



## KARIEGA HEIGHTS DESIGN GUIDELINES

### Owner's Manual 2015

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### **1. PURPOSE OF THE DESIGN MANUAL**

The purpose of this design manual is to sketch a clear picture of what is envisaged for the development of *Kariega Heights*. All homes will be designed by approved registered architectural professionals in keeping within the design guidelines contained in this document. The guidelines are concerned only with the external appearance and positioning of the buildings. This will ensure that all units in each village are compatible, and will retain a cohesive whole and continuity that adds value to all units in the development.

It furthermore sets out the procedures and processes that need to take place before any building work can commence.

Development rules and regulations in general are in place to ensure each homeowner has the best possible combination of view and privacy.

The villages are to be developed on a 'Hybrid scheme' principal, which is an adaptation of the old Group Housing Code, where each erf is owned under freehold title. The owners of each village are required to form a Homeowners Association, which is a corporate body with a constitution.

### **2. DESIGN CONCEPT**

The architectural theme is defined to provide the project with a unifying language without restricting the planning or layout of each home.

The architecture is based on the traditional holiday cottage, identifying with Kenton's original homes. These were based on simple pitched roof main buildings with lean-to's, decks and verandas. The idea is to incorporate large expanses of glass to maximize the view and strengthen inside/outside connections.

The emphasis is on uniformity, symmetry, harmony and without losing individual variety, simple rectangular forms, refined and robust details, controlled scale and proportions are recommended in order to achieve an articulated unified domestic architecture. The implementation and maintenance of the Building Design Guidelines and Controls will ensure a development within which the following aims will be achieved:

- Recapture the traditional house form and its relationship within the community and landscape surrounds.
- Establish a cohesive village atmosphere, harmonising street facades and house forms.
- Ensure a co-ordinated and aesthetically pleasing residential development.
- Enhance investment value of the scheme as a whole, and individual properties in particular.
- Limit environmental impact on the inherent natural beauty of the site.
- To assist individuals during the design / building process.
- To protect established properties from haphazard building development.

All buildings must be designed around this concept and adhere to the specific guideline details as described. Owners are not limited in any regard to the choice of interior finishes, fixtures or layouts.

### **3. SITE AND TOWNPLANNING REQUIREMENTS**

**3.1 The Site:** The site is located on the North side of Kariega Road on entering Kenton-on-Sea, offering views of the Kariega River mouth. The development comprises 4 individually secured villages each with a single access gate. Each individual erf has access from the private internal road. Communal open spaces are identified for each village all as indicated on the attached diagram.

The main vista from the development is a view to the Kariega River mouth in the East, and up the coast to the North East. The individual erven are arranged in a staggered pattern to afford a view to as many erven as possible through view slots between the abutting erven.

**3.2 Town planning requirements:** The development is subject to the conditions contained in the Kenton-on-Sea Zoning Scheme Regulations and the National Building Regulations (SABS 0400). In addition the following parameters have been established to ensure the best possible combination of view and privacy for all homeowners.

**3.3 Maximum coverage:** The maximum coverage allowed of all roofed buildings (including gazebos, verandas, etc) is specified as a percentage of the area of the erf. The maximum coverage is 50% of the erf area.

**3.4 Maximum Floor Area:** Only 2 storeys are permitted. It is envisaged that the upper floor area is restricted to a smaller area than that of the ground floor area to ensure a proportion of single storey lean-to roofing. A semi-basement level may have a floor area less than the 'upper ground' level, provided that the semi-basement level is lower than natural ground level on three sides. Only one dwelling per property is permitted.

**3.5 Double Volume:** Double volume will count as one floor area provided the area does not exceed 20% of the ground floor area of the house only (i.e. excluding verandas, patios, garages, carports, gazebos, etc.) Any excess double volume will count as 2 times the floor area.

**3.6 Building Envelope and Building Lines:** Each stand has building lines to control the positioning of buildings. These are 3 metres from the street and 3 metres from the side and rear boundaries on each property. This will create 'view slots' to permit the units behind to still have views. This buildable area contained within the building lines is referred to as the building envelope. Only boundary walls as described and yard walls may be constructed outside of the building envelope but may not be higher than 1.8 metres above Natural Ground Level. No roofed areas are permitted outside of the envelope. Verandas, balconies, decks, patios and staircases are considered to be part of the building and may not project beyond the building envelope into

the building line area. Retaining walls, water tanks and built-up ground (cut&fill style) in the 3 metre view slot may not be higher than 1.8 metres above Natural Ground Level.

**3.7 Beacon and Building Certificates:** Prior to the start of construction the building contractor must obtain a Beacon Certificate from the Land Surveyors. They will visit the site to point out the correct site boundary pegs and issue a certificate to this effect. This prevents possible costly setting out errors. The Surveyors must also certify the position of any building along a boundary.

**3.8 Maximum Building Height:** Building will be restricted to two storeys in keeping with the Kenton-on-Sea Town planning scheme. The maximum floor-to-floor distance is restricted to 3,0 metres. Double volumes are not precluded. Building heights may be no more than 8 metres above the lowest point on the property, or the building height must conform to within 7.5 metres of the mean level, whichever condition is more restrictive.

## **4. DESIGN PARAMETERS**

**4.1 Scale and Proportion:** It is intended that the architecture of the villages be designed to human scale, avoiding unnecessarily large building forms. The size, proportion and placement of buildings must be compatible.

**4.2 The Plan Form:** The plan form is to be predominately rectangular or composite rectangular, with small additive components to create interest, generally set parallel to site boundaries.

**4.3 Roofs:** Roofs will be predominately double pitched, 30 to 40 degrees, for the main structure, in traditional style. Flat or lean-to roofs of 5 to 15 degrees over patios and ground floor projections are an integral part of the language. Roofs over bay windows may be the same pitch as the main roof. Roofs must coincide with plan elements. Eave overhangs are not to exceed 450mm and barge must project over gables by 200 mm.

**4.4 Dormers and Roof Windows:** Dormer windows are permitted but are to be no wider than the window width including trim and should not be over-scaled. Only flat glass type roof windows will be permitted, set in the plane of the roof. No dome type roof windows will be permitted. Vertically glazed Dutch hips at the apex of roofs and glazing at the apex of gables will be encouraged to permit light to penetrate deep spaces with exposed roof structures.

**4.5 Roof Materials:** Roofing is to be sheeting of a corrugated profile. Steel sheets are to be of a galvanised, 'zincalume' or aluminium substrate with a pre-finished colour. Fibre cement sheets are to have an appropriate paint finish. The roof colour is to be an approved green. Roof material used on a particular property must be consistent.

**4.6 Walls:** Wall surfaces must be plain, without decoration. Simple plaster surrounds to openings are acceptable, but quoins; rustication and decorative mouldings are not permitted. Recommended finishes are:

- ✓ Smooth cement plaster with paint finish as per approved colours.
- ✓ Vermont Cladding (shiplap)
- ✓ Natural cut stone on plinths, chimneys and limited garden wall detail (Subject to specific approval).

Finishes not permitted are: Timber logs. Rough plaster. Un-plastered block work. Painted Face brick. Corrugated sheet material.

Facebrick for building plinths below ground floor level may be selected from approved samples. Pre-cast elements must be approved by the design committee.

**4.7 Loft:** A loft is considered a storey if the sidewalls extend above the floor 1400mm or more. In this case, the floor would be included in the Maximum Floor Area calculation.

**4.8 Window Description:** Windows are a most important element in defining the character of the house and the neighbourhood. They should have a vertical proportion and can be coupled to create wider openings. All windows must be side hung casement units. Traditional style shutters are allowed, but must be functional. Shutter widths must be in harmony with the windows or door they cover. Burglar bars should be of a simple rectangular or linear form placed internally. If possible, they should line up with window or door mullions.

**4.9 Doors:** All doors must have vertical proportions. Doors are to be in traditional styles, dimensions and proportions. No ornate or carved doors. Glass door style is to be consistent with window style. Single doors are to have a maximum width of 1000mm and double doors 1600mm (2 x 800mm). Sliding and folding arrangements to form large openings are permitted using the above parameters.

**4.10 Colours:** All exterior paint colours must be selected from the approved colour palette for each village. A list of approved colours is available on request. Colour combinations are important and must be approved. Similar colours or colours from more than one manufacturer's colour ranges will be considered on a case by case basis and only allowed on written approval from the Design Review Committee. Painted roofs must match the steel roof equivalent of (Chromadek) Aloe Green or Traffic Green (Colorbond) Colonial Green. Gutters should be white and down pipes to match wall colour.

**4.11 Boundary Fences and Courtyard walls:** Picket fences are recommended on street boundaries. Apart from the visual appeal picket fences define the edge and scale of the streets. The pickets reinforce the vertical vernacular form while offering security with surveillance. In general pickets should be 25 to 100 mm wide with the spaces between the pickets 40 to 100% of the picket width, and contained in panels between plastered brick piers no more than 3 metres apart. Side boundaries may have smooth plastered masonry walls. Other fences may be specified for particular applications. Plinths below floor level to ground of dressed stone or approved facebrick, and mouldings are recommended for all walling to add detail. Boundary walls and fences create a strong visual impact and are restricted to a maximum of 1.8 metres high. Walls and fences are to step down incrementally with slope.

**4.12 Yards:** All homes to have a yard. Yard walls to be plain plastered masonry, and positioned to conceal wash lines, dustbins, open storage areas, kennels etc.

**4.13 Rain Water Tanks:** Rainwater tanks are required by municipal regulation but must be of an approved design. It is preferable that tanks are positioned below ground. Tanks above ground must be concealed by the yard walls and painted the colour of the adjacent wall of the building.

**4.14 Timber Structures and Decks:** All timber framed structures are to comply with SABS 082 (SANS 10082) or to be design by a registered Professional Engineer. All timber is to be treated for insect and mould attack as per SABS 05 (SANS 10005).

**4.15 Exterior Lighting:** Lighting on the exterior of the building must be unobtrusive and avoid light spillage onto surrounding sites. Individual fittings must not exceed 150 watts as a single lamp or combination of lamps. No exterior spot lighting of buildings or accent lighting is allowed.

## **5 PROCEDURES FOR DESIGN AND APPROVAL OF BUILDING PLANS**

**5.1 Committee:** It is critical to the success of the development that houses are designed by suitable professionals in accordance with the requirements of the Kariega Heights Homeowners Association or (KHA) specified in this manual and that houses are constructed as per the approved plans. For this purpose the KHA has formed a Design Review Committee (the "Kariega Heights Design Review Committee" or KHDRC) to enforce these requirements. The current chairperson of the KHDRC is Peter Calitz (B.Arch).

**5.2 Appointment of Architect:** The owner/member may only use an architectural professional currently on the KHDRC, or an architectural professional approved by the committee. In the event of the KHDRC approving the owner/member's own architectural professional, it must be shown the person(s) to be appointed are registered as either a Professional Senior Architectural Technologist or Professional Architect with SACAP as per the Architectural Profession Act (Act 44 of 2000).

**5.3 Function of Committee:** The KHDRC will be responsible for the assessment of all proposed structures and granting of the necessary approvals to enable building plans to be submitted to the local authority for their scrutiny. No plans may be submitted to the local authority without the endorsement of the KHDRC. In accordance with the Design Guidelines the KHDRC is required to maintain, inter alia;

- Building aesthetics,
- Compliance with planning criteria,
- Material selection
- General design standards,.

**5.4 Plan Submissions to Committee:** The owner/member is required to submit drawings for the scrutiny and endorsement of the KHDRC in 2 stages; 1 sketch plans for scrutiny before building plans are finalised and 2, municipal submission drawings before submission of such plans to the local authority or commencement of any work on site. The owner/member shall be liable for the costs of 1 and 2 stage submission of building plans in an amount of R3'500 excluding VAT and liable for the sum of R750 excluding VAT for any subsequent submission of variations. The plan scrutiny fee is payable in advance with the Building Levy to the KHA prior to the commencement of any site operations.

**5.5 Committee Site Inspections:** The current chairperson of the KHDRC is appointed by the KHA to inspect and report regarding the correctness of the construction in relation to the approved design – this report does not address building contract administration or quality assurance of the building works. Critical inspection phases;

1. Completion of trenches for foundations before concrete is poured.
2. Completion of ground floor plinth height before ground floor structure is set in place.
3. Completion of brickwork or wall structure up to roof wall plate level.
4. Completion of roof structure before installation of roof sheets.
5. Sample of wall and or roof paint on building before house is painted.
6. Certification at completion.

5.5.1 The owner/member is liable for the cost of each required inspection phase. The fee for each phase is R750 excluding VAT and totalling R4'500 payable in advance with the Building Levy to the KHA prior to the commencement of any site operations. Contractors are required to notify the KHDRC approximately one week prior to these phases to arrange inspection. These amounts shall escalate at the rate of 10 percent per annum with effect from the first day of January in each year. The above fees will be waived if the preferred architectural professional (being the current chairperson of the KHDRC) is appointed.

**5.6 Adherence to Approved Plans:** The owner/member, their contractors or appointed architectural professional may not issue instructions which are contrary to approved drawings; in

which case the KHDRRC will report to the Homeowners Association who reserve the right to stop all building work with immediate effect.

There shall be no additions or alterations made without the express written approval of the Homeowners Association and the KHDRRC, including but not limited to any non-permanent or permanent structures. Unapproved structures shall immediately be removed by the member/owner upon the request of the Homeowners Association.

**5.7 Application for Site Improvements Supplementary to the Approved Works:** For all building work undertaken at any new or existing residence, such as changes to boundary and screen walls, addition of water tanks, new brick paving etc; where municipal approval is not required application must first be made to the KHDRRC and a minimum design review fee of R500 is payable. An hourly rate of R750 is applied to all further input by the Chairperson of the KHDRRC

## **6 BUILDING LEVY**

**6.1** The building levy referred to in clause 10.2.3 shall be determined by the Executive Committee of the KHA from time to time and shall be payable prior to commencement of any site activities or works.

**6.2** Should the site and any adjacent property not have been cleared and cleaned up in accordance with the provisions of clause 9.5 and should the contractor after having been given due notice in writing to do so remain in default then the KHA may employ a person or persons of its choice to do the necessary clearance and clean-up work and the cost thereof shall be paid by the Owner. Should a construction project be responsible for damage to any part of the roadway (see clause 9.4) the owner and their contractor will be liable for the cost of repair.

## **7 PENALTY FOR NON-COMPLIANCE**

**7.1** The KHA reserve the right to refuse any contractor, site foreman, employees of the contractor, or sub-contractors, entry into Kariega Heights and access to the building site in the event of these rules and regulations not being complied with.

**7.2** Any costs incurred by the HOA for the enforcement of the rules / guidelines shall be borne by the owner and billed onto their levy account.

**7.3** Should anything unforeseen occur / arise or if there are complications, an owner may approach the committee for relief. It is then up to the committee to use their discretion in applying the guidelines and rules, which decision shall be final and binding upon the member

## **8 RULES AND REGULATIONS FOR CONTRACTORS**

**8.1 Contractor:** Any reference to Contractor shall mean not only the Principal Contractor but shall include any Sub-Contractor of the Principal Contractor. All building work must be undertaken by a contractor approved by the KHDRRC and registered with the NHBRC.

**8.2 Approved Plans:** No Contractor shall commence any building contract work whatsoever until the Contractor is in possession of plans duly endorsed to the effect that such plans have been approved of by the appointed architect of the KHHA and by the Local Authority having jurisdiction (presently Ndlambe Municipality). The plans must bear the official approval stamps of both the Association and the Local Authority.

**8.3 List of employees and vehicles:** Prior to commencing any site operations or contract work the Contractor shall lodge a comprehensive list of all employees and sub-contractors likely to be employed and vehicles with their registration numbers likely to be used, in connection with the contract works.

## **9 SITE ACCESS AND ACCESS OF CONTRACTORS' EMPLOYEES AND VEHICLES**

- 9.1** All employees of contractors are to be checked against a security checklist on entering or leaving the Kariega Heights area. Where the number of employees being transported exceeds 6, they should disembark and proceed in an orderly fashion through the security checkpoints and immediately embark again at a point designated by the security staff of the KHHA. No person associated with a contractor and a contract site may loiter or walk other than on the building site and may not picnic or recreate.
- 9.2** Construction work by the contractor, any sub-contractor or by the owner is restricted to normal working hours. No construction work should be carried out over weekends and public holidays. No work is to be continued on site after the 16th December until 10th January or the very next Monday after the 10th January whichever is applicable.
- 9.3** All work on a building contract must be completed within 12 months of commencement of construction work on site. A Penalty clause of R250 per day will be imposed on the Owner for every work day thereafter.
- 9.4** No articulated vehicles shall be permitted into the Kariega Heights area, and the maximum tonnage for single axle vehicles shall be 10 tonnes.
- 9.5** No building material may be dumped or stored on the roadway or outside of the site boundary lines

## **10 SITE ESTABLISHMENT**

- 10.1** Written approval must be obtained from the Manager/Chairman of the Executive Committee of the KHA prior to the commencement of any site operations.
- 10.2** Approval may be withheld until at least all the following criteria are met, namely:
- 10.2.1 The contractor furnishes satisfactorily proof that the provisions of clause 8 has been complied with.
- 10.2.2 The contractor has complied with clause 9.
- 10.2.3 The necessary building levy and Architectural Review / works inspection Fee has been paid. (Currently a levy of R10'000-00 Building Levy and is applicable for each construction site – see Clause 5). This levy shall be non-refundable.
- 10.2.4 Acceptable hoardings (see Clause 13) have been erected and toilet facilities provided.
- 10.2.5 Suitable water and electricity connections have been provided.
- 10.2.6 The contractor has nominated a site foreman and has confirmed that such foreman understands his responsibilities regarding these rules and regulations and such site foreman has been approved of by the Manager/Chairman of the Executive Committee of the KHA.
- 10.2.8 There has been erected on site a Notice Board reflecting at least the Title of the Project, the name of the property owner on whose behalf the project is being executed, the principal contractors name, the names of any sub-contractors as well as the name of the architect employed.
- 10.2.9 The provisions of clause 6 have been complied with.
- 10.3** Until the provisions of clause 10.1 read with the provisions of clause 10.2 have been complied with the contractor, any sub-contractors and any suppliers will be denied access to the construction site.
- 10.4** Once the necessary written approval has been furnished in terms of the provisions of clause 10.1 construction must commence without delay and the project be completed within 12 (twelve ) months. In cases where a period of 12 (twelve) months is considered insufficient time a written motivation for an

extension of such period should be submitted to the Manager/Chairman of the executor committee of the KHA for consideration.

## **11 NHBRC CERTIFICATE**

**11.1** A Contractor must be registered with the National Home Builders Registration Council (NHBRC) and must furnish his registration certificate to the Manager/Chairman of the Executive Committee of the KHA before commencement of any contract work.

**11.2** The Provisions of clause 10.2 shall also apply to an Owner Builder who shall be required to furnish an exemption certificate in terms of the Housing Consumer Protection Measures Act, Act 95 of 1998.

## **12 SAFETY AND RESPONSIBILITIES**

**12.1 Ohasa:** it is the sole responsibility of a contractor to ensure that he complies with all aspects of the applicable Occupational Health and Safety Act (Act no. 85 of 1993) whilst engaged in activities within Kariega Heights. Furthermore the owner/member is to ensure all applicable insurances (including public liability and lateral support (subsidence) insurance) is in place.

**12.2 Accountability:** The contractor will be accountable for the activities of his employees and sub-contractors whilst in Kariega Heights.

**12.3 Site Responsibilities:** The approved Site foreman shall be present on the building site at all times that employees or sub-contractors are on site and it is the responsibility of such foreman to ensure that any person on site adheres to these rules and regulations.

## **13 HOARDING**

A 2 (two) meter high hoarding screen shall enclose at least three sides of the building site, including all on-site tips/dumping, on-site materials and on-site ablution facilities. The fourth side may be kept open for access by persons and vehicles and for delivery of materials. Hoarding shall consist of a neat pole structure (placed at regular intervals) with stable horizontal members top and bottom, covered with 40% minimum density shade cloth. The hoarding shall be maintained and be kept neat at all times taking cognisance of winds.