

**Graanendal Home Owners' Association  
Graanendal Estate**

**Proposed Plan Submission Application & Process**

Rev 11.2022

**All plans and application documents to be submitted electronically to:**

**[graanendal@bpas.co.za](mailto:graanendal@bpas.co.za)**

**Presiding Architect**

BPAS Architects (Pty) Ltd.

*SAIA Practice Nr PB5012*

**[graanendal@bpas.co.za](mailto:graanendal@bpas.co.za)**

021 914 5960

# Graanendal Home Owners' Association

## Graanendal Estate

### Plan Submission Application – Part 1

#### 1.0 Owner

Name & Surname .....

Company/Trust .....

Address .....

Contact Numbers      Office Hours .....

                                    After Hours .....

                                    Cell phone .....

Email Address .....

VAT Nr (If Applicable) .....

**Erf Number**

--	--	--	--	--	--	--

#### 2.0 Architect/Architectural Professional

Practice Name .....

Professional Name .....

SACAP Reg. Number .....

Address .....

Contact Numbers      Office Hours .....

                                    Cell phone .....

Email Address .....

Professional Indemnity Insurance      YES/NO      Value .....

Insurer Name .....

Policy Number .....

Duties

Stage	Stage	Stage	Stage	Stage	Stage	Stage
1	2	3	4.1	4.2	5	6

\_\_\_\_\_

OWNER SIGNATURE  
DATE ..... / ..... / .....

\_\_\_\_\_

ARCHITECT/PROFESSIONAL SIGNATURE  
DATE ..... / ..... / .....

#### 3.0 Office Use

Date Received .....

Documents Received .....

*Refer to Part 2 and 3 for procedural requirements*

# Graanendal Home Owners' Association Graanendal Estate

## Plan Submission Scrutiny & Deposits – Part 2

### 4.0 Scrutiny Fee and Builders Deposit Schedule

#### **SCRUTINY FEE (excluding VAT)**

1. New Residence (5 x BCO Inspections included)	R 10 800	<input type="checkbox"/>
2. Additional Inspections on site.	R 700/inspection	<input type="checkbox"/>
3. Alterations to new builds during construction	R 2 700	<input type="checkbox"/>
4. Alterations, additions or refurbishments to an existing residence (3 x BCO inspections included)	R 6 250	<input type="checkbox"/>
5. Minor works (1 final BCO inspection included)	R 1 190	<input type="checkbox"/>
6. Swimming Pools (2 BCO inspections included)	R 2 070	<input type="checkbox"/>
7. Architectural Consultations	R 1 650/hour	<input type="checkbox"/>

#### **BUILDERS DEPOSITS**

Group Housing Deposit	R 70 200	<input type="checkbox"/>
New Residence	R 27 000	<input type="checkbox"/>
Major alteration	R 10 000	<input type="checkbox"/>
Swimming Pools	R 5 500	<input type="checkbox"/>
Minor alterations	R2 500	<input type="checkbox"/>
Alterations under R10k	R0	<input type="checkbox"/>

#### **NON-REFUNDABLE**

Road Levy	R 2 700	<input type="checkbox"/>
Environmental fee ( <i>only during construction phase</i> )	R 550 ( <i>per month</i> )	<input type="checkbox"/>

*Fees subject to annual escalation.*

# Graanendal Home Owners' Association

## Graanendal Estate

### Plan Submission Checklist – Part 3

Plans to be submitted electronically in PDF to  
[graanendal@bpas.co.za](mailto:graanendal@bpas.co.za)

The Architectural Review Committee is represented by Two Trustees and an appointed Registered Professional Architect. The appointment of the Trustees and the Controlling Architect is administrated by the Trustees of Graanendal Home Owners' Association and is subject to yearly re-appointment at the General Meeting. Refer to the Calendar obtainable from the Estate manager on regular interval submission, review and approval dates. All submissions are subjects to a two week review and comment period.

NO	INFORMATION REQUIRED ON PLANS OR IN GENERAL	YES	NO	N/A	COMMENTS
	PROCEDURAL REQUIREMENTS				
	Scrutiny fees to be paid to the Controlling Architects				
	Proof of payment e-mail to <a href="mailto:graanendal@bpas.co.za">graanendal@bpas.co.za</a> reflecting the relevant erf number as reference followed with ARC				
	Architect's review checklist filled in				
	Stage 1 – Sketch & Design drawings submissions via email in PDF				
	Written confirmation to Client & Professional				
	Consultant pending the outcome of the design sketch submission				
	Stage 2 – Municipal drawings submissions via email in PDF				
	Written confirmation to Client & Professional				
	Waiver application if applicable				
	Proof of payment for builder's deposit				
	Approval by Trustees of the Home Owners Association				
	Diagram explaining areas in a set out format				
	3D (not to detail) showing massing, scale and proportion to context.				
	Landscape plan (by Landscape Architect) to be submitted prior to construction completion for approval.				

	Provide height certificate upon completion of construction.				
<b>1.0</b>	<b>Stage 1 – SKETCH PLANS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
1.1	Diagrammatic site plan indicating adjacent neighbors' influences, surrounding elements of significant influence and permanent structures. Consider open spaces and corridors as part of the design influences.				
1.2	Building placement, private and public spaces, scale, massing etc.				
1.3	Floor plans, section (indicating vertical scale) and elevations.				
1.4	3D render (schematic, no detailing) indicating elements of design and scale				
1.5	Boundaries				
1.6	Interface conditions				
1.7	Service yard				
1.8	Once approved plans may be prepared for municipal submission Stage 2				

<b>1.9</b>	<b>Stage 2 – MUNICIPAL PLANS</b>				
1.10	Submission of detailed building plans will be made to the ARC addressing all the detailed items of this guideline document as well as the requirements of the National Building Regulations. Once approved building plans may be submitted to the Local Authority for approval.				
1.11	Show contours on plan at min. 0.5 m intervals (indicated in half meter above sea level)				
1.12	Erf number and street address indicated on plans				
1.13	North point correctly indicated on plans				
1.14	Natural ground level indicated on plan and elevations				
1.15	Site boundaries indicated				
1.16	Floor levels indicated with regards to contours and natural ground levels				
1.17	Dimensions indicated on plans, sections and elevations				
1.18	Datum level indicated on plan				
1.19	Proposed excavations indicated on plan				
1.20	Elevations of all building structures, walls and gates indicated				

1.21	Section showing heights of buildings and natural ground levels				
1.22	Information required all areas				
1.23	Boundary walls indicated with required heights				
1.24	Adjacent erf numbers indicated				
1.25	Existing trees and those to be removed				
1.26	Side walk and pavement area indicated correctly on plan.				
1.27	Any services – street lamps, etc. shown on plan.				
1.28	Braai's and pizza ovens as per guidelines				
1.29	Driveways as per guidelines				

<b>2.0</b>	<b>DESIGN CONCEPT</b>				
2.1	Rural Cape Architecture – Contemporary, Traditional, Modern Barn or Farm “like” Provide a brief description of architectural language				
2.2	Building form, plan shape of building				
2.2	Scale and proportions				
2.3	Primary plan forms comply with guidelines				
2.4	Secondary roof forms and linkage complies with guidelines				
2.5	Concrete, lean-to roof forms comply with guidelines				
2.6	First Floor coverage complies with guidelines				
2.7	Outbuildings and garages comply with guidelines				
2.8	Carport structures complies with guidelines				
2.9	Balconies, covered stoep and pergola areas indicated clearly				

<b>3.0</b>	<b>LOCAL AUTHORITY REQUIRMENTS</b>			
3.1	Only <b>Stage 2</b> plans will be signed off in accordance with the HOA Approval for submission to Local Authority			

<b>4.0</b>	<b>BUILDING HEIGHT RESTRICTION</b>			
4.1	Single and/or Double Story			
4.2	Single Storey or elements maximum height			
4.3	Double Storey maximum height			
4.4	Plinth lines and foundation walls as per guidelines			
4.5	Cut and Fill Section, indicating heights, and length			

<b>5.0</b>	<b>BUILDING COVERAGE</b>			
5.1	Erf size indicated correctly on plan			
5.2	Dwelling / unit / house sizes indicated correctly on plan			
5.3	Building size - according to guideline			
5.4	Coverage indicated correctly on plan			
5.5	Apply max. coverage as set out by municipality - apply for waiver if applicable			
5.6	Minimum required habitable floor area to be 280m <sup>2</sup> including garage and covered terrace			
5.7	Minimum house size including garage to be 240m <sup>2</sup>			

<b>6.0</b>	<b>BUILDING COVERAGE</b>			
6.1	Indicate on building plans			
6.2	Encroachments indicated on building plans			
6.3	Street / road building line as per approved zoning scheme			
6.4	Side / common building line as per approved zoning scheme			
6.5	Rear / common building line as per approved zoning scheme			
6.6	Building line departure - apply for waiver if applicable			

6.7	Garage constructed on to erf side boundary				
6.8	Consent of adjacent owner required (on the discretion of the Estate Architect)				
6.9	Correct garage setback line from street – 5 meters				

<b>7.0</b>	<b>WALLS</b>				
7.1	Plastered walls - Facebrick not allowed				
7.2	Wall finishes indicated and specified on plan - Colour to be specified				
7.3	Accent walls - specified (colour, material, etc.)				
7.4	Retaining walls as per guidelines				

<b>8.0</b>	<b>WALLS</b>				
8.1	Roof levels indicated (Flat or pitched)				
8.2	Double pitch roof				
8.3	Roof material and roof finish specified				
8.4	Slope / pitch of roof indicated (35-45°)				
8.5	Roof overhangs if applicable				
8.6	Roof colour specified (as per guidelines)				
8.7	Concrete roof specified with parapets				
8.8	Lean-to and Verandah roofs specified (colour, material pitch)				
8.9	No IBR roof sheeting allowed				
8.10	No reflective / galvanised roof sheeting allowed				
8.11	No hand painted roof sheeting allowed				
8.12	Roof lights – complies with guidelines				
8.13	Chimneys as per guidelines				
8.14	Gable ends – overhang or parapet as per guidelines				



<b>9.0</b>	<b>FASCIAS, VOERHANGS, GUTTERS AND DOWN PIPES</b>				
9.1	Overhangs as per guidelines				
9.2	Fascias and barge boards as per guidelines				
9.3	Ogee seamless aluminum gutters				
9.4	Gutter colour finish specified				
9.5	Down pipes specified				
9.6	Down pipe colour specified				

<b>10.0</b>	<b>SHADES PROVISIONS OR PERGOLA</b>				
10.1	Veranda's or pergolas specified as per guidelines				
10.2	Treated round pole construction not allowed				
10.3	Timber, steel or brickwork construction				
10.4	Finish specified (varnished or painted ) - colours to be approved				

<b>11.0</b>	<b>BOUNDARY WALLS / FENCING AND SCREEN WALLS</b>				
11.1	Plain plaster brick walls				
11.2	Yard walls indicated - 1,8 meters height (Service yards)				
11.3	Screen walls indicated on plans and as per guidelines				
11.4	1,2 meter high walls (from natural ground level) indicated on plan				
11.5	1,8 meter high walls indicated on plan				
11.6	No concrete panel walls or over design solid wall detail or ornate palisading				
11.7	All boundary walls to be painted white.				
11.8	Boundary walls - 75% of street boundary				
11.9	Hedges and plants draped fences - indicated				
11.10	No unpainted palisade fencing, sheet material or barbed wire				

<b>12.0</b>	<b>GATES</b>				
-------------	--------------	--	--	--	--

12.1	Gates specified top match palisades fencing or garage door				
12.2	Colours, material and finish specified as per guidelines				

<b>13.0</b>	<b>WINDOWS</b>				
13.1	Aluminum windows as per guidelines				
13.2	Timber with stain and/or varnish finish				
13.3	Timber with painted colour				
13.4	Window colours specified				
13.5	Proportions acceptable				
13.6	Shutter indicated on plans				
13.7	Shutters - Functional and same material and finish as windows				
13.8	Small windows indicated				
13.9	Clerestory windows indicated on plan				
13.10	Dormer windows and glazed gable ends as per guidelines				

<b>14.0</b>	<b>DOORS</b>				
14.1	Door as per guidelines - Proportions acceptable				
14.2	Timber doors				
14.3	Aluminum doors				
14.4	Door colour and finishes specified				
14.5	Shutters indicated on plan				
14.6	Shutters - Functional and same material and finish as doors				
14.7	Garage doors indicated on plan and as per guidelines				

<b>15.0</b>	<b>BALUSTRADES</b>				
15.1	Clean lines with plain railing as per guidelines				
15.2	Balustrade material and finish specified				
<b>16.0</b>	<b>BURGLAR BARS &amp; SECURITY GATES</b>				
16.1	Mounted internally				
16.2	Bars aligning with mullions				
16.3	Burglar bars and security gates as per guidelines				
<b>17.0</b>	<b>SERVICES &amp; GENERAL</b>				
17.1	Storm water indicated on plan				
17.2	Sewer and plumbing pipes to be concealed				
17.3	Signage specified as per guidelines				
17.4	Aerials and satellite dishes out of sight and as per guidelines				
17.5	Outbuildings to match main building				
17.6	No Wendy or timber buildings				
17.7	Solar panels & tanks not visible from street				
17.8	Driveways - Paving, finish and colour finish specified				
17.9	Chimneys highest point max. 1.0m above ridge line				
17.10	No prefabricated garages				
17.11	No Steel garage doors (Only Coroma steel garage doors allowed)				
17.12	Swimming pools and swimming pool heating as per guidelines				
	All service pipes, including aircon, plumbing, aerials, solar, heat pump, swimming pool				
	heating, etc. to be concealed in wall structures. No visible pipe work on outside of				
	buildings				
17.13	Utility areas as per guidelines				

18.0	WATER STORAGE				
18.1	Storage tanks to be indicated on site plan & floor plan				
18.2	Overflow indicated on site plan				
18.3	Reticulation design by registered plumber				
18.4	Compliance with City of Cape Town's By-laws				