand or on consolidated / notarially tied stands. The dwelling cannot be subdivided into more than one unit for rental. In addition, no dwelling may be used as a Guest House, Bed and Breakfast, Boarding House, Commune or the like, Such use is deemed to be a commercial use of a dwelling and is not permitted;
- 10.2 If two adjacent stands are owned, they must be consolidated / notarially tied in order to apply the area of both stands for the calculation of coverage and bulk. The new residence should not be concentrated on one of the previous stands;

- 10.3 Once consolidated the new stand cannot be subdivided;
- 10.4 If two adjacent stands are owned and not consolidated / notarially tied, then the residence cannot be constructed over the building lines of either stand and must abide by the boundary restrictions, coverage and bulk as applicable to the single stand which is being built upon;
- 10.5 Only adjacent stands with a common boundary may be consolidated, notarially tied. The consolidation/notarial tying of diagonally opposite stands with a minimal common boundary is not permitted;
- 10.6 Stands consolidated will thenceforth be considered as a single stand save that they will be subject to a double levy notwithstanding the consolidation as if for both stands;
- 10.7 Stands which are notarially tied will continue to be considered as separate stands and will be subject to the normal levy per stand;
- 10.8 Where an empty stand is notarially tied to another stand that has been built on, the requirements of Clause 15.2 (of the main rules) in respect of vacant stands will be considered fulfilled;
- 10.9 It is recorded that the consolidation of erven erodes the levy base of the CLHOA in the consequent loss of levy paying erven. In order to protect the income base of the estate, as of 1 July 2012, no member may consolidate multiple erven without the prior written consent of CLHOA. CLHOA will only consent to the consolidation of erven (subject to any other requirements of CLHOA) on condition that post consolidation levies will be raised on the consolidated erf as per the multiple of stands consolidated, and as if the consolidation had not taken place.

## **11 SINGLE/DOUBLE STORY STRUCTURES**

### **11.1 Single Storey Only**

- 11.1.1 The Village except for a few stands listed below (refer to 11.2.2) which have been developed with 2 storey will remain single storey.
- 11.1.2 The Ridge Stands 1/225 to 12/225. All these houses to remain single storey.

### **11.2 Double Storeys**

- 11.2.1 Permitted in the following suburbs:  
Bishops Field, The Ridge (certain areas), Needwood, St. Georges Hill & The Paddock.
- 11.2.2 Village Stands with 2 floors:  
Stands 284, 285, 293, 300, 307, 308, 314, 322, 323, 330, 331, 332, and 333 (Stand 234 has 2 mezzanines)
- 11.2.3 Mezzanine floors are not encouraged and will require special approval from the CLHOA.

### **11.3 Basements/Cellars**

- 11.3.1 Basements are permitted but must be completely within the Ground floor footprint and cannot have any windows or doors in the outside walls.
- 11.3.2 Access must be from within the Ground floor footprint. The basement area will not be included in the floor area ratio (bulk) calculation.

## **12 HEIGHTS OF STRUCTURES**

The original natural level for measuring the overall house height only: This will be the natural ground level which passes through the centre of the house footprint.

### **12.1 Single Storey**

12.1.1 With a flat roof, the height of any part of the structure shall not exceed 4,5m (four comma five metres) above the original natural ground level.

12.1.2 With a pitched roof, (minimum pitch is 30 deg.), the height of any part of the structure shall not exceed 6,0m (six comma zero metres) above the original natural ground level.

### **12.2 Double Storey**

12.2.1 Not more than two stores shall be erected vertically above each other (excluding basement/cellar – Refer 9.3).

12.2.2 The height of any part of the structure shall not exceed 8,5m (eight comma five metres) above the original natural ground level.

## **13 COVERAGE & FLOOR AREA RATIOS (FAR)**

### **13.1 Floor Area Ratio (FAR) Bulk**

13.1.1 The maximum Total floor area ratio to stand size (“bulk”) is 0,6.

13.1.2 Exception for the single storey stands of the Village (those not listed per 11.2.2 above). The FAR of 0,6 excludes a provision for a double garage with dimensions not exceeding 6,5m x 6,5m overall dimensions.

### **13.2 Coverage: Single Storey Dwellings in the Village**

13.2.1 Coverage shall not exceed 60% excluding a provision for a double garage.

13.2.2 The garage size is not to exceed 6,5m x 6,5m.

### **13.3 Coverage: Single Storey Dwellings in the Ridge on Stands 1/225 to Stands 12/225**

The coverage here is restricted to 40%.

### **13.4 Coverage: Single Storey Dwellings to remainder of estate**

Coverage shall not exceed 50% but in order to enable residents to construct a single storey dwelling with the same maximum floor area (bulk) ratio (0,6) as is permitted for a double storey, the CLHOA will generally support applications to amend the town planning scheme to the Local Authority to increase the coverage for a single storey dwelling from 50% to 60%. The objective is to encourage the construction of single storey rather than double storey houses in the estate. Local Authority approval for 60% coverage must be obtained, however, CLHOA may give provisional approval subject to Local Authority approval. Construction cannot commence prior to council approval.

### **13.5 Coverage: Double Storey Dwellings (including the Village)**

13.5.1 The ground floor coverage of double storey dwellings shall not exceed 40% of the area of the stand.

13.5.2 The area of the upper storey shall not exceed 60% of the area of the ground floor.

13.5.3 In order to encourage the construction of a greater bulk at ground level the CLHOA will be prepared to consider plans for double storey dwellings with a ground floor coverage up to 50% provided that the area of the upper storey is commensurately reduced in order not to exceed the maximum FAR

of 0,6. For example, on a stand of 1000 m<sup>2</sup> a house with 500 m<sup>2</sup> on ground level and 100 m<sup>2</sup> on the upper level is preferred to a house with 400 m<sup>2</sup> on the ground level and 240m<sup>2</sup> on the upper level.

- 13.5.4 Any part of the house where the floor to ceiling level exceeds 4,5m high shall for coverage evaluation purposes be included in the first floor area.
- 13.5.5 Double volumes whether used as lofts or unused, are deemed to form part of the first floor areas.
- 13.5.6 Yarded or screened off areas on the first floor where the screen exceeds 1,0m in height will be included in the first floor coverage area.

## **14 BUILDING LINES**

All Stands except single storey dwellings in the Village:

### **14.1 Single Storey Dwellings**

No structures shall be erected within a distance of 1m (one metre) from the boundary between one stand and another. No structures shall be erected within a distance of 3m (three metres) from the boundary between a stand and a park or a road. These building lines are the minimum allowed. If the building lines required by the Local authority exceed the CLHOA rules, then the larger distance will apply. Title deed needs to be checked for servitudes.

### **14.2 Double Storey Dwellings**

No double storey structure shall be allowed within a distance of 3m (three metres) of the side boundaries and 5m (five metres) from the boundary between a stand and a street. If the upper floor is set back from the boundary, as stipulated above, then the ground floor can extend as per the ground floor set back rules, i.e., on a side boundary where the first floor is a minimum of 3,0m (three metres) from the boundary, then the ground floor can extend up to 1,0m (one metre) from the same boundary.

### **14.3 Single Storey in The Village**

As per the Local Authority allowances, residential 2, traditionally zero between stands.

### **14.4 Parking**

- 14.4.1 All stands must provide garaging for 2 cars minimum.
- 14.4.2 Except in the Village 2 visitors parking must be provided within the stand boundary.

## **15 LINES OF ACCESS**

- 15.1 In order to create a landscaped boulevard along the main roads through the different extensions, no access will be permitted off the boulevard below St. George's Hill and Needwood. The CLHOA may grant access to other properties off a main road subject to its discretion.
- 15.2 Stands 3 and 44 in Needwood and 586 and 630 in St. George's Hill can only access the stands from the North Boundary.

## **16 MINIMUM HOUSE SIZE**

- 16.1 Generally, no minimum house size is prescribed, the Directors of CLHOA shall be entitled not to approve the plans for any house which in their sole opinion would detract from the appearance of, or reduce the value of other houses in the estate. The CLHOA shall not incur any liability to any person in doing so.
- 16.2 Stands in the Paddock are restricted to a minimum house size of 350 m<sup>2</sup> as per the Title Deed conditions.

## **17 BOUNDARY WALLS & FENCES**

Boundary protection can be achieved by means of planting or by means of brick wall and/or palisade fences integrated into the design of the house and of a design and finish approved by the CLHOA. The following are not permitted:

- Concrete or pre-cast concrete in walls or fences
- Stone walls

- 17.1 Only the following walling and fencing materials are allowed.
- 17.2 Plastered and painted brick wall. Structural design to be in accordance with Local Authority's bylaws.
- 17.3 Painted metal palisade (pattern and colour to be approved by the CLHOA).
- 17.4 Timber Fencing (existing fences only)

It is appreciated that there are numerous timber fences in The Village dating back to the original development and these will be allowed to remain. These fences require a large amount of maintenance and owners are encouraged to eventually replace the fence with brick or steel palisade. Such existing timber fencing may be reinstated as part of ongoing maintenance, however must be replaced with walls/palisade fences when maintenance is no longer appropriate. Permission to increase the height of such fences to 1.8m can be requested in writing from the CLHOA Architectural Committee. Such approval will be subject to the consent of affected neighbours and may be given at the sole discretion of the CLHOA Architectural Committee.

- 17.5 Boundary walling or fencing shall not exceed 1,8m height at any point above the original natural ground level below the wall or fence. The CLHOA will consider up to 20% of the total stand's boundary brick walls being raised to a maximum of 2,4m height. The wall must be structurally safe and certified by a Professional Engineer and a certified copy of the Certificate must be issued by a Professional Engineer.
- 17.6 Walling must be plastered and painted and if the wall abuts a common area, it must be plastered and painted on both sides (and maintained by the owner).
- 17.7 Bagged wall finish is not permitted.
- 17.8 The colour(s) of boundary walls and fences to be painted, or repainted are to be approved by the CLHOA and are to comply with the approved colour range displayed in the Estate Office which may be updated from time to time.
- 17.9 No security spikes, razor wire or electric fencing or similar devices will be allowed on the boundary of the stand.
- 17.10 No walling or fencing shall be permitted between the road edges (curb) and the boundary unless approved by the CLHOA.

17.11 Gates to be metal painted (pattern and colour to be approved by the CLHOA).

## **18 POSITION OF BOUNDARY OR BUILDINGS**

If there is a dispute over the position of a building, or a wall or fence on a boundary (or the boundary itself) a diagram from a registered land surveyor showing the true boundary position with dimensions to the encroaching building, walls or fences is to be submitted with the claim. If the CLHOA instigates an inquiry in this regard, then the Owner of the stand that has encroached the boundary or building line will be liable for the Land surveyor's fee.

## **19 SIDEWALKS**

### **19.1 Synthetic lawn installation on a verge maintained by the owner of the erf may be installed under the following conditions;**

#### **Considerations**

Residents should consider the risks involved when installing synthetic lawn as tree roots can cause damage to the installation and is costly to reinstate the area after the council or any other service company has work on the verge.

Only three-toned green grass weave lawn may be installed as it blends with neighbouring grass verges creating a more natural look and feel. A sample of the synthetic lawn 20cm x 20cm must be submitted to the Environmental Committee for approval prior to the installation.

The area of synthetic lawn should not be used as a parking area.

Existing trees may not be removed during installation. Should the existing tree/s prove to have problematic root systems, a suitable tree of the same size may be used as an alternative.

Please refer to the estate approved tree guide.

#### **19.1.1 Required before installation for approval**

A landscape plan for the verge must be submitted for approval and must detail the following:

- Subsurface material and installation methods must be of a professional standard and completed by a professional contractor. A concrete or river sand aggregate compacted or a screed of 50mm dry mix can be recommended. Compacting and levelling must be of an acceptable standard.
- Use a jointer strip with adhesive to join two sections at a seam.
- Ensure that the directions of the lawn blades are correct.
- Use 6-inch nails only on the sides of the lawn to allow for expansion and contraction.
- Fill lawn with river sand and sweep in to allow grass to stand up in a natural way.
- Edge coping to be used in line with approved paving on the estate.
- Any additional landscape features to be installed must appear on the verge plan.

#### **Signing of waiver form**

- As there are council services under the verge and council have the right to excavate the verge to conduct repairs, a formal waiver form needs to be signed to ensure the professional reinstatement of the verge.
- The owner of the property will be granted fourteen days to reinstate the synthetic lawn to its original state. A penalty will be levied for each week after the repair was due. The penalty will be R500 per week.

- Should the repairs not be completed within twenty one days the CLHOA may appoint a contractor to complete the work and charge the owner for all costs.

19.2 No trees other than those on the approved list, provided by the CLHOA from time to time, will be allowed on the sidewalk unless prior written permission has been obtained from the CLHOA. Pavement development to be approved by CLHOA.

## 20 OVERLOOKING ADJACENT PROPERTIES

Balconies and windows on the first floor overlooking the living areas of adjacent properties must receive the written consent of the Owners of an adjacent property. Care must also be taken in design with placing windows in ground floor walls close to the boundary

## 21 ROOFING

21.1 Flat Roofs within The Village

21.1.1 100% flat roof house with parapet permitted.

21.1.2 Corrugated or profiled metal roofs in "Chromadek" or other pre-painted finishes can be used.

21.1.3 In all cases where a flat roof is used, the roof must be surrounded by a parapet wall and its surface must not be visible from neighbouring ground properties.

21.1.4 The rules for other roofing are the same as for the remaining suburbs / areas noted below.

21.2 Flat Roofs in the remaining suburbs / areas

21.3 Solely flat roofs are not permitted.

21.3.1 Houses can have a combination of flat and pitched roofs or solely pitched roofs at a minimum of 30 degree pitch

21.3.2 In all cases where a flat roof is used, the roof must be surrounded by a brick, plastered and painted parapet wall

21.3.3 New flat roofs should be constructed in concrete suitably waterproofed.

21.3.4 Extensions not exceeding 50m<sup>2</sup> can have the following construction in lieu of concrete:

21.3.4.1 The extension is to have brick and plastered parapets on the new elevations.

21.3.4.2 If the roof cannot be overlooked by adjacent properties then profiled metal roofs in "Chromadek" or other pre-painted finishes can be used.

21.3.4.3 Roofs overlooked by adjacent properties must have an appearance of a concrete roof waterproofed in a Bituminous torch on application. A light weight system as the profiled sheet application above can be used but has to be covered with a suitable board and then waterproofed in a Bituminous torch on application.

21.3.4.4 Roofs not listed above must be approved before being used.

21.4 Roof tiles should be harmonious with those of neighbouring houses, with particular reference to colour, and the style as approved by the CLHOA through the submission of a sample.

21.5 The following roof tiles can be used. Due to the changing of manufacturers, a sample must be provided for approval prior to ordering and construction.

21.5.1 Black concrete slate.

21.5.2 Terracotta and earthy coloured concrete tiles.

21.5.3 Terracotta tiles.

21.5.4 Tiles approved by CLHOA from time to time.

21.6 Maintenance of tiled roofs. Existing tiles can be repainted the same colour as the existing tile or if a new colour then subject to colour approval from a preapproved list (22.3.3). Samples must be submitted for approval.

## **22 WALLS & PAINTING**

22.1 Walls must be plastered and painted in a colour approved by the CLHOA. Should any Owner wish to repaint their house, they should ensure that the colour selected complies with the Estate guidelines. Prior approval must be obtained from the CLHOA regarding colour.

22.2 Stone cladding can be used in moderation but must first be approved by the CLHOA. Artificial stone is not permitted

22.3 Walls must be painted / repainted according to the following specifications:

22.3.1 All exterior wall paint to be in an acrylic based paint

22.3.2 Various specialized coatings may be allowed, including but not limited to cementitious and clay based paints. In each instance signed samples will be required and are to be approved by the CLHOA.

22.3.3 Paint colours are to comply with the approved colour range displayed in the Estate Office which may be updated from time to time.

22.3.4 Should an owner request to paint his house a colour which is not an approved colour, permission has to be obtained from the Board of Directors. Approval of new colours will be considered on application, with the approval of the neighbour/s.

## **23 WINDOWS AND DOORS**

23.1 Timber, either natural or painted, Aluminium anodised or epoxy coated may be used. Steel is not permitted.

23.2 Garage doors: Timber and any other finish must first be approved by the CLHOA.

23.3 All garages must have a full garage door for vehicle access.

## **24 DRAINAGE PIPES**

24.1 Shall be concealed from view.

24.2 Pipe ducts are required from the first floor.

24.3 Ground floor pipes can be surface mounted as long as they are not visible from the street and neighbouring stands.

## **25 GUTTERS AND DOWNPIPES**

25.1 They shall form an integral part of the design and shall be constructed and finished to match the style of the house.

- 25.2 Down pipes shall preferably be concealed from view but can be exposed and painted to match the walls of the house.
- 25.3 Any changes or alterations affecting gutters and down pipes must be approved by the CLHOA.

## **26 GARAGES, STAFF QUARTERS AND OTHER OUTBUILDINGS**

- 26.1 All properties shall have a garage to accommodate at least two vehicles.
- 26.2 Existing garages may not be converted into living space if it means that the property no longer has garaging for two vehicles.
- 26.3 The above structures shall be constructed and finished to match the main house.
- 26.4 Consideration of the neighbour's view should be taken into account when designing the entrance to the kitchen and staff quarters.

## **27 SWIMMING POOLS AND PONDS**

- 27.1 All swimming pool and pond outlets must be shown on the site plan and backwash connected to the sewer and not be allowed to drain onto common property or into the streets.
- 27.2 Swimming pools must be secured and fenced off to comply with Local Authority regulations.
- 27.3 Swimming pools must be approved by the CLHOA. A drawing is to be submitted showing the position of the pool on the house site plan and the location of the pool motor which must be positioned so that noise will not be a nuisance to the neighbours. The adjacent neighbours' signatures must be endorsed on the drawings.
- 27.4 Ponds and fountains not fenced off from the Public must be child proofed.

## **ANCILLARY STRUCTURES AND EQUIPMENT (See minor works application form # 39)**

### **28 BURGLAR BARS, SECURITY GATES, ETC.**

- 28.1 An application prior to installation is required for all security devices. Apply in writing to the CLHOA in accordance with the requirements of Section 5. Any such proposed installation shall be required to comply with the following guidelines;
- 28.2 All burglar bars / security measures may only be installed internally. NO external bars are allowed.
- 28.3 On windows, only the opening panes may be fitted with burglar bars.
- 28.4 Expanding gates and grills may not be used to protect windows. They may only be used to protect door openings and must only be installed internally.
- 28.5 Roller shutters are required to be installed internally. The roller shutter box can easily be installed behind a ceiling bulkhead.
- 28.6 External louvers, either sliding or hinged are the only acceptable external window / door protection.
- 28.7 Burglar bars, expanding gates, roller shutters and external louvers should preferably be the same colour as the window / door frames. Where these are natural timber, the preferred colours are brown or black.
- 28.8 In some instances, decorative metal security gates and screens may be approved at the sole discretion of the CLHOA. Any application in this regard will require written neighbour's approval.

### **29 WENDY HOUSES, GARDEN SHEDS, CARPORTS AND GAS BOTTLES**

- 29.1 Wendy houses, dog kennels, garden sheds, boat houses, washing lines, gas bottles and playground equipment must not be visible from the street or neighbours gardens.
- 29.2 Approval must be obtained from the CLHOA prior to erection.
- 29.3 Gas bottles storage must be in accordance with the requirements of SANS 10087.7. The positioning of this facility must be in the least obstructive site taking accessibility into account.

### **30 WATER STORAGE TANKS**

- 30.1 Water storage tanks should not be visible from the street, greenbelt and neighbours.
- 30.2 If a pump is installed it should not be a cause of noise disturbance.
- 30.3 The location of the tank must be indicated on a site plan with neighbour's signature and cell number and submitted to the CLHOA.
- 30.4 The CLHOA will undertake a site inspection before issuing approval.

## **31 AIR CONDITIONING & EVAPORATIVE COOLING**

- 31.1 External air-conditioning units or equipment must be installed in the least obtrusive position given technical considerations and as far as possible concealed from view and noise levels must not be a disturbance to neighbouring stands;
- 31.2 The placement or positioning of an external air conditioner must be cleared prior to installation with CLHOA. The units attached to the external walls must not be viewed from the street or green belts and first floor units to be installed below the boundary wall height. In some instances they can be accommodated out of site on roofs or balconies;
- 31.3 A site plan is to be submitted to the CLHOA showing the position of external units and noting what equipment and height from ground to the top of the unit. Neighbours approval is required (Due to possible noise pollution). Neighbour to sign plan with, Name, stand number, telephone number and signature.

## **32 AWNINGS, PERGOLAS, TRELLISES, LOUVERED ROOFS AND SHADE SAILS**

- 32.1 Awnings, pergolas and trellises must be approved by the CLHOA.
- 32.2 Louvered roof structures fall under the 21 ROOFING and are to be surrounded by a brick parapet wall with brick supporting columns. The covered area is to be included in the allowable coverage of the buildings.
- 32.3 Pergolas: All pergolas to be in treated hardwood sawn timber.
- 32.4 On the first floor level they are to be surrounded by a brick parapet wall with brick supporting columns. On ground floor they need not be surrounded by a parapet but must be approved by the CLHOA.
- 32.5 Shade Sails
  - 32.5.1 A site plan is to be submitted showing the positions of the sails, heights, slopes and construction material.
  - 32.5.2 A brochure from the manufacturer is to accompany the submission showing clearly the type and shape to be used.
  - 32.5.3 The sails are not to exceed 15 deg slope.
  - 32.5.4 The approved covering material is KNITEX or equal.
  - 32.5.5 Sails are not permitted over balconies or roofs at first floor level.

## **33 TV ANTENNAS, AERIALS, PV SOLAR PANELS & EXTERNAL LIGHTING (Wind turbines)**

- 33.1 Positioning of TV dishes and other antennas as well as PV Solar Panels are to be approved by CLHOA.
- 33.2 External lighting to be positioned so as not to interfere with the neighbours.
- 33.3 Wind turbines are not permitted on the estate as the wind regime makes this technology non cost effective (see Lanseria airport wind statistics which indicate annual average wind velocities around 2.5m/s)

## **34 SOLAR POWER , POOL HEATERS & HEAT PUMP SYSTEMS**

- 34.1 Each request for the installation of Solar Panels and Geysers will be assessed individually.
- 34.2 There will be a limit of four panels only and the dimensions of the panels need to be specified.
- 34.3 The panels will need to be placed in the least obtrusive functional position agreed by CLHOA. This will be individually assessed.
- 34.4 Tanks/Geysers are not permitted on sloped roofs.
- 34.5 A residence with a flat roof with a parapet will have no restrictions on the type of installation. However, the tank/geyser must be positioned so as not to be visible or must be appropriately screened. Approval of the CLHOA will be required prior to installation.
- 34.6 Neighbours approval will be required; however, approval will not be unreasonably withheld.
- 34.7 Each request for the installation of Solar Panels for pool heating will be assessed individually.
- 34.8 The number of panels and extent of area covered will be at the discretion of the Architectural Committee.

## **35 GENERATORS**

- 35.1 Any installation of a generator, whether purchased or rented and irrespective of output or portability, requires approval from the Architecture committee;
- 35.2 All applications will be reviewed against the following criteria:
  - 35.2.1 Location
    - May not be installed on common property (pavements, greenbelts and roads);
    - May not be visible from the road or greenbelts. Planting or other screening may be required;
    - Fire safety: must not be within 1m of boundary;
    - All fuel to be stored in leak proof/airtight containers specifically designed for such storage e.g. Jerry cans;
    - Potential for noise disturbance – whilst it is accepted that generators are noisy, attempts should be made to position them for minimum impact on neighbours.
    - Sufficient ventilation to prevent fumes build-up is required. If the unit is not to be used externally then full details will be required of venting in accordance with National Building Regulations.
  - 35.2.2 Operating Times
    - Generators may not be operated between 22H00 and 06H00;
    - If it can be demonstrated that the generator unit in operation cannot be heard from adjacent properties, then exemption from this rule may be granted;
    - Requirements for Approval - Portable Generators:
      - This applies to small portable generators that are not connected into the existing electrical circuits / distribution board but merely have an extension cord that electrical appliances may be plugged into.
      - A site plan showing the location of intended operating position including proximity to boundary walls needs to be submitted for approval prior to use to assess fire safety.

- Surrounding neighbours' signed approval on said site plan is needed. Where in the opinion of the Estate Manager, neighbour approval is being unreasonably withheld; the Estate Manager may approve the application on the basis of an inspection and sufficient motivation.
- Where possible, full details of the generator to be purchased, needs to be included in the application for approval.

**Note:** The risk of Carbon Monoxide (CO) poisoning is very real. Portable generators are not intended to be used in closed spaces. CO build-up is possible in open sided carports and hence these areas are not considered to be external;

### 35.2.3 Requirements for Approval – Permanently connected Generators

- Any generator that is intended to be permanently connected into the existing electrical circuits / distribution board must be installed by a qualified electrician and the appropriate compliance certificate issued, a copy of the certificate must be lodged with the HOA who will attach this to the approved site plan, a copy of which is retained at the office for future reference;
- Applications for approval of permanently connected generators will be referred to the Subcommittee specifically set up to deal with such applications. This committee has been housed under the Architectural portfolio, and applications will be reviewed against the National Building Regulations;
- A site plan showing the location of the intended position including proximity to boundary walls needs to be submitted for approval prior to installation;
- Surrounding neighbours' signed approval on said site plan is needed. Where, in the opinion of the Estate Manager, neighbour approval is being unreasonably withheld; the Estate Manager may approve the application on the basis of an inspection and sufficient motivation;
- Where possible, full details of the generator to be purchased needs to be detailed in the application for approval;
- A response to an application will be given within 24 hours in respect of portable generators and 48 hours in respect of permanent generators, workloads permitting. Submissions must be lodged at the Estate office before 14H00 on any given day, Monday to Friday.

## 36 LANDSCAPING

- 36.1 The character of the Estate landscape is primarily indigenous and all visible landscaping undertaken should integrate into the aesthetics of the estate. Focus has been given to material that attracts birds and other fauna.
- 36.2 The residential garden is an integral part of the estate and has great importance in ensuring that the estate develops into a homogenous whole.
- 36.3 Should Owners / residents wish to donate and plant material on land which is part of the CLHOA owned sidewalks, parks, plots, greenbelt or common areas, the following must be submitted to the Environmental Committee for their consideration via the CLHOA Office.
- 36.3.1 A plan indicating, to scale, the proposed location of the plant material / tree(s). Each tree or shrub should be shown on the plan by means of a circle showing its mature size. It's likely height should also be indicated by writing it in the circle for that specific specimen. For plants less than 1000 mm high and ground cover, it is not necessary to represent them in this way.

- 36.3.2 A list of the tree(s), shrub(s) or plants to be used with a short explanation of the reasons for the proposed landscaping and the choice of these plant materials.
- 36.3.3 Where the vegetation could obscure a neighbour's view or access to sunlight, the written agreement of the neighbour(s) should be obtained on the proposal prior to submission. Incomplete submissions will not be considered by the Environmental Committee.
- 36.3.4 Homeowners should check with the Estate Manager that there are no underground services such as water, electricity or sewerage in the vicinity of the proposed plantings before submitting their proposal.
- 36.3.5 Homeowners should also check with the Estate Manager that existing storm water drainage arrangements are not negatively impacted by their proposed planting locations.
- 36.3.6 The submission should contain brief details of the Homeowners proposals concerning the watering, tree circle retention and maintenance of the proposed landscaping.
- 36.3.7 A brief statement concerning any other factors the Homeowner believes are material to the submission.
- 36.4 The application will be considered at the next meeting of the Environmental Committee following the lodgement of the application. A reply in writing, signed by the Chairman of the Environmental Committee and the Estate Manager will be sent thereafter to the Homeowner advising of the Committee's decision.
- 36.5 Copies of each decision will be retained on file in the Administration Office.

## CONSTRUCTION REQUIREMENTS

### 37 CONSTRUCTION DEPOSITS

- 37.1 Owners will be held responsible for any loss or damage caused to the common property, their contractors, sub-contractors, workman, etc.
- 37.2 A construction deposit for a new residence or for an alteration or addition shall be paid by each applicant upon approval of his drawings by the CLHOA. The amount of the construction deposit shall be determined by the CLHOA on an annual basis. 80% of the construction deposit shall be refundable on completion of the work, less any portion needed to cover the costs of reinstating the estate's property damaged during operations, e.g. replanting of grass/trees, removal of rubbish, repair of streetlights, signs, kerbs, hydrants, etc.
- 37.3 The refundable portion or unutilised portion of the deposit will be refunded to the applicant upon request to the CLHOA on completion of the building construction and after receipt of a certificate from the architect or person who prepared the plans confirming that the house "as built" is in accordance with the plans approved by the CLHOA.
- 37.4 CLHOA will refund the entire construction deposit to the applicant should all conditions of the Architectural rules be complied with, and there is no damage to the estate's common property due to the construction.

### 38 BUILDING CONTROL

- 38.1 Responsibility: the Owner is responsible for his main contractor, sub-contractors as well as their workman and deliveries onsite. The Owner will be liable for the repair of any damage to kerbs, roads, street lights, distribution boxes, plants, irrigation and/or damage to private property on the estate caused by the Contractor, the Contractor's employees, sub-contractors employed by the Contractor or delivery vehicles delivering materials to the Owner's property.
- 38.2 Contractor approval: Owners are advised to have their contractors sign a copy of the updated rules so as to ensure that they are properly informed of the conditions under which they are permitted to work on the estate.

#### 38.3 Discipline and Control of Labour:

- 38.3.1 The owner shall ensure that a contractor is responsible at all times for the discipline and control of any supplier, labourer or sub-contractor labourers on the building site. The contractor shall undertake to ensure that any such supplier, subcontractor or labourer fully appreciates and understands both the provisions of these building Operational guidelines and any further rules and regulations that the CLHOA may impose from time to time.
- 38.3.2 The owner and contractor acknowledge and undertake to adhere to the Architectural, building or other Rules as formulated by the CLHOA from time to time or incorporated in these Guidelines or any further controls or instructions which may be implemented by the CLHOA, from time to time.
- 38.3.3 No night watchmen will be permitted in the estate. Contractors must provide a designated lockup shed or storage area on building sites for any materials or equipment.
- 38.3.4 All contractors and sub-contractors are obliged to transport all their employees from the respective entrance gates to construction sites and to the relevant exit gate on completion of shift. Any

contractor's employee found on the estate other than at the relevant construction site will be removed and penalties imposed.

#### **38.4 Building Site Requirements:**

Prior to and at all times during the construction of the works, a Owner/Contractor shall:

- 38.4.1 Have a copy of the working drawings and plans of the works stamped with the approval of the CLHOA and the Local Authority, in the contractor's possession, which plans must be available at the building site for inspection by an authorized representative of the CLHOA during normal working hours.
- 38.4.2 Ensure that a responsible person is appointed on all construction sites.
- 38.4.3 Prior to commencement of the construction of the works, provide written proof to the CLHOA that the water connection has been made by the City of Johannesburg.
- 38.4.4 Ensure that the site is neat and free of any litter or other unsightly waste or rubble material at all times. Skips on site are compulsory and minimise rubble accumulation on sidewalks. "Buffel" bags or similar are acceptable.
- 38.4.5 Provide prior to the commencement of construction of the works, a suitable and fully operational approved toilet on site and ensure that the toilet is maintained in a neat, hygienic and working condition at all times.
- 38.4.6 Ensure that the delivery of any material from any supplier takes place during the times prescribed by the CLHOA from time to time.
- 38.4.7 Not store any building material, rubble or soil on any adjacent property unless the Contractor has obtained the prior written consent of the Owner of such adjacent property and a copy thereof has been delivered to the CLHOA.
- 38.4.8 The site and streets are to be kept as clean as possible at all times. Should the street and sidewalk not be clean, to the Estate Manager's standards, the Contractor will be required to comply with the Estate Manager's instructions in that regard before continuing with any further building activities.
- 38.4.9 Green Shade Cloth shall be erected around the building site to screen such site from view. The Shade Cloth 1.8 m height must be attached to sturdy fencing posts with a minimum of 3 straining wires in order to ensure that it remains neat and tidy at all times.
- 38.4.10 Where materials offloaded encroach onto the pavement or roadway, these materials must be removed, immediately after delivery to the site. No materials may remain on the roadway or pavement without permission and it is the Owner's responsibility to clean the roadway of all such materials. The same applies to sand or rubble washed or moved onto the road during building operations.
- 38.4.11 If construction takes place adjacent to existing dwellings, the Owner or Contractor shall respect the privacy of the neighbour(s) and generally reduce inconvenience as far as possible. It is recommended that the Owner discuss with the neighbour(s), the location for example of the toilet / site hut.
- 38.4.12 Should CLHOA suspect any Owner or Contractor of misconduct, the CLHOA may rectify such conduct in such manner as it deems necessary and recover the cost thereof from the Owner concerned. Alternatively the CLHOA may at any time and without prior notice, require the suspension of building activity until such undesirable conduct is rectified.
- 38.4.13 No open fires are permitted on the premises.

38.4.14 Erect a contractor's board to the CLHOA specification (sample at office) at the owner's cost on the site which board shall display the name and telephone number of the Contractor but no advertising of any kind (e.g., For Sale, To Let).

38.4.15 Only enter the estate at the following times:

38.4.15.1 Monday to Friday: 06:30 – 18:00 (building may only commence at 07:00)

38.4.15.2 Saturday: 08:00 – 13:00 (Noisy operations which could cause noise pollution for the neighbours are not permitted)

38.4.15.3 Sundays & Public Holidays – NO work permitted.

38.4.15.4 BIFSA December Break – NO work permitted.

38.4.16 No deliveries of building materials are permitted after the stipulated hours on weekdays, or at any time on Saturdays, Sundays, or Public Holidays without express permission in advance in writing from the CLHOA. Such permission will not be unreasonably withheld – particularly on Saturday mornings – provided it is obtained at least 24 hours in advance and will not cause any disturbance to neighbouring properties.

### **38.5 Variation of approved building plans:**

38.5.1 The parties acknowledge that the CLHOA will enforce compliance with the Architectural Guidelines and any other instructions and regulations in respect of the construction of any works on the estate. Should the contractor receive instructions from the architect or the owner to deviate from the plans approved by the CLHOA, the Contractor shall be obliged to immediately advise the CLHOA Estate Manager in writing and further orally, of the nature and detail of the deviation so as to permit the CLHOA the opportunity to consider the deviation or the deviation plan in the light of the CLHOA's requirements. The contractor shall not commence construction of any deviation in the works until the CLHOA has consented thereto in writing or until a revised deviation plan is approved by the CLHOA in writing.

38.5.2 The owner acknowledges that he shall be liable for the correction of any building work which does not comply with approved drawings. Such correction is to be done within the time period stipulated by the CLHOA.

### **38.6 Inspections**

38.6.1 The Estate Manager or his appointees are entitled to make such further inspections of the Erf and the works as he may in his sole discretion, elect to do and shall be permitted at all times, to have access to any Erf and the works thereon.

38.6.2 In case of contraventions being found, prior to proceeding with any further construction, the Owner shall ensure compliance with every directive issued by the Estate Manager.

## **39 ACCESS CONTROL**

39.1 The control of access to and from the estate is critical to the proper functioning of the security arrangements on the estate. In the event of the Estate Rules in regard to access and security not being adhered to by the Contractor, the CLHOA shall be entitled to refuse the Contractor, its sub-contractors, employees or invitees access to the estate.

39.2 The Estate security personnel may subject any vehicle or person entering or leaving the estate to a search.

- 39.3 All contractors, their employers and sub-contractors have to register daily with the Security and will be required to produce a valid Identity Document and adhere to all instructions issued by security in respect of conduct, access and egress from the estate and security in general.
- 39.4 Any contravention of security and access protocols of the Estate Rules will be severely dealt with by the CLHOA and depending on the nature and the circumstances, could lead to the suspension of building work and barring of access to the estate.
- 39.5 The speed limit in the estate is 30 km/h except those areas where this has been reduced to 20 km/h. Due care must be taken by all vehicles not to block the thoroughfare of roads. Contractors are expected to observe all road regulations, pedestrian crossings and stop signs. The cutting of corners at circles is prohibited and a fine will be imposed if caught or reported.
- 39.6 Contractors or sub-contractors and their employers must be in possession of a valid South African ID Document or valid work permit to enter and work in the estate. This can only be waived under special circumstances and must be first approved by the CLHOA.
- 39.7 The CLHOA shall be entitled to prevent building or access to any contractors who are in breach of these rules or if the owner is in arrears with levies or other amounts due to the CLHOA.
- 39.8 The building contractor acknowledges that he shall be liable for a financial or other penalty as determined by the CLHOA should he be in breach of the Estate Rules.

#### **40 TIME LIMITS FOR CONSTRUCTION**

##### **40.1 First purchase of an Erf**

The first purchaser of an Erf shall have 6 months from registration of purchase to submit plans for construction and thereafter 6 months after approval of plans by the CLHOA to commence construction on site. Building works must be completed within 12 months, i.e. 18 months from plan approval by the CLHOA.

##### **40.2 Second or subsequent purchasers of an Erf**

40.3 The second or subsequent purchaser of an Erf shall have 3 months from registration of purchase to submit plans for construction and thereafter 6 months after approval of plans by the CLHOA to commence construction on site. Building works must be completed within 12 months, i.e. 18 months from plan approval by the CLHOA.

##### **40.4 Alteration or addition/s of existing buildings**

40.5 Building works may only commence on approval by the municipality after approval by the CLHOA. Building works must be started within 3 months of the approval by the CLHOA and completed within 3 months of communication of approval unless otherwise agreed in writing at the time of approval.

## APPLICATION FORMS

### 41 REQUIREMENTS FOR SUBMISSIONS TO CLHOA

Major works require planning approval from the Municipal authority after acceptance by CLHOA. Minor works require only CLHOA approval. Each application must comply with the following check lists.

#### 41.1 Major works

- 41.1.1 New building works
- 41.1.2 Alterations and additions to existing structures
- 41.1.3 Boundary walls
- 41.1.4 Swimming pools & ponds

#### 41.2 Minor works

- 41.2.1 Wendy houses, Garden sheds, Carports , Storage Tanks, Gas Bottles, etc.
- 41.2.2 Playground equipment, dog houses
- 41.2.3 Wash Lines, Trellises & Awnings
- 41.2.4 TV antennas & aerials, external lighting
- 41.2.5 Air-conditioning, evaporative cooling, Solar power
- 41.2.6 Landscaping constructions

#### 41.3 New building works

- 41.3.1 Application form (major works)
- 41.3.2 Scrutiny fee
- 41.3.3 Copy of property Title Deeds
- 41.3.4 Full set of architectural plans, 2 copies, size A1, as required for municipal submission
- 41.3.5 Site access will only be granted after plan approval.

#### 41.4 Alterations and additions to existing structures

- 41.4.1 Application form (major works)
- 41.4.2 Scrutiny fee
- 41.4.3 Copy of property Title Deeds
- 41.4.4 Full set of architectural plans, 2 copies, size A1, as required for municipal submission, alterations and additions highlighted in red.
- 41.4.5 Site access will only be granted after plan approval.

#### 41.5 Boundary walls

- 41.5.1 Application form (major works)
- 41.5.2 Scrutiny fee
- 41.5.3 Copy of property Title Deeds
- 41.5.4 Site plan showing position of existing & proposed new walls highlighted in red.
- 41.5.5 Site access will only be granted after plan approval.

## **41.6 Swimming pools & ponds**

- 41.6.1 Application form (Major works).
- 41.6.2 Scrutiny fee.
- 41.6.3 Copy of property Title Deeds.
- 41.6.4 Site plan showing position of existing & proposed structures.
  - 41.6.4.1 Minimum of 1 m from boundary walls
  - 41.6.4.2 Position of pump house.
  - 41.6.4.3 Pipe run and termination of backwash/drain piping.
  - 41.6.4.4 Disposition and description of any pool heating installation.
  - 41.6.4.5 Position and extent of pool fence (municipal bylaw requirement)
  - 41.6.4.6 Neighbours (owners) signature, stand No, contact No.
- 41.6.5 Elevation drawing or marked up photo showing detail of any surface
  - 41.6.5.1 structure, alteration to boundary walls and or ground levels,
  - 41.6.5.2 especially how these may impact on neighbours.
- 41.6.6 Disposition of excavation spoil
- 41.6.7 Site access will only be granted after plan approval.

## **41.7 Wendy houses, Garden sheds, Carports, Storage Tanks & Gas Installations**

- 41.7.1 Application form (Minor works)
- 41.7.2 Scrutiny fee
- 41.7.3 Site plan showing position of existing & proposed structures.
  - 41.7.3.1 Min 1 m from boundary walls
  - 41.7.3.2 Neighbours (owners) signature, stand No, contact No.
- 41.7.4 Drawing or marked up photo showing view impact to neighbours, street and/or green belt.
- 41.7.5 Brochure/specs giving details of structure and finishes.
  - 41.7.5.1 Colour match to existing structures
- 41.7.6 Site access will only be granted after plan approval
- 41.7.7 Gas bottle storage in accordance with SANS 10087.7

## **41.8 Playground equipment, dog houses & wash lines**

- 41.8.1 Application form (Minor works)
- 41.8.2 Scrutiny fee
- 41.8.3 Site plan showing position of existing & proposed structures.
  - 41.8.3.1 Minimum of 1 m from boundary walls
  - 41.8.3.2 Neighbours (owners) signature, stand No, contact No.
- 41.8.4 Drawing or marked up photo showing view impact to neighbours, street and/or green belt.
- 41.8.5 Site access will only be granted after plan approval.

## **41.9 TV antennas & aerials, external lighting, Trellises & awnings**

- 41.9.1 Application form (Minor works)
- 41.9.2 Scrutiny fee
- 41.9.3 Site plan showing position of existing & proposed structures.

41.9.4 Neighbours (owners) signature, stand No, contact No.

41.9.5 Drawing or marked up photo showing view impact to neighbours, street and/or green belt.

41.9.6 Colour match to existing structures

41.9.7 Site access will only be granted after plan approval.

#### **41.10 Air-conditioning, evaporative cooling, Solar heating**

41.10.1 Application form (Minor works)

41.10.2 Scrutiny fee

41.10.3 Site plan showing position of existing & proposed structures.

41.10.3.1 Min 1 m from boundary walls

41.10.3.2 All visible components sited in the least obtrusive functional position.

41.10.3.3 Neighbours (owners) signature, stand No, contact No.

41.10.4 Drawing or marked up photo showing view impact to neighbours, street and/or green belt.

41.10.5 Any specific plan to screen the installation in order to lessen the visual impact to be described/sketched in this application.

41.10.6 Brochure/specs giving details of structure and finishes.

41.10.7 Colour match to existing structures

41.10.8 Site access will only be granted after plan approval.

41.10.9 Final installation to be approved by the CLHOA maintenance manager.

#### **41.11 Landscaping**

41.11.1 Application form (Minor works)

41.11.2 Site plan showing position of existing & proposed structures, pathways, planting (trees and bunkers) and specifically points and flow of storm water to and from neighbouring properties.

## 42 MAJOR WORKS, PLAN SCRUTINY & CHECKLIST

Date received		Stand No		Owner	
Contact No			or		

### Submission

Plans:-	2 copies		Size	A1		Alterations coloured		Yes
Title Deeds	Y/N		Scrutiny Fee receipt					

Samples/Brochures (list)

### Check List

Site Plan	Y/N	North Point	Y/N	Erf Area m <sup>2</sup>		Dimensions	Y/N
Contours	Y/N	One Dwelling	Y/N	Basement	Y/N		
Entrance	Y/N	Paving/Driveways	Y/N	Building Lines	Y/N		
Swimming pool/pond	Y/N	Landscape Structures	Y/N	Guest Parking	Y/N		
Storm Water Plan	Y/N	Screened drying yard	Y/N	Gas bottle storage			

### Coverage

Coverage Schedule	Y/N	Total Coverage area m <sup>2</sup>			
Ground Floor area m <sup>2</sup>		First Floor area m <sup>2</sup>		Basement area m <sup>2</sup>	
FAR(Bulk)%		FFR %	Coverage %	OK	Over

### Roof

Flat		Parapets		Pitch/slope %		Gutters/Downpipes		
Colour		Cladding				Spouts		
Height above ground		(Limit: Single storey - Flat-4.5m, Pitched-6m, Double storey - 8.5m)						
Aerials/Dishes/Solar panels								

### General Layout & Site Plan

Pool/Pond position		Pump position		Boundary Distance	
Sewer/Drain & backwash layout		Storm water routing & discharge			
Decks & patios		Neighbours Privacy		Building lines	
Existing Trees(retained/ removed)		Entry/Driveways/Off boundary walls			
Servitudes		Solar panels	Neighbour Erfs	Air Conditioning	

### Boundary Walls

Type		Finish		Gates	
Height m		Length m	% of Boundary		
Height m		Length m	% of Boundary		
Height m		Length m	% of Boundary		
		Total m			
Off boundary walls(15.11)					

### Plans, Elevations & Sections

Dimensions		NGL shown		Levels		Room Names	
Materials		Walls		Doors		Windows	

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**Ground Floor**

Garage doors		View to Neighbours	
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**First Floor**

Balconies		Railings		Parapets		
View to Neighbours						

**Elevations**

Roof		Finishes		Railings & Parapets		Awnings	
Plumbing stacks concealed				Gutters & downpipes			
Screen walls							

**Sections**

Floor Height		Floor Construction		Max Height		Finishes	
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**Samples/ Brochures for approval**

Paint Finish		Walls		Windows/doors		Balustrades	
Roof		Tiles/cladding		Gates			

**Additional comments**

Approval	Y/N	Signed		Date	
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