



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

CITY OF CAPE TOWN

**PLANNING & BUILDING DEVELOPMENT  
MANAGEMENT**

LAND USE MANAGEMENT

**APPLICATION SUBMISSION  
REQUIREMENTS & PROCEDURES**

*Version 10/07/2012*

This information leaflet for applicants relate to and is distributed with Council's official Land Use Management application forms, obtainable from your local district planning office and is set out under the following sections :

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## **1 GENERAL APPLICATION PROCEDURE**

Depending on the nature, extent and complexity of the proposal, processing your planning application is generally likely to go through (a number of or all) the following procedural steps or stages :

- **pre-application advice** and consultation and obtaining Council's requirements
- **submission**
- **public participation** / advertising (once application considered complete), including applicant response to any objections and/or comments received
- detailed **technical assessment**, including amendments / revisions by applicant if required
- **decision**
- notification of **decision** (to applicant and/or objectors)
- **appeal** (if any, by applicant and/or objectors)

In an effort to prevent delays and ensure the success of your application, prospective applicants are advised to pre-consult their local planning office (see contact list at the end of this leaflet) in order to gauge the merit of their proposal and obtain proper information on the application procedure to be followed, relevant higher order planning frameworks and policies, by-laws, regulations and other requirements, as well as any likely application / advertisement / notice fees payable and the relevant application forms, before an application is prepared or submitted. You may also consult Council's '*Planning & Land Use Management Information Guideline*' brochure series for further detailed information on a range of planning related topics.

Application documentation and supporting information should be accurate and be prepared and submitted strictly in accordance with these requirements, failure of adherence to which may delay the processing your application. In terms of Regulation 4 of Provincial Notice PN1050/1988, promulgated in terms of Section 47(1) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* on 5 December 1988, incorrect and incomplete applications will be regarded as invalid and not processed until completed and/or corrected or any outstanding information / fees are received. In addition, such failure may also lead to a review of any decision taken if found to be reached on the basis of any flawed information submitted by an applicant.

To ensure accurate record keeping, applications should be submitted (by post or hand) to Council's various local registry offices. Should it however be lodged directly with the local planning official concerned, it will first be forwarded to the relevant registry office for this purposes.

Once submitted and captured, you'll receive written acknowledgement of receipt of your application within 14 days of the date of submission, wherein the application number allocated to your application, as well as the case officer's name and phone number will be stated. Kindly note the application number and quote it in all future correspondence with Council.

Should Council consider your application incomplete or require any further information / documentation / fees to enable its consideration, this will also be requested in writing within such 14 day period, whereupon you are required to submit the outstanding information / documentation / fees within 60 days. Typical supporting information and documentation for various applications types are listed in Section 3 hereunder, albeit that this is only a guideline and the relevant district office may have additional requirements.

Kindly note, the official **date of receipt** of your application is the date on which it was recorded as such by stamp in Council's local registry office, whereas the official **date of submission** is regarded as the date on which the application became complete in Council's opinion, as required

in terms of Regulation 7 of Provincial Notice PN1050/1988, promulgated in terms of Section 47(1) of the *Land Use Planning Ordinance (Ordinance 15 of 1985) on 5 December 1988*.

Unless requested otherwise, all written Council correspondence regarding your application will be in the language in which the application form was completed. Also note, until a written letter of approval is received, any correspondence or discussion regarding your application should not be construed as an indication that it will in fact be approved and is not binding on Council (or the relevant provincial authority, as the case may be) in any way.

For any further enquiries or information, kindly contact your local district planning office on the contact number listed at the end of this leaflet or consult Council's '**Planning & Land Use Management Information Guideline**' brochure series.

## 2 APPLICATION TYPES

Planning applications may be made in terms of a variety of statutes / acts and/or the applicable local Zoning scheme and may involve any of the following :

Application type	Relevant legislation
Rezoning	Section 17(1) of Ordinance 15 of 1985 or Regulation 5(1) of PN 733/1989 in terms of Act 4 of 1984
Temporary land use departure	Section 15(1)(a)(ii) of Ordinance 15 of 1985
Permanent regulation departure	Section 15(1)(a)(i) of Ordinance 15 of 1985 or Regulation 7(1) of PN 733/1989 in terms of Act 4 of 1984
Special consent / Conditional use	relevant Zoning scheme regulation
Site development plan approval / amendment	Section 42(1) or 42(3)(a) of Ordinance 15 of 1985
Subdivision	Section 24(1) of Ordinance 15 of 1985 or Regulation 17(1) or 19(5) of GN 1897/1986 in terms of Act 4 of 1984
Subdivision plan amendment / cancellation	Section 30(1) of Ordinance 15 of 1985 or Regulation 17(1) or 19(5) of GN 1897/1986 in terms of Act 4 of 1984
Exemption from subdivision requirements	Section 23(1) of Ordinance 15 of 1985
Subdivision of Agricultural land	Section 4(1)(a)(i) of Act 70 of 1970
Amendment / deletion of conditions of approval / schedule conditions	Section 9(2) or 42(3)(a) of Ordinance 15 of 1985
Removal / suspension / amendment of Title deed restrictions	Section 3(1) of Act 84 of 1967
Township (or less formal township) establishment	Act 4 of 1984 or Act 113 of 1991
Extension of validity period of a LUPO approval (departure & subdivision only)	Section 15(5) and 27(1) of Ordinance 15 of 1985
Street naming and numbering	Municipal Ordinance, No 18 of 1976

Whilst the majority of planning applications are made in terms of various sections of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*, it should be noted that Council may not be the competent authority or have the delegation to make the final decision in all cases. Consult your local planning office to ascertain the specific process / delegation applicable to your proposal.

Often accompanying a rezoning or subdivision application in terms of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*, an example of such an instance is an application for removal of title deed restrictions in terms of the *Removal of Restrictions Act (Act 84 of 1967)*. Although the provincial *Department of Environmental Affairs & Development Planning* is the competent authority, the application is to be submitted on a separate application form (obtainable at your local planning office) at the local Council district planning office, while a copy is submitted to the provincial department (Director : Integrated Environmental Management, Department of Environmental Affairs & Development Planning, Private Bag X9086, Cape Town, 8000). In this case, Council is only a commenting authority and processes the application as agent on behalf of the provincial department.

It should also be noted that such an application or approval in terms of different related legislation may often be a prerequisite to considering / determining your planning application (ie environmental impact authorisation in terms of the *National Environmental Management Act (Act 107 of 1998)*), without which Council will be unable to take a final decision on your application.

Kindly note, if not implemented timeously, approvals granted by Council in respect of planning applications submitted to it will lapse as follows :

Lapsing of development rights		
Approval type	Relevant legislation	Lapsing of approval / rights
Zoning scheme (regulation or land use) departure	Section 15(5) of Ordinance 15 of 1985	If not implemented within 2 years from date of approval, unless validity period extended prior to lapsing. In case of land use departure (once implemented), approval period as specified in decision (up to a total maximum of 5 years where decided by Council).
Rezoning	Section 16(2)(a)(i) of Ordinance 15 of 1985	If relevant land unit not utilised in accordance with newly permitted zoning within 2 years of date of approval (in which case land use rights revert back to former legal zoning or use right), unless validity period extended prior to lapsing.
Rezoning to Subdivisional area	Section 16(2)(a)(ii) of Ordinance 15 of 1985	If application for subdivision not made within 2 years from date of rezoning approval, unless validity period extended prior to lapsing.
Subdivision	Section 27(2) of Ordinance 15 of 1985	If separate registration of at least one land unit not effected in Deeds office within 5 years of date of final approval, unless validity period extended prior to lapsing.

### 3 SUPPORTING INFORMATION & DOCUMENTATION

The table below lists the minimum supporting information and documentation required to enable Council to assess the various types of planning applications. However, as this is only a guideline, please consult your local district planning office as there may be site specific or additional / unique requirements relating to your proposal.

		Application type											
		Rezoning	Temporary land use departure	Consent / conditional use	Site development plan approval / amendment	Subdivision (incl Subdivision plan amendment)	Exemption from subdivision requirements	Amendment of conditions of approval	Removal of Title deed restrictions	Township (or less formal township) establishment	Regulation departure	Extension of LUPO approval validity	LUPO S31 Subdivision clearance
Minimum supporting information / documentation	Completed & signed application form	√	√	√		√			√ (1)	√	√		√
	Partially completed info sheet												√
	Power of attorney (2)(3)	√	√	√		√			√	√	√		√ (4)
	Locality plan	√	√	√		√			√	√			
	Motivation report / cover letter (5)	√	√	√	√	√	√	√	√	√		√	
	Copy of title deed	√	√	√		√			√	√	√		

**Application type**

	Rezoning	Temporary land use departure	Consent / conditional use	Site development plan approval / amendment	Subdivision (incl subdivision plan amendment)	Exemption from subdivision requirements	Amendment of conditions of approval	Removal of Title deed restrictions	Township (or less formal township) establishment	Regulation departure	Extension of LUPO approval validity	LUPO S31 Subdivision clearance
Conveyancer's certificate (6)	√				√				√			
Bondholder's consent	√	√	√		√			√	√			
GP / noting sheet extract / SG diagram / prelim diagram					√	√			√			√
Copy of original approval letter												√
Subdivision plan (incl street names & no's) (7)					√				√			
Copy of EIA / HIA report & RoD (8)(9)	√				√				√			
Confirmation of submission of EIA / HIA / NITD (10)	√	√			√				√			
Copy of TIA / TIS (10)	√ (11)				√ (11)				√			
Services report	√ (11)				√ (11)				√			
Phasing plan					√ (11)							
Site development / sketch / layout plan	√ (12)	√ (12)	√ (12)	√						√		
Landscaping plan				√ (13)								
Floodline certificate	√ (13)				√ (13)				√ (13)			
Contour plan	√ (13)				√ (13)				√ (13)			
Typical unit types (plan & elevation)					√ (13)				√ (13)			
Zoning certificate	√ (13)											
Additional copies of all documentation	√	√	√	√	√			√	√	√		
Application / advertising fee / receipt (14)	√	√	√	√	√	√	√	√	√ (15)	√	√	√
<b>Notes</b>	1 In addition, also separate RoR application form 2 Unless applicant is registered owner 3 To include company resolution if applicant not a natural person 4 Draft, if necessary 5 Must include 1 par electronic summary, where appropriate 6 May be requested if title deed unclear (at official's discretion) 7 Proposed street names & no's must be annotated					8 As required in terms of relevant legislation 9 RoD if already issued 10 TIS if between 50-150 peak hour trips, full TIA if >150 peak hour trips 11 Only with larger proposals 12 Depending on nature / extent of proposal, if available 13 If relevant / required / optional 14 As per Council's official tariff list 15 If advertising required						

RECOMMENDED MINIMUM NO OF DOCUMENTATION SETS REQUIRED		
Application type	No of sets / copies	Other requirements
Large Rezoning & Subdivisions, Removal of restrictions Township establishments	8	Only 4 copies of TIA or EIA if applicable 1 loose set All plans to be only A3 or A4 Minimum 2 colour plan sets
Small Rezoning & Subdivisions Minor Removal of restrictions	6	1 loose set All plans to be only A3 or A4 Minimum 2 colour plan sets
Consent / conditional use Temporary land use departure	6	1 loose set All plans to be only A3 or A4 Minimum 2 colour plan sets
Minor subdivisions & subdivision amendments	3	All plans to be only A3 or A4 Subdivision plan to be in colour
Subdivision exemptions	1	3 copies of preliminary diagrams
Site development plan approval / amendment	6	Minimum 2 coloured plan sets
Regulation departure	1	
Extension of LUPO approval validity Amendment of conditions of approval	1	

## LUPO SECTION 31 CLEARANCE APPLICATION SUBMISSION REQUIREMENTS

Application should be accompanied by the following:

- Completed & signed application form
- Partially completed Information sheet
- Application fee / receipt
- Applicable GP / diagram
- Copy of Council's original letter of approval (incl endorsed subdivision plan)
- Draft POA (iro parent property) where necessary
- Attorney undertaking / confirmation (where necessary)
- Other supporting documentation / evidence to illustrate condition compliance

However, kindly note, depending on the nature and complexity or uniqueness of your application and the number of consultees / affected parties, more or less copies than the number indicated above may be requested by your local planning office. The above therefore only serves as a guideline and applicants are encouraged to consult their local planning office in this regard.

## 4 APPLICATION FEES & TARIFFS

Set out in greater detail in Council's '**Planning & Land Use Management Information Guideline**' brochure series, application fees and tariffs are set on an annual basis for each financial year (ie from 1 July to 30 June the next year) and must be paid in full at submission, failing which the application will not be processed. Contact your nearest district planning office to determine the exact amount payable in respect of your application. Once calculated, the planning office will issue you with an invoice which can be settled at any Council cash receiving office, which in turn should issue you with a formal receipt. Such proof of payment should accompany your submission.

The total fee payable is determined by the application type, extent / complexity of the proposal and extent of public participation required and may therefore consist of :

- basic application fee
- complexity fee
- advertising fee

Should the need for further impact assessments (indicating complexity) only arise later during the evaluation process or further additional public participation be required (ie in case of a major amendment), an additional fee may be charged at such time. If approved at the same time it is imposed as a condition of approval, there is no separate fee for a Site development / sketch plan application. Kindly note, withdrawal or cancellation of an application may result in forfeiture of part or all of the application fee paid.

## 5 PROPOSAL MOTIVATION

In order to explain your proposal to interested and effected parties and enable Council to assess it, it is necessary that it be properly motivated. Whereas minor applications may only require motivation by means of a paragraph or two in a cover letter, larger and more complex applications may require clear explanation of the concepts and detail involved and the desirability thereof in a separate detailed motivation report. Such a detailed motivation report should include the following aspects :

- **Background** Any information of significance to the application, may include site history, any previous negotiations, transactions or changing circumstances preceding the application, previous applications etc.
- **Physical characteristics of application premises and surrounding area** Description of all physical characteristics of subject premises, including topography, slopes, drainage, vegetation, floodplains and floodlines, unique ecological habitats and sensitive areas, any unstable soil formations, existing buildings and structures, access routes etc, as well as expert knowledge and opinion where problems are anticipated. The use of photographs are encouraged.
- **Development proposal** Detailed description of all aspects of the proposed development, including any alternative schemes.
- **Desirability** Instead of causing any significant harm to existing or future users of the premises, surrounding residents or property owners, the surrounding natural / cultural / man-made environment, the local authority or public in general, a desirable development should lead to improved social, economic and physical circumstances for all parties involved.

Section 36 of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* requires that an application be assessed on the basis of the **desirability** of the proposed development and the impact it might have on any existing rights (except any alleged right to protection against trade competition). Defined as the degree of acceptability of the proposed development on the land unit(s) concerned, desirability of the proposal should be discussed in terms of the following :

- Subject site's suitability for proposed development in terms of location, accessibility and physical characteristics.
- Consistency with higher order policy and planning frameworks.
- Conservation worthiness of existing buildings, structures, vegetation and other natural features.
- Compatibility of proposed development / land use(s) with character and existing spatial structure of surrounding area.
- Access to subject premises and possible traffic problems.
- Cost and availability of required services and infrastructure.
- External visual impact of proposed development, as well as internal aesthetical aspects.
- Any potential disruption of / damage to environment or public nuisance as a result of proposed development / land use(s).

- Potential of application site for alternative uses / development.
- In case of subdivision, detail discussion of proposed layout, including street pattern, discouragement of through traffic / traffic calming measures, open space provision, community facility provision, pedestrian and cycle routes, as well as compatibility of proposed land uses with each other and surrounding area.

When applying for amendment, suspension or removal of title deed restrictions in terms of the *Removal of Restrictions Act, Act 84 of 1967*, it is further necessary to specifically motivate your application proposal on the basis of its impact on general public interest and the interests of the area in which the application premises is situated (as per Section 2(1)(a) of the Act).

Notwithstanding the above, you are encouraged to keep motivation of your proposal as brief and succinct as possible in order to simplify the understanding and assessment thereof. As such, any unnecessary or non-related information should rather be omitted.

## 6 ADVERTISING & PUBLIC PARTICIPATION

Required in terms of various planning legislation and policies, Council is obliged to facilitate public consultation and participation in respect of planning applications submitted to it by arranging advertising of your proposal to various potential interested and affected parties before it is decided. Such public consultation may take various forms, including registered notices to surrounding property owners or community organisations, advertising in the press and provincial gazette or even a notice erected on site. Determined by the nature and extent of the proposed development / application type, the extent of such public consultation and participation may also vary substantially between the various types of planning applications.

Set out in greater detail in Council's *Advertising Policy : A component of the public participation process for land use & development applications*, as well as Council's '**Planning & Land Use Management Information Guideline**' brochure series, the following extracted table provide an indication of the various minimum levels of advertising in relation to specific types of applications :

Application type		Minimum level of advertising				Notes	
		Notice to affected property owner	Press advertisement	Notice to ward councillor	Notice to community organisation		
Permanent departures	Coverage	X		√	√	1 & 10	
	Floor factor / Bulk (or habitable rooms)	X			X	1	
	Building lines / setbacks	X		√	√	2 & 10	
	Height	Max building height	X		X	X	2
		Supporting structures height	X		X	X	2
		Boundary wall height	X		√	√	2 & 10
	Parking	Parking	X		X	X	2
		Access / carriageway crossings	X		√	√	2 & 10
	Special areas	X		X	X	2	
	General	2nd dwelling in single res zones	X		√	√	2 & 10
		Schedule conditions	X		X	X	3
		Min erf size / frontage	X		X	X	2
		Min street width for certain buildings	X		X	X	2
		Other	X		√	√	2 & 10



Application type		Minimum level of advertising				
		Notice to affected property owner	Press advertisement	Notice to ward councillor	Notice to community organisation	Notes
<b>Amendment of conditions</b>	Subdivision, secondary usage, special consent / conditional use, temporary departure & rezoning, where applications were originally advertised to parties	X		X	X	
	Any other LUPO condition	X		√	√	4 & 10
<b>Removal of restrictions</b>		X	X	X	X	
<b>Subdivision</b>	When consistent with surroundings or policy	X		√	√	6/7 & 10
	When not consistent with surroundings or policy	X	X	√	√	6/7 & 10
	Other	X		√	√	6/7 & 10
<b>Special consent / conditional use</b>	When no impact assessments required	X		X	X	5
	When impact assessment required	X	X	X	X	
	When press advertising required into a zoning scheme	X	X	X	X	
	Working from home	X		X	X	
	Demolitions & new work in Urban Conservation area			√	X	9
	2nd dwelling & double dwelling unit	X		√	√	10
	Development in public open space	X	X	X	X	
<b>Temporary land use departure</b>		X		X	X	
<b>Rezoning</b>		X	X	X	X	
<b>Zoning scheme amendment</b>			X	X	X	8
<b>Approval of validity extension (where policy or neighbouring property ownership have changed)</b>		X		X	X	
<b>Explanatory notes</b>	<p>X Required √ By request (see note 10)</p>					
	<ol style="list-style-type: none"> <li>1 No advertising for coverage, bulk and habitable room departures exceeding the relevant existing Scheme parameter by less than 10%.</li> <li>2 In case of minor departures from a Zoning Scheme, at discretion of the responsible official, only neighbouring property owners may be consulted. Where departures would impact on the amenity of scenic views, advertising is extended to community organisations and the ward councillor.</li> <li>3 Schedule conditions were imposed when certain previous zonings and rezonings were approved by Council. Departure from these are treated in the same manner as parameters in the applicable Zoning schemes. Before the required advertising is determined, the history of the property / condition must be investigated.</li> <li>4 No external advertising required to amend subdivision conditions, unless condition being amended will adversely affect someone, in which case application is advertised to adversely affected property owners.</li> <li>5 In case of a secondary usage / special consent / conditional use or temporary land use departure application where no impact assessments are required, no advertising required where applicable Zoning scheme allows discretion on whether to advertise or not. A motivation for no advertising to be included in report.</li> <li>6 No advertising where a subdivision is in line with a previous rezoning already previously advertised.</li> <li>7 No advertising for subdivision exemptions in terms of Section 23 of LUPO. Also, no advertising required where a subdivision would have no impact on the existing physical environment (ie subdivision of existing row houses, which will physically not alter due to the subdivision).</li> <li>8 Where practically possible, notices on affected property owners may be served by distributing it with municipal accounts, letter drops or other means. Registered letters only to be served when practical / financially viable.</li> <li>9 With this type of application, appropriate urban conservation interest groups and/or the Institute of Architects and/or competent heritage / advisory committee may be consulted.</li> <li>10 √ : Advertising to ward councillor and recognised community organisation, as requested by such parties.</li> </ol> <p><b>General</b> Departure from policy requirement only allowed in exceptional circumstances, which departure is to be properly motivated in writing in terms of the legislation giving discretion. Such decision only to be made by relevant Land Use Management Development Coordinator.</p>					

Kindly note Council's Advertising policy is reviewed from time to time, as a result of which the above guidelines may vary in future and prior liaison with your local planning office is thus advised.

Notwithstanding the above guidelines and although a final and exact determination in this regard can only be made upon submission and once the application is complete, your local district planning office should be consulted for an estimate of the extent (and cost) of public consultation and participation required in respect of your application. Also note, where advertising is required in terms of other legislation as well (of a related application, ie the *National Environmental Management Act (Act 107 of 1998)*), such advertising may be combined with any advertising required in terms of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*.

Under certain circumstances, advertising of minor applications may be undertaken by applicants themselves. Should you wish to undertake advertising of your application yourself in such an instance, specific instructions regarding the manner and extent of such advertising will be issued by your local district planning office once your application is considered complete, which advertising would have to adhere to legal and Council's own standards. After completion of the advertising process, you will then be required to submit sufficient documentary evidence to demonstrate compliance in this regard.

Should you supply a cell phone contact number on the application form, you'll receive a sms message when advertising of your application commences. Kindly note, all documentation submitted with your application is considered public records and would thus be open for public inspection during the advertising period.

Where sufficient documentary evidence of an interested or affected party or authority's acceptance of your proposal is submitted (ie by means of a letter of comment or endorsement of the plans), such party or authority may not necessarily be approached for comments again. As it expedites the processing of applications, prior liaison and consultation with interested or affected parties and authorities is thus encouraged. In this respect, you may approach your local district planning office prior to submission to identify a list of potential interested and affected parties and authorities in respect of your proposal.

After completion of the advertising process, copies of any comments and/or objections against your application received during this period will be made available and your formal response thereon within a 60 day period requested in writing, failing which you will be deemed to not have any response. You may also wish to amend your application in order to address any concerns raised during such public participation. Should such amendments be considered substantial and potentially lead to a different or more adverse impact / intense scheme than before, Council may require it necessary to re-advertise your application to interested and affected parties, which may incur you further advertising costs.

## **7 APPEALS**

Once Council has reached a decision on your application, you (the applicant) and any objectors will be notified in writing of such decision and be advised of your right to appeal to the City Manager (should you feel aggrieved by the decision) in terms of Section 62 of the *Municipal Systems Act (Act 32 of 2000)* and to the relevant provincial authority (in case of refusal or against imposition of any condition of approval, or against approval in the case of an objector) in terms of Section 44 of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* respectively, at separate instances.

Should you decide to exercise such appeal right, it must be done within a prescribed period and on a prescribed form, of which you'll be notified in writing. Should any objector exercise their appeal right, you'll be afforded the opportunity to comment thereon (and vice versa) before a final decision is taken. Should you require any further information in this regard, kindly consult your local district planning office or Council's '**Planning & Land Use Management Information Guideline**' brochure series.

Kindly note, any decision on your application is suspended until such time as the period for lodging appeals has lapsed and Council has advised you in writing that you may act on the decision or until the final outcome of any appeal submitted is made known.

## 8 CONTACT NUMBERS

Please feel welcome to contact any of the under mentioned district planning offices or head office, should you have any further enquiries. Use the list at the end of this section to find out which district office serves your area.

Local district office	District manager	Address		Contact no		
		Physical	Postal	Phone	Fax	E-mail
A City Bowl / CBD	Sydney Holden	14 <sup>th</sup> floor, Civic centre, 12 Hertzog Boulevard, Cape Town	PO Box 4529 Cape Town 8000	400 5352	421 1963	Sydney.Holden@capetown.gov.za
B Milnerton	Susan Matthysen	Ground flr, Milpark bldg, cnr Koeberg Road & Ixia Street, Milnerton	PO Box 35 Milnerton 7435	550 1090	550 7517	Susan.Matthysen@capetown.gov.za
C Kraaifontein	Charles Rudman	1 <sup>st</sup> floor, Municipal offices, 87 Brighton Road, Kraaifontein	Private Bag X16 Kuilsriver 7579	980 6265	980 6179	Charles.Rudman@capetown.gov.za
Durbanville		Ground floor, Municipal offices, cnr Oxford & Queen Street, Durbanville	PO Box 100 Durbanville 7551	970 3058	976 9586	
D Bellville	Michael Jones	3 <sup>rd</sup> floor, Civic centre, Voortrekker Road, Bellville	PO Box 2 Bellville 7535	918 2329	918 2356	Michael.Jones@capetown.gov.za
Parow		3 <sup>rd</sup> floor, Municipal offices, cnr Voortrekker Road & Talent Street, Parow	PO Box 11 Parow 7499	938 8432	938 8509	
Goodwood		Municipal offices, Voortrekker Road, Goodwood	PO Box 100 Goodwood 7459	590 1416	590 1420	
E Somerset-West	Gerhard Visser	1 <sup>st</sup> floor, Municipal offices, cnr Andries Pretorius & Victoria Street, Somerset-West	PO Box 19 Somerset-West 7129	850 4346	850 4354	Gerhard.Visser@capetown.gov.za
Kuilsrivier		1 <sup>st</sup> floor, Omni-Forum bldg, 94 Van Riebeeck Road, Kuilsrivier	Private Bag X16 Kuilsriver 7579	900 1750	900 1786	
F Khayelitsha	Pieter Terblanche	Block E, Stocks & Stocks Building, Ntakohlaza Road, Khayelitsha	Private Bag X4 Parow 7499	360 1101	360 1113	Pieter.Terblanche@capetown.gov.za
G Plumstead	Margot Muller	1 <sup>st</sup> floor, 3 Victoria Road, Plumstead	Private Bag X5 Plumstead 7801	710 9374	710 8039	Margot.Muller@capetown.gov.za
H Plumstead	Ossie Gonsalves	1 <sup>st</sup> floor, 3 Victoria Road, Plumstead	Private Bag X5 Plumstead 7801	710 8203	710 8039	Ossie.Gonsalves@capetown.gov.za
Head office (Director Town Planning : Cheryl Walters)		16 <sup>th</sup> floor, Civic centre, 12 Hertzog Boulevard, Cape Town	PO Box 4511 Cape Town 8000	400 3525	425 4327	Cheryl.Walters@capetown.gov.za

District	Areas served
A City Bowl / CBD	Acacia Park, Bantry Bay, Camp's Bay, Bakoven, Cape Town City Centre / City Bowl, Clifton, Epping Industria, Foreshore, Fresnaye, Gardens, Green Point, Kensington, Langa, Maitland, Maitland Garden Village, Mouille Point, Mowbray, Ndabeni, Observatory, Oranjezicht, Paarden Eiland, Pinelands, Salt River, Schotschekloof, Sea Point, Signal Hill / Lions Head, Table Mountain, Tamboerskloof, Thornton, Three Anchor Bay, Vredehoek, Windermere, Wingfield, Woodstock, Zonnebloem
B Milnerton	Big Bay, Blouberg Rise, Blouberg Sands, Bloubergstrand, Brooklyn, Century City, Dunoos, Flamingo Vlei, Joe Slovo Park, Killarney Gardens, Lagoon Beach, Mamre, Marconi Beam, Melkbosstrand, Metro Industrial Township, Milnerton, Milnerton Ridge, Montague Gardens, Parklands, Phoenix, Royal Ascot, Rugby, Sanddrift, Summer Greens, Sunningdale, Sunridge, Sunset Beach, Table View, Tijgerhof, West Beach, West Riding, Ysterplaat, Zonnebloem
C Kraaifontein	Andrag Grounds, Amanda Glen, Arauna, Aurora, Belmont Park, Bethanie, Bloekombos, Bloemhof, Blomvlei, Bo-Oakdale, Bonnie Brae, Bonnie Brook, Bofontein Smallholdings, Bracken Heights Brackenfell, Brackenfell Industria, Brentwood Park, Cape Gate, Chantecler, De Oude Spruit, Door De Kraal, D'urbanvale, Durbanville, Durbanville Hills, Durbanville Meadows, Durbell, Durmonte, Edenpark, Eikendal, Everglen, Everite Industria, Eversdal, Eversdal Heights, Ferndale, Fisantekraal, Goedemoed, Goliath Estate, Hoheizen, Hoogstede, Joostenbergvlakte Smallholdings, Kanonberg, Kenridge, Klaradyn, Kleinbegin, Kleinbron, Klipheuwel, Kraaifontein, Kraaifontein Industria, Kraaifontein North Smallholdings, Langeberg Hoogte, Langeberg Ridge, Langeberg Smallholdings, Langeberg Village, Loevenstein, Morgen Gronde, Morgenster, Morgenster Heights, Morningstar, Nature's Valley, Nerina, Nieuw Maastricht 1 & 2, Normandie, Northpine, Okavango Park, O'Kennedyville, Oude Westhof, Peerless Park, Philadelphia, Pinehurst, Protea Heights, Protea Village, Protea Valley, Proteaville, Ridgeworth Rosedale, Rosendal, Rosenpark, Ruitershoogte, Ruwari, Schoongezicht, Scottsdene, Scottsville, Selborne, Sonstraal, Sonstraal Heights, Springbok Park, Springfield, St Michael's, Stellenberg, Stellenridge, Stellenryk, Summerville, The Crest, Tygervally, Uitzicht, Valmary Park, Van Riebeeckshof, Vergesig, Vierlanden, Vredeloof, Vredeloof Heights, Vygeboom, Wairoa, Wallacedene, Tyger Waterfront, Waterkloof, De Bron Ext 44, Welgedacht, Welgemoed, Welgevonden, Wellway Park, Windsor Park, Windsor Park Estate, Wynland Industrial Park, Zandkloof Farm, Zoo Park
D Bellville	Avondale, Beaconvale, Belgravia, Belhar, Bellair, Bellville CBD, Bellville South, Bellville South Industria, Bellville Waste Works, Belrail, Belvedere, Bishop Lavis, Blommendal, Blomtuin, Bonteheuwel, Boquinar Industrial Area, Bosbell, Boston, Bothasig, Cape Town Airport, Charlesville, Chrismar, Churchill Estate, Clamhall, De Duin, De Tijger, Delft, Dunrobin, Durheim Local Area, Edgemead, Elsies River, Elsies River Industria, Epping Industria, Fairfield Estate, Goodrail, Florida, Glenhaven, Glenlily, Glenwood, Goodwood, Goodwood Estate, Greenlands, Groenvallei, Hardekraaltjie, Heemstede, Joubertpark, Kaapzicht, Kalksteenfontein, Kemperville, King David Country Club, Kleinbosch, Klipkop, La Rochelle, Labiance, Loumar, Marinda Park, Matroosfontein, Meyerhof, Milnerton, Montague, Montana Extension, Monte Vista, Montevideo, N1 City, Nooitgedacht, Northgate, Oakdale, Oakglen, Oostersee, Panorama, Parow, Parow Industria, Parow North, Parow Valley, Plattekloof, Plattekloof Glen, Ravensmead, Richmond, Richmond Estate, Richmond Park, Richwood, Ruyterwacht, Sacks Circle, Sanlamhof, Saxon Industria, Shirley Park, Sonnendal, Stikland, Stikland Hospital, Stikland Industria, Thalman, Townsend Estate, Triangle Farm, Tygerberg Hospital, Tygerdal, UWC, Valhalla Park, Vasco Estate, Vogelvlei, Vredelust, Vredenberg, Welgelegen, WP Showgrounds
D Parow	
D Goodwood	

E	<b>Somerset-West</b>	Admiral's Park, Amandelrug, Amandelsig, Anchorage Park, Annandale, Austinville, Bellville Teachers College, Blackheath Industria, Blue Downs CBD, Bosonia, Bottelary Smallholdings, Brandwag, Brantwood, Brentwood Park, Broadlands, Camelot, Danarand, De Kuilen, De Wijnlanden Estate, Delro Village, Dennemere, Des Hampden, Dobson, Driftsands, Eersterivier, Eersterivier Industria, Eikenbosch, Electric City, Elim, Fairdale, Faure, Firgrove Rural, Forest Heights, Forest Village, Fountain Village, Gaylee, Gersham, Gordon's Bay, Greenfields, Haasendal, Hagley, Happy Valley, Harbour Island, Highbury, Highgate, Hillcrest Heights, Hindle Park, Jacarandas, Jacobsdal Smallholdings, Jagtershof, Jan Kriel, Kalkfontein 1 & 2, Klein Zevenwacht, Kleinvei Town, Klipdam, Kuilsrivier Golf Course, Kuilsrivier Industria, Kuilsrivier South Smallholdings, Langverwacht Smallholdings, Loucharmante, Lwandle, Mabile Park, Macassar, Malibu Village, Mansfield, Mfuleni, Mikro Park, Monwabisi, Mountainside, Nomzamo, Oakdene, Penhill, Polkadraai Smallholdings, Rosedale, Rotterdam, Rouxville, Rustdal, Sarepta, Saxenburg Park, Silveroaks, Silversands, Sir Lowry's Pass, Somerset West, Soneike 1 & 2, Sonnekui, St Dumas, Strand, Sunbird Park, Tarentaal Plaas, Temperance Town, The Conifers, Tuscany Glen, Voëlvlei, Welmoed Cemetery, Wembley Park, Wesbank, Wimbledon Estate, Winslow, Zevendal, Zevenwacht, Zevenzicht
	<b>Kuilsrivier</b>	
F	<b>Khayelitsha</b>	Barnet Molokwana Corner, Beacon Valley, Bongani, Crossroads, Driftsands, Eastridge, Ekuphumuleni, Eyethu, Good Hope, Graceland, Griffiths Mxenge, Harare, Iiitha Park, Ikwezi Park, Khaya, Kuyasa, Lentegeur, Mandela Park, Mitchell's Plain, Mxolisi Phetani, Nonqubela, Philippi, Portland, Rocklands, Sabata Dalindyabo Square, Silvertown, Tafelsig, Thembokwezi, Umrhabulo Triangle, Victoria Mxenge, Weltevreden Valley, Westridge, Wolfgat Nature Reserve, Woodlands
G	<b>Plumstead</b>	Athlone, Barnet Molokwana Corner, Beacon Valley, Belgravia, Belthorn Estate, Bongani, Bridgetown, Crawford, Crossroads, Driftsands, Eastridge, Ekuphumuleni, Eyethu, Gatesville, Good Hope, Graceland, Grassy Park, Griffiths Mxenge, Guguletu, Hanover Park, Harare, Hatton, Hazendal, Heideveld, Iiitha Park, Ikwezi Park, Kewtown, Khaya, Kuyasa, Lansdowne, Lavender Hill, Lentegeur, Lotusriver, Mandela Park, Manenberg, Mitchell's Plain, Mountview, Muizenberg, Mxolisi Phetani, Newfields, Nonqubela, Nyanga, Ottery, Parkwood, Pelikan Park, Penlyn Estate, Philippi, Pinati, Portland, Primrose Park, Rocklands, Rondebosch East, Rylands, Sabata Dalindyabo Square, Sand Industria, Seawinds, Silvertown, Strandfontein, Surrey, Sybrand Park, Tafelsig, Thembokwezi, Umrhabulo Triangle, Vanguard, Victoria Mxenge, Vrygrond, Welcome, Weltevreden Valley, Westridge, Wetton, Wolfgat Nature Reserve, Woodlands, Zeekoeivlei
H	<b>Plumstead</b>	Bergvliet, Bishop's Court, Capri, Castle Rock, Claremont, Clovelly, Constantia, Diepriver, Elfindale, Fish Hoek, Glencairn, Heathfield, Hout Bay, Kalk Bay, Kenilworth, Kirstenhof, Kommetjie, Lakeside, Llandudno, Meadowridge, Misty Cliffs, Mowbray, Muizenberg, Newlands, Noordhoek, Ocean View, Plumstead, Retreat, Rondebosch, Rosebank, Scarborough, Simon's Town, Smitswinkelbaai, Southfield, St James, Steenberg, Sunnyside, Sunvalley, Table Mountain, Tokai, West Lake, Wynberg

## 9 SUBDIVISION OF LAND

When applying for subdivision or rezoning to subdivisional area, your application should be accompanied by a proposed Subdivision plan in both hard copy and electronic (ie .shp, .dwg or .dxf) format, in the absence of which your application will not be considered complete or processed. Drawn in A4 / A3 format and with the number of copies required set out in Section 3 above, such a proposed Subdivision plan should as a minimum indicate the following information :

- scale, true north, title and legend, as well as date and plan / drawing number (amended / revised plans to have successive numbers)
- name and details of person / firm responsible for design
- sufficient dimensions to confirm drawing scale and to indicate size of subdivided portions
- typical plot sizes / extent of individual portions
- indication of application area / site boundary, all cadastral boundaries and proposed subdivision lines, indicated in such a way to be clearly distinguishable from each other
- proposed individual portions / plots, numbered consecutively
- proposed streetnames (whether public or private) and street / unit numbers
- proposed name in case of a group housing complex
- accurate position of existing buildings or structures on subject site (including any structures to be demolished), as well as immediately adjacent sites
- proposed building lines in cases where existing buildings would be close to newly created cadastral boundaries
- sufficient information regarding surrounding area (adjacent plots, streets etc) to allow application premises to be illustrated in its context
- contours with intervals of between 1m and 5m, extended beyond subject site boundaries
- 1 : 50 year floodline (when applicable)
- LO co-ordinate grid intersections with grid values
- any physical restrictions which might influence the layout
- existing and proposed servitudes
- separate phases, should it be intended to undertake development in phases
- proposed zoning schedule, indicating proposed zonings (as per relevant local Zoning scheme), portion numbers, extent and relative size (expressed as % of total application area) of various proposed land uses (see example below)

### Example

Proposed Zoning						
Portion	No	Zoning	Usage	Extent	%	Density & restrictions
1-10	10	Residential Zone I	Single residential dwelling	0,46ha	55	As per Zoning scheme
11	1	Institutional Zone II	Place of worship	0,12ha	14	As per Zoning scheme
12	1	Open Space Zone I	Public open space	0,15ha	18	N/a
Remainder		Transport Zone II	Public road	0,11ha	13	N/a
<b>TOTAL</b>	12			0,84ha	100	

Although submitted as part of a subdivision application in terms of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*, it is to be noted that newly proposed streetnames still require separate approval in terms of the previous *Municipal Ordinance (Ordinance 18 of 1976)*. Such approval must be obtained with due regard to Council's *Street naming and numbering Policy* and is required in order to not delay the approval of General plans by the Surveyor General. As such, it

is therefore essential that this information also forms part of and is already indicated on the proposed Subdivision plan at submission stage.

Should the proposed Subdivision plan, as submitted by the applicant, require any amendment as a result of Council's approval thereof, it is required that only the amended Subdivision plan be submitted for endorsement in terms of Section 25(1) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*.

Once endorsed by the case / admin officer and after expiry of all applicable appeal rights, the applicant's / developer's land surveyor must submit an electronic copy of the final approved and endorsed Subdivision plan (including all relevant steps preceding the final subdivision) to the GIS Section in the local district planning office, before or when submitting for approval to the SG office, and prior to application for subdivision clearance in terms of Section 31(1) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* or submission of any building plans, whichever occurs first (as further explained in Section 8 hereunder).

In addition, it is further required from the applicant's / developer's land surveyor and transfer attorney that all newly created public places and public streets (including any road splays) to be vested in Council in terms of Section 28 of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* be clearly defined and indicated on the approved General plan / erf diagram/s, be provided with separate individual erf numbers (ie not only left as remainders) and be transferred in Council's name upon transfer of the first unit / erf in that subdivision, the cost of surveying and transfer of which would be for the account of the applicant / developer.

After final approval of the subdivision application, the Surveyor General will require preparation of a diagram or General plan of the newly created land unit(s) for approval. Kindly liaise directly with the SG's office in respect of their requirements in this regard. Also note, in terms of Section 27(2) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*, a subdivision approval lapses unless separate registration of at least one land unit is effected in the Deeds office within 5 years of the date of final approval, unless extension of the validity thereof has been granted prior to lapsing of such approval (as set out earlier in Section 2 above).

It should further be noted that the Registrar of Deeds will not permit transfer or registration of a Certificate of Registered Title in respect of a newly created land unit unless Council has issued subdivision clearance in terms of Section 31(1) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* and rates clearance in terms of Section 118 of the *Municipal Systems Act (Act 32 of 2000)*. Such subdivision clearance certificate will only be issued once all conditions of approval in respect of a previous subdivision approval, if any, have been complied with by the applicant / developer to Council's satisfaction, documentary proof of which is to be submitted, while rates clearance will only be issued once a subdivision clearance certificate has been issued.

Kindly also note, building plans will not be approved before :

- a copy of the diagram or General plan (electronic or hard copy) submitted to the Surveyor General for consideration has been submitted to the GIS Section at the relevant district planning office
- all conditions of approval have been complied with in full (including approval of a SDP where this is required), documentary evidence of which has been submitted prior to subdivision clearance
- confirmation by the developer's transfer attorney that the subdivision has been confirmed, in that the first unit in the subdivision has been registered / transferred. (Note : application for development of show houses may be submitted prior to confirmation of a subdivision, but subject to submission of an approved SG diagram or General plan.)

## 10 GIS & ELECTRONIC DATA REQUIREMENTS

In the case of subdivision and in order to enable Council to update and properly maintain its property and cadastral database, it is important to submit required electronic data in a standard format, both as part of your application submission and thereafter.

After expiry of all applicable appeal rights, before or when submitting for approval to the SG Office and prior to application for subdivision clearance or submission of any building plans (whichever occurs first), the applicant's / developer's land surveyor is required to submit to the GIS Section in the local district planning office an electronic copy of the final approved Subdivision plan. This should include all relevant steps preceding the final subdivision and may be in any of the following formats :

- .shp (ESRI GIS shapefile) (preferable)
- .dwg (AutoCAD)
- .drg (AllyCAD)
- .dxf (other CAD)

If the data is supplied in shapefile format (ie .shp), then separate shapefiles are required for each of the standard defined layers / feature classes, as follows :

Layer name	Content description
TITLE	Contains all title information, including any endorsements and references
NOTES	Contains all noted information both from the developer/surveyor and the Surveyor General
PROPERTY PORTION NUMBERS	Portion numbers are the original portion numbers before the erf numbers were acquired from the SG Office
PROPLINES	Contains all the property lines
PROPNUM	Contains property (erf) numbers
COORD	Contains all coordinates for the property beacons (corners)
PROPDIM	Contains all property dimension information
PROPBSURV	Contains bearing and distance information
PROPBEACON	Contains all property beacon (corners) annotation (Beacon labels)
SERVITUDES	Contains all servitude annotation
GRID_REF	Contains orientation grid reference information, usually represented by a short line and coordinate annotation
MAP_FURNITURE	Contains all additional features and annotation required to complete diagram, such as north arrow, scale bar and any other information required

Amongst other, such electronic version of the final approved Subdivision plan should include the following information :

- newly allocated erf numbers
- survey dimensions
- co-ordinates
- Geographic Coordinate System
- geo-referenced

Using real world coordinates, the drawing must be completed to the City of Cape Town corporate GIS standard, ie Datum : Hartebeeshoek, Geographic Coordinate System : WGS 1984 and Units : meters. In addition to the above, the following requirements should be noted :

- No additional information other than that described above may be put into the defined layers / features. If necessary, any additional information can be placed in any other named layer.
- Each polygon boundary should be complete and form a closed polygon (ie line end points must intersect) and property number anchors must be located within respective property boundaries.

In the case of low cost public housing developments, the appointed surveyor must submit an electronic copy of all the relevant steps of the subdivision (in GP format) as approved by the competent authority, to the GIS Section in the local district planning office before or when submitting to the SG's office for approval. In addition, the appointed surveyor must also submit an electronic copy of the provisional and final approved General plan to the GIS Section at an appropriate and agreed time as the low cost housing project proceeds. Finally, separate erf diagrams, site layout plans and buildings plans for each individual unit are also required to be submitted for record purposes by Council's planning consultant / the applicant in public housing projects, prior to authorising final payment of such consultants. Please refer to Council's *'Minimum operational requirements for processing township establishments into the Less formal township establishment Act (LFTEA), Act 113 of 1991'* for more detail in this respect.

Kindly note, building plan applications will not be accepted at Council's Building Control offices if the above electronic data was not received by the GIS officer in the local district planning office. This information may also be e-mailed to the GIS officer, with proof of such transmission submitted with the subdivision clearance application documentation.



## **11 SITE DEVELOPMENT PLANS**

In cases where the detail of an application is important for its consideration, Council may require submission of a detailed Site development plan (or SDP). The purpose of a Site development plan is therefore to regulate additional matters not already covered in any earlier conditions of approval or the relevant Zoning scheme regulations / development parameters, ie positioning of buildings, architectural details, etc and not to substitute or duplicate any such existing regulations.

Although not an exhaustive list, SDP's may typically be required in the following instances to set out more detail aspects of a proposed development :

- Group housing schemes (both single title / cadastrally subdivided and sectional title) & flats
- Shopping centre complexes
- Business / office park developments
- Industrial park complexes
- Some developments in conservation areas (ie when a HIA / EIA is submitted)
- Other major developments, ie conference centres, sportsfields etc

Good motivation is required where a SDP would not be consistent with the Zoning scheme regulations (ie bulk, coverage, parking, building lines etc), in which case a departure application would still be required. Having been imposed as a condition of approval, Site development plans are thus approved in terms of Section 42(1) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)* while any subsequent amendments thereto (including departures from it) are approved in terms of Section 42(3) of the *Land Use Planning Ordinance (Ordinance 15 of 1985)*.

A Site development plan (or SDP) application may comprise a plan or set of plans illustrating the detailed aspects of a proposed development, ie positioning of individual land uses, architectural style, finishes, landscaping, earthworks required, internal and external roads, location of road accesses and on-site parking areas etc, as well as a schedule of finishes and materials. In addition, a SDP may also include a proposed Home / Property Owners' Association constitution, as well as design guidelines for the development (if required).

Upon approval, such a SDP and the details contained therein becomes part of the original approval (including conditions) of the proposed development and is seen as a legal obligation to the developer, the minimum standards of which the proposed development is required to be undertaken, completed and maintained in accordance with, in order to ensure all expectations are met.

As a minimum requirement, a Site development plan application should include the following information :

- a **basic plan** or set of plans illustrating
  - scale, true north, title, legend, date and number of plan
  - existing contours, floodlines, trees and extraordinary vegetation, as well as other topographical site characteristics
  - existing cadastral boundaries, servitudes, building lines (as per Zoning scheme / township establishment conditions) and proposed portions, as well as location, extent and nature of all existing buildings, structures and services on site and in immediate vicinity
  - positioning of all individual land uses
  - proposed locality, layout and dimensions of streets, pavements, parking areas (including basement parking), circulation areas, erven and open spaces, pedestrian

walkways, as well as location of all proposed buildings (including building entrances and proposed use of all areas within such buildings) and structures / units, drive-ins, boundary walls etc

- location and nature of recreational and other relevant facilities and amenities
- location, dimensions and materials of all proposed streets, road accesses, parking areas, squares and pedestrian routes
- location and nature of all provision for domestic services, ie refuse removal (including no of bins catered for), security, electricity, water, sewer, stormwater etc
- location and nature of all facilities / arrangements to accommodate people physical with disabilities
- lighting of any common areas or open spaces
- in case of flats, group housing or sectional title schemes, each unit's private outdoor space, service areas, braai areas, drive-ins, patios, parking spaces, as well as proposed finishes / materials of such areas
- future building / unit extensions and/or expansion opportunities, including potential car ports or boundary enclosures and dimensions, colour, materials and finishes of such future building work (including an indication of the increased site coverage)
- location, type / finish, height and elevation of all boundary enclosures to be built, whether internally or externally
- phasing of the proposed development where this is required
- a **table / schedule** indicating
  - total site extent
  - total number of dwelling units
  - total floor area, coverage / bulk (permitted & proposed) and building height
  - total number of parking bays for residents / visitors / staff (required & proposed) per land use component
  - extent of functional private and communal open space
  - extent of individual portions and dwelling units
  - indication of unit type and site coverage per individual portion
- a set of **architectural drawings** to a scale of 1:100 or 1:200, illustrating plan and elevation views (including typical street elevations with boundary enclosures or screening walls, as seen from adjacent internal or external roads, as well as potential future extensions) of all proposed structures and a general artist's impression / perspective drawing (where necessary), as well as details regarding materials, finishes and colours of external walls and roofs and separately specified floor areas for the main dwelling, garage, any patios / verandahs and the total for the various unit types
- a separate A4 **schedule of building materials and finishes**, including specifications regarding colour schemes and materials for external walls and roofs of all structures, window frame and door types / finishes, outdoor surfaces finishes for all internal streets, drive-ins, patios, parking areas, squares, hard surfaced pedestrian walkways etc
- a detailed **landscaping plan** in colour, together with a plan illustrating existing trees and vegetation (and which of this is to be retained) and a detailed schedule of proposed vegetation and tree types
- where applicable (as in the case of shopping complexes), proposals and guidelines for **name logos and outdoor advertisements** (including free standing signs), including their location, height and elevation
- where applicable, a proposed **Home / Property Owners' Association** constitution, compiled in line with Council's approved model constitution, which includes as annexure all other aspects of the SDP as discussed above, including architectural design guidelines (where applicable)

It is further important to note that building plans, as well as engineering services layout drawings can only be considered once the relevant SDP (when required as a condition of approval) has been approved and that such building plans and engineering drawings must be in compliance with the approved SDP.