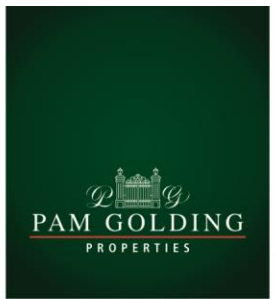


*Fernwood*  
PRIVATE ESTATE



**PROCEDURE PART A**

**BUILDING DESIGN AND APPROVAL  
PROCESS**

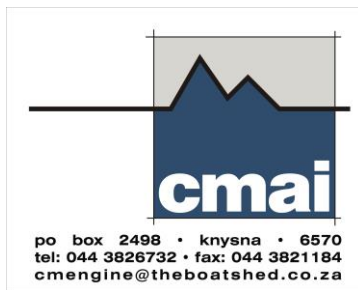


## 0. Procedure

All submissions to the Design Review Panel should be lodged at the registered office of CMAI Architects in Knysna, the Controlling Architects of Fernwood Private Security Estate, and should be accompanied by the payment of the prescribed fee.

### **CMAI Architects**

#10 the Boatshed, Long Street, Thesen Islands, Knysna 6570.



## 1. Accreditation of Architects

- 1.1. Any design shall only be accepted by the association if the Architect/practice has been accredited by the Association.
- 1.2. Details of the accreditation process will be reviewed from time to time by the Trustees and these details can be obtained from the Association.
- 1.3. All plans for the construction of buildings, their modification or restoration, should be prepared by an Architect who is registered with The South African Council for the Architectural Profession.

## 2. Regulations

- 2.1. It is recorded that the local authority has approved the terms and conditions of this manual. No amendments to, or departures from, the terms and conditions of this manual will be allowed without the written consent from a duly authorised representative of the local authority.
- 2.2. The owner must obtain from the Association, prior to the submission of the design concept and sketch plans, a list of the requirements relating to the details to be provided for the plan approval process and also obtain all documentation including erf diagrams, services connection diagrams and contour plans that may



be required in order to facilitate the design process. The minimum submission requirements are listed under paragraph 4.7 below.

- 2.3. It will be the responsibility of an owner to ensure that he or she is in possession of the current version of the design manual.
- 2.4. Submissions will be considered within the timeframes stipulated in the National Building Regulations Schedule, i.e. (i) within 30 days for houses smaller than 500 m<sup>2</sup> and (ii) 60 days for houses of size 500m<sup>2</sup> and above. Full written reasons for any refusal and/or amendments to plans by the Association will be attached to the plans.
- 2.5. Should the design change markedly from the original approved sketch proposal the design will need to be re-submitted and submission fees will be payable to the Association again.
- 2.6. The approval process will involve the following stages:
  - 2.6.1. **First Stage:** A design concept may be submitted to the Design Review Panel for comment prior to submitting the detailed sketchplans.
  - 2.6.2. **Second Stage:** The full scrutiny fee will be payable when the plans are submitted. Detailed sketchplans should be submitted in twofold for approval by the Design Review Panel, before they are submitted to the Knysna Municipality. Payment of the deposit for Owner's Supervision must be made prior to or simultaneous with this approval. The Design Review Committee will place a stamp of approval on the plans and one copy will be returned to the applicant. The Municipality will not consider building plans with out the HOA's stamp of approval.
  - 2.6.3. **Third Stage:** After the sketchplans have been approved by the Review Panel they must be submitted to Knysna Municipality for approval. Certain prescribed fees will be payable at this stage to the local authority. Should the requirements of the local authority or any other statutory authority or the National Building Regulations conflict with this design manual then such other requirements will take precedence. The more restrictive measure will also always prevail. Applications for any waivers of the NBR or any other Municipal regulations should be approved by the HOA beforehand.
  - 2.6.4. The HOA reserves the right to enforce the necessary amendments to any site layout, building, landscaping or other design which may be deemed necessary to satisfy the conditions laid down in the Manual for Development and Design. It can also call for further information, drawings, samples of materials, etc., as may be deemed necessary to make a proper evaluation and review of submissions.



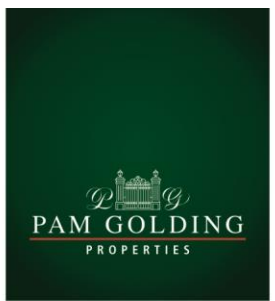
2.7. The sketch and working submission must include the following:

- 2.7.1. Copy of the site diagram as issued by the developer.
- 2.7.2. Contour base plan with contours at 500mm indicated.
- 2.7.3. Location plan.
- 2.7.4. Permissible coverage and actual coverage as a percentage and in terms of square meters.
- 2.7.5. North arrow.
- 2.7.6. Site plan (at least 1:250) showing roof plan with falls and position of downpipes. The dimensioned erf layout, contours, building lines, drainage, services, soakaway positions, watertanks, pools, pool pumps and external elements should also be indicated on this drawing.
- 2.7.7. Dimensioned floor plans, at least 1:100. These plans should indicate the erf outlines, building lines, window and door numbers and all external elements.
- 2.7.8. Elevations showing building heights, roof pitches and window & door numbers.
- 2.7.9. Sections through the buildings indicating relevant heights, roof pitches and floor to ceiling heights.
- 2.7.10. Position of driveway and all hard landscaping finishes.
- 2.7.11. Location of any retaining structures.
- 2.7.12. Schedule of exterior finishes.
- 2.7.13. Schedule of windows and doors.
- 2.7.14. Position of external lights.
- 2.7.15. Eave & pergola details.
- 2.7.16. External staircase detail.
- 2.7.17. External balustrade details.
- 2.7.18. Braai detail, chimney & cowl details.



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- 2.7.19. All boundary wall details.
- 2.7.20. Adjacent areas of private open space and verge.
- 2.7.21. All grading, retaining and terracing intended to be undertaken, including gradients and structural elements must be indicated.
- 2.7.22. All paving, water features, swimming pools, pumps and filters, fences, gazebos and any other structural elements must be indicated and the intended finishes specified. This must include details of storm water handling and elevations where relevant.
- 2.7.23. Clotheslines, dustbin storage areas and other utility areas and their screening must be indicated.
- 2.7.24. The specification sheet.
- 2.7.25. A copy of the relevant Regulation plan.
- 2.7.26. The signed Declaration for Owner's supervision, if applicable, together with the deposit. (This should not be confused with the Builder's deposit)
- 2.7.27. A soft landscaping layout, including plant species, has to be submitted for approval prior to construction. All plant material, species, numbers, spacing and size must be indicated, including grass species for lawns and must conform with the restrictions in plant choice given in these guidelines.
- 2.7.28. The irrigation layout, pipelines, head positions and head types and intended coverage area should also be indicated on this plan.