



ARCHITECTURAL AND BUILDING
GUIDELINES
FOR
WELGELEGEN ESTATE

May 2021

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1. INTRODUCTION

Welgelegen is a development near the town of George in the Southern Cape on the undulating northern slopes of an old plantation site bordered by the Modderrug River as it flows from higher ground in the west towards the Kaaimans River in the east.

The majority of the stands will enjoy unrestricted views of the distant Outeniqua Mountains, a northern aspect, and a proximity to lush indigenous vegetation along the riverbed and embankments on either side.

The site is one of exceptional natural beauty and every attempt will be made to ensure that the development of individual houses takes cognisance of this fact in both design and placement on the site.

On completion, residents in Welgelegen will have the privilege of living in a secure environment with 24 hour-controlled access, communal recreational facilities and easy access to all the main attractions and facilities that George has to offer.

2. DEVELOPMENT PHILOSOPHY

The aim of these Guidelines is to ensure that an environment is created where buildings, outdoor living areas, and landscaping, all contribute to an awareness of the beauty and peacefulness of the location.

The overall design of each dwelling should be a sympathetic response to the natural slope, contours, climatic conditions and views of the mountains and immediate natural landscape. It is very important that a detailed site investigation and analysis be carried out to ensure that designers understand the complexities of each individual stand before starting the design process.

In order to achieve these aims, various design parameters have been set to ensure that certain unifying and repetitive elements, and not stylistic architectural prototyping, create the overall aesthetic and character of Welgelegen. Designers are therefore encouraged to be innovative in their approach and the Guidelines should not be regarded as a restrictive measure but be embraced as an attempt to maintain an overall design sensitivity without inhibiting individual creative design.

Where a designer wishes to promote a design concept that may be in conflict with certain conditions in the Guidelines or where site conditions are such that a logical design approach may be inhibited by one or more restrictions in the Guidelines, designers may approach the Welgelegen Design Review Panel (“DRP”) with a formal request to discuss their proposal and to apply for exemption from those specific conditions in the Guidelines. This application should form part of the Provisional Plan Submission. The DRP will consider the application for deviation and after consultation with the designer, may request further submissions before accepting or rejecting the application. The decision of the DRP will be final and no protracted negotiations will be entered.

It is envisaged that by encouraging the use of common external finishes and building materials and creatively designed individual dwellings that adhere to the general parameters set in these Guidelines, a range of architectural interpretations will evolve which all share the same responsiveness to the site and the stated development philosophy for Welgelegen.

3. GUIDELINES

This document is a guideline, the DRP and the HOA Trustees have a final and binding vote on architecture and aesthetics relating to Welgelegen Estate.

Each submission is considered individually, and the DRP reserves the right to grant a dispensation to these guidelines if it deems them architecturally and aesthetically acceptable and within the ambit of the Record of Decision and the Environmental Management Plan.

This document is a work in progress, and detail will be added or updated at later dates when the DRP or HOA

Trustees feel necessary taking into account that any changes to these guidelines shall be aligned to the Welgelegen Record of Decision document and Welgelegen Environmental Management Plan.

Such updates will be published on the website, www.welgelegenestate.com

This Guidelines Document should be read in conjunction with the Local Authority (George Municipality) Regulations and National Building Regulations (NBR) as well as the George Integrated Zoning Scheme.

The following drawings and sketches are included as part of the Guidelines Document to illustrate many of the principles set out in this written document. Please note that the design proposal does not attempt to prescribe an overall design aesthetic in any way. It should be referred to as an example of one designer's interpretation of the Guidelines Document.

- Site and Zoning Plan – Ref Site/1
- Typical Section Steep Slope (below the road) – Ref Sect 1
- Typical Section Steep Slope (above the road) – Ref Sect 2
- Core and Secondary Structures – Ref Core/Second
- Design Proposal – Ref 3D/1 to Ref 3D/6

A plan submission and approval process, selected materials specifications and specific guidelines governing the building construction stage and water management regulations, have been formulated. Please refer to the following Addendums, which should be read as part of the Guidelines Document:

Addendum A	Submission of Building Plans
Addendum B	Application Form: Approval of Building Plans
Addendum C	Preliminary Plan Submission Form
Addendum D	Final Plan Submission Form
Addendum E	Paint Colours
Addendum F	Driveways: Paving Bricks, Cobbles and Colours
Addendum G	Standard Construction Notice Board
Addendum H	Land Surveyors Pro- Forma Site Survey Drawing
Addendum I	Construction of Erven Checklist
Addendum J	Design Review Panel Terms of Reference

The following documents are not included in this document, but forms part of the entire Architectural Design Philosophy and Guidelines. These documents are available on the Welgelegen website (www.welgelegenestate.com)

- **Builders Code of Conduct**
- **Water Demand Management Plan**
- **Welgelegen Indigenous Plant List**
- **Environmental Management Plan**

The Guidelines Document and all the Addendums and the non-attached documents as listed form a suite of documents that govern the design and building processes. These documents may be amended and updated by the Welgelegen HOA and DRP from time to time. Please ensure that the latest copies of all these documents are referred to and conditions complied with before submitting plans for scrutiny or commencing a building project on site.

4. URBAN DESIGN

4.1. Building Activity Zone

Definition: If applicable, the demarcated area of an individual stand on which buildings may be erected and which

may be disturbed by building activities during the construction process. Building Activity Zones are to be clearly indicated on the individual site diagrams prepared by the client's appointed land surveyor. Not all stands are subject to this restriction. Refer to Clause 4.2 for the definition of areas on a stand that may fall outside the BAZ on which no building may be erected, and which have to be protected during the building process.

Areas outside the Building Activity Zones are to temporarily be fenced off during the construction process to ensure that these areas are not impacted in any way.

4.2. Slopes

No building on slopes of 1:4 may occur in Welgelegen as indicated in the Record of Decision document and Welgelegen Environmental Management Plan.

No structures of any kind, including retaining structures and garden walls and fences, may be erected on slopes with a natural gradient of more than 1:4.

During the building phase on an erf with a 1:4 gradient, a silt fence has to be installed to prevent rundown of mud. On completion of the building phase the outflow from storm water pipes has to be mitigated to the acceptance of the DRP.

No ground works may be carried out to alter the natural slope of that portion of a site with a gradient more than 1:4 without the express permission of The Department of Environmental Affairs and Planning

Areas with a gradient equal to or more than 1:4 will fall outside the Building Activity Zone.

The rehabilitation and landscaping of slopes on private stands is to be addressed in the landscape plan which must be submitted to the DRP for approval (refer to point 18.2 : Soft landscaping).

4.3. Coverage

Definition: The total area of buildings (the footprint) on a stand divided by the total stand size and expressed as a percentage. Building areas are measured over the external walls. Roof overhangs not exceeding 1,0m are excluded from this calculation.

Coverage shall include all covered decks, patios and balconies as well as uncovered decks, patios and balconies higher than 500mm above natural ground level.

The footprint can be calculated on the site plan as the total visible area of all floor levels of the building that comply with the above definitions for inclusion in the total area for the coverage calculation.

On stands with Building Activity Zones (BAZ) restrictions, the coverage % shall be calculated as above i.e. the total footprint area divided by the total stand size.

The maximum coverage percentage applicable to all stands will be 50%.

4.4. Number of Dwellings

Only one primary dwelling may be developed per stand.

4.5. Outbuildings

Definition: Any structure not forming part of the primary dwelling. This includes garages, servants quarters dwellings, and garden sheds.

All outbuildings are to be attached to the primary dwelling by means of linking structures such as pergolas and garden walls. No freestanding outbuildings are allowed.

4.6. Streetscape

Landscaping of the road reserves of all internal roads (pavement area between road and boundary line) remains the responsibility of the owner. Lawns should be established to the road edge. No landscaping is allowed within 1 meter of the road edge.

The building of street boundary walls and fences is discouraged in an effort to prevent the development of a typical suburban streetscape. If a street boundary wall/fence is considered necessary, a picket fence design is preferred. The combination of road reserve and un-partitioned 5.0m building setback zone demarcated by the street building line, will add to the sense of openness and space.

4.7. Minimum areas

The minimum dwelling size (total floor area measured over the external walls on all levels) is 250m². This area includes all outbuildings.

4.8. Parking

As specified in the George Integrated Zoning Scheme. A minimum of four off street parking areas for cars are to be provided per stand.

Garage parking and carports are included as off-street parking. No more than four parking spaces may be provided in a garage.

Access points may not be in front of existing trees. Existing trees on the private stands and newly planted trees in the public road reserve are to be indicated on the site plan and the landscape plan as part of the submission to the DRP.

4.9. Driveways

The maximum approach gradient in road reserves to driveways on each stand may not exceed 1:20. Where this is difficult to achieve on steep sloping sites, the DRP may consider proposals for the shaping of the road reserve as part of the Landscaping Plan approval. No retaining structures will be allowed inside the road reserve.

The driveways on each stand are to be paved with a standard brick or cobblestone paver as selected and specified by the HOA and DRP. That portion of a driveway in the road reserve (between the road edge kerb and the street cadastral boundary of the stand) has to be paved with Terraforce permeable paving or a similar approved product. The grass blocks to be filled with topsoil and planted with Kweek (Cynodon) or Buffels (Cenchrus) grass. Refer to **Addendum F** for the selected and approved paving products.

All owners on the Northern side of Welgelegen Boulevard from erf 25547 to 25658 will be required to lift the section of the side walk pavement without creating a step between the drive way and the side walk pavement so that the driveway forms a continuous driveway between the garage and the street. Also note that a pedestrian footpath is envisaged north of Welgelegen Boulevard and driveways should allow incorporating this item.

5. BUILDING LINES

Definition: The distance that all building elements, including outbuildings, pergolas, enclosed courtyards and swimming pools are to be set back from the cadastral boundary.

5.1. Street building lines

The street building line is 5,0m.

Where the street boundary of a stand forms part of a turning circle in a cul-de-sac, the street building line will be 3,0m and not 5,0m.

5.2. Side building lines

The side (common) building lines are a total of 5,0m with a minimum of 2,0m.

5.3. Rear building lines

The rear building line is 3.0m.

5.4. Public open space building lines

Where a stand abuts a public open space, the building line will be 3.0m.

5.5. Southern stands – special building line

All the stands along the southern boundary of the development, sharing a common cadastral boundary with the possible N2 extension road reserve, are subject to a 10,0m building line restriction along that boundary. The stands affected by this restriction are indicated on the site layout plan.

5.6. Northern stands – sewer line servitude

All eastern- and northern stands (along the Modderrug and Swart River) has a rising sewer main servitude traversing from South to East to West, and this zone will be deemed (under any circumstances) a no construction zone. Retaining structures, pools, planting of trees, fencing etc. in this servitude will also not be allowed. This no-go zone will also be indicated by the land surveyor on the erf's site plan

6. MASSING, SHAPES AND FORMS

6.1. General

The intention is to discourage dwellings built as large monolithic structures on excavated or raised platforms.

The designs should accommodate the natural contours of the site and allow for floor level changes within the design to create an overall aesthetic of stepped and linked rectangular shapes.

No building platforms are to be created by means of freestanding structural columns. All dwellings are to be built with solid plinths built on conventional foundations.

6.2. Core structure

Definition: That section (or sections) of the structure that visually contains the main dwelling. The dwelling can be a combination of core structures, each roofed individually. No large, single block of roof will be allowed. Refer to Annexure Core/Second

The maximum length of core structures should not exceed 12,0m without relief. This can be achieved by breaking the length with a recess or step of at least 900mm wide and 900mm deep.

No maximum width of core structures is prescribed, but by definition it may not exceed the 12,0m specified as the maximum length.

6.3. Secondary structure

Definition: That section (or sections) of the structure that abuts and forms an integral part of the core structure. Lean-to's, verandas and plan forms linking core structures are regarded as secondary structures.

The maximum width of secondary structures may not exceed 4.5m, measured over the external walls.

6.4. Linking structures and elements

Definition: Structures or elements linking core structures and outbuildings.

Linking structures connecting core structures should be roofed separately and have lower roofs, preferably flat concrete roofs.

Linking elements can also be retaining walls, garden walls, screen walls and pergolas that link freestanding outbuildings to the main dwelling.

6.5. Garages and Carports

Special care should be taken when placing garages and carports on steeper sloping sites. Long driveways with resulting major excavation and retaining structures should be avoided. It would be preferable to place garages and carports as close to the street building line as possible.

No carports are allowed onto a boundary wall.

Bridge elements, which allow access from the road to an elevated garage, must be designed with care. Each design will be considered on its merits. Voids under such structures may be utilized for storage structures. Relaxation of building lines restrictions may be considered in such cases after consultation with the DRP. Any building line relaxations considered by the DRP still need to comply with the George Integrated Zoning Scheme by-law. The stipulations in the George Integrated Zoning Scheme must also be taken into consideration with the placing of garages to allow for enough distance between the garage and the street curb.

All building lines are applicable to garages and carports. These structures may not be built on common stand boundaries.

No more than 4 garages per stand will be permitted.

6.6. Service yards

Service yards are to be screened by walls of at least 2.1m and should be designed to effectively hide clotheslines and refuse bins from the public view.

All building lines restrictions are applicable to service yards.

7. HEIGHT RESTRICTIONS

7.1. General

Definition: The measurement to determine the maximum height shall be calculated as follows:

A measurement taken vertically from the natural undisturbed ground level (NGL) measured to the highest point of any part of the building directly above such point from which the vertical measurement is taken.

There are permanent benchmarks in the Welgelegen Estate road reserves. The owner's appointed professional land surveyor will refer to these reference points to provide at least two permanent benchmarks in the road reserve of the owner's stand. These will serve as the only reference points for the survey drawings required to determine the NGL, calculation of finished floor levels and the height restriction on each stand. Each stand owner will be responsible to appoint a professional land surveyor to prepare this site survey drawing, which has to be submitted to the DRP as part of the application for design approval.

The survey drawing must show the following information:

- Erf boundaries
- Contours with 0,5m increments
- Extent of Building Activity Zone (where applicable)
- Benchmarks with coordinates and heights.

This document will be the only reference for design, approval and certification purposes. Refer to Addendum L for a pro-forma copy of the survey drawing.

In addition to the preparation of the site survey drawing, the owner's professional land surveyor will be required to certify that finished floor levels and heights of buildings, as documented on the drawings of the final plan submission, comply with the requirements in point 7.1 of the Design Guidelines and will also be required to certify that the final heights of the completed buildings comply with these requirements.

The maximum height of any part of the completed building shall not exceed 8,5m measured from the NGL as specified in the definition above. The height to the wall plate may not exceed 6.5m.

7.2. Outbuildings

No outbuildings are allowed unless specifically approved by the DRP.

7.3. Floor – Definition of height

The height per floor is defined as the vertical measurement taken from the finished floor level on the inside to the top of the finished floor level of the floor directly above. Floor heights may vary but will be subject to the overall height restrictions applicable to the specific stand and the minimum heights prescribed by the NBR.

7.4. Maximum number of floors

Only two floors, ground floor plus a first floor, is allowed, but may appear differently for the steep sloped stands where the DRP may consider various options.

The total area of the first floor, measured over the external walls, may not exceed 60% of the total ground floor area. Double volumes extending from ground to first floor, are excluded from this calculation. An additional 20% of the ground floor area may be used for double volume spaces.

The maximum number of floors visible from any position on or off the stand may not exceed two.

A situation where the ground floor is built directly above a fully excavated garage constitutes two floors. No first floor may be built above this section of ground floor, as the total visible height will exceed two floors.

7.5. Attics and basements

Definition of Attics: Attics are habitable areas that conform to the NBR and are created within roof spaces. Attics are not regarded as “floors” if the design complies with the height restriction regulation.

Restrictions regarding roof spaces: The floor area within and/or above the highest allowable storey, as may be applicable, may not be used for any type of indoor or outdoor living space.

Definition of Basement: ‘Basements’ means that portion of a building of which the ceiling at any point does not protrude more than 1m above natural ground level.

A basement is not regarded as a “floor” if these criteria are complied with.

Restrictions regarding basements: A basement may only be used for the storing and parking of motor vehicles, laundry room, storage room, utility room and for services infrastructure and may not be used for living space.

Attics and basements may be incorporated in the design of the dwelling, especially to resolve level differences on steeper slopes.

The regulations governing the maximum height and visible number of floors have to be complied with.

7.6. Plinth heights

Definition: The visible portion of the foundation structure above natural ground level and below the ground floor slab.

The plinth may be exposed to a maximum of 1.5m above natural ground level, but relaxation may be considered by the DRP for stands with a steep slope.

Treating the plinth as a feature and contrasting element is encouraged. This may be used as a design tool to visually reduce the effective height of external walls and to bind the structure to the site.

8. WALLS

8.1. Materials

All external walls are to be finished in a natural plastered finish.

Natural stone finishes may be incorporated as limited feature elements on facades or as finishes to plinths or retaining structures. The use of natural stone in the design will have to be approved by the DRP.

The following applications and finishes to walls are not permitted:

- Face bricks
- Decorative plaster
- Imitation stone
- Timber half-logs
- Cross laminated timber construction or any pre-fabricated panel construction
- Sheet metal cladding
- Fibre cement cladding (except for use as accent walls to DRP approval)

8.2. Finishes and colours

The colour palette envisaged for the development is one of natural and earthy colours which should be used in a creative way by the designer to complement the colours and shades of the natural surroundings and the selected

building elements such as roof sheeting, windows and doors. Samples of the chosen paint colours have to be painted on the walls for approval prior to start of painting.

Paint finishes to an approved sample colour and texture range has been compiled. Refer to Addendum E and the Paintsmiths guide.

Take Note: Alternative colours may be used subject to approval (by the DRP) of painted samples on site.

8.3. Plinths

Natural stone finishes roughcast plaster and darker painted plaster finishes may be used subject to DRP approval.

8.4. Boundary walls and Screen walls

Boundary walls may not be built on street cadastral boundaries and on common side boundaries between the road reserve and 5.0m street building line. Where privacy is required to screen private outdoor living areas, the DRP may be approached to consider a relaxation of this regulation. Each application will be considered on its merits.

Street facing boundaries should preferably be of the “see through” or picket fence kind. Take note that PVC picket fences are available in white only and if used the house colour will need to take this into consideration.

Walls on common and rear boundaries may not exceed 1.2m in height measured from NGL except in areas where privacy is required to screen private outdoor living or service areas. In such cases walls may be built to a maximum of 1.8m high measured from NGL.

No boundary walls may be built outside the BAZ.

9. ROOFS

9.1. Roof forms

Roof forms have a major impact on the skyline and on the overall visual appearance of the Estate and should therefore be designed with care.

Each core structure should be roofed individually with either a double or mono-pitched roof. Gables should be of simple design.

Hipped roofs are discouraged but will be considered per application. Partly hipped roofs will be permitted only if the floor plan makes the use of a standard pitched roof impractical.

Secondary structures should be roofed with either a mono-pitched or flat roof. Linking structures should be roofed with a flat roof.

Double-pitched roofs are to be pitched between 17.5° and 40°. Mono-pitched roofs are to be pitched between 5° and 17.5°.

Flat roofs are to be screened on three sides by an up-stand parapet wall. The total area of flat roofs may not exceed 30% of the total footprint area.

9.2. Materials

The following materials may be used as roof cladding:

- Natural slate tiles
- Fibre cement slates
- Factory painted steel or aluminium roof sheeting

- Fibre cement small corrugation roof sheeting
- “Modern” type concrete roof tiles

Concrete flat roofs are to be finished with a natural stone chip finish.

9.3. Colours

The colours and finishes of all the approved roofing materials will be according to a finishing schedule prepared by the HOA and DRP. Refer to Addendum E.

9.4. Dormer windows and roof lights

Dormer windows and roof lights should be designed to complement, and not to detract, from the major roof form.

The privacy of neighbours should be considered when designing these windows.

9.5. Gutters and down pipes

Only factory painted metal gutters and down pipes are allowed. No downpipes suspended in the air to reach the water tank will be allowed. When the position of the tank is too far away from the down pipe, then a gravity feed system should be utilized.

The colours are to match the roof colour or should blend in with the background wall colour.

10. WINDOWS AND DOORS

10.1. Proportions

Both windows and external doors should have a vertical rather than horizontal proportion and should be rectangular or square. No irregular shapes are allowed.

Larger openings may be created by combining a series of vertically proportioned windows and doors.

When the total width of an opening is greater than its height, a screening device such as a veranda or pergola has to be incorporated in front of the opening to reduce the impact and potential glare of large glazed areas.

Large glazed feature elements have to be approved by the DRP.

No reflective mirror glass will be allowed.

10.2. Materials

The following materials may be used for both windows and doors:

- Natural timber
- Aluminium

10.3. Colours and finishes

Natural timber to be dark stained or painted. Aluminium to be powder coated. The colours and finishes of all the

approved door and window materials will be according to a finishing schedule prepared by the HOA and DRP. Refer to Addendum E.

10.4. Garage doors

Timber or metal / aluminium garage doors, painted, stained or epoxy coated in the same colour as the windows and door, are to be used.

Door proportions are to be rectangular only and single or double doors may be used.

10.5. Garden gates

Vertical or horizontal slatted garden gates, finished to match the external windows and doors, may be used.

10.6. Burglar bars

Burglar bars may be fitted on the inside only and should be painted to match the window frame colour. Clear Perspex fitted on the inside of a house is preferred.

10.7. Shutters

Timber or aluminium horizontal sliding shutters, finished in the same colour as the doors and window frames, may be fitted.

No decorative, non-functional shutters will be allowed.

11. RETAINING STRUCTURES

Definition: Retaining structures are used to retain earth embankments on sloping stands where the soil has to be excavated to create appropriate levels for the construction of the dwelling or outside living areas. If retaining blocks are to be used, only the beige or charcoal rock face type is allowed.

11.1. Dimensions

The maximum height of a retaining structure may not exceed 1.5m measured vertically from the base at finished ground level to the top of the structure.

The horizontal distance between any outside wall of the dwelling and a retaining structure, has to be a minimum of 1.5m.

The horizontal distance between two adjoining retaining structures has to be 2.0m measured from the outside apex of the lower structure to the outside base of the higher structure.

Relaxation of the above requirements will be considered on steep narrow sites. Proposals to be submitted to the DRP for consideration but it also need to comply with the George Integrated Zoning Scheme by law.

The maximum unbroken lengths of retaining structures may not exceed 12.0m. Plan linear retaining structures to have a stepped or more natural, organic (curved) shape. These structures are to be clearly illustrated on the landscape plan.

11.2. Materials

Solid walls in natural stone and smooth or rough cast plastered finishes may be used. Planting should be used to soften the visual impact of retaining structures.

11.3. Boundary restrictions

Retaining structures may not be built on cadastral boundaries. The following setbacks from cadastral boundaries will apply:

- Street boundaries: 3.0m
- Side and rear boundaries: 1.0m

12. DECKS, TERRACES AND VERANDAHS

The retaining structure for decks and terraces should conform to the height restriction for plinths.

Only timber or metal posts and plastered and painted masonry columns may be used. No stone finishes may be used on posts and columns.

13. PERGOLAS

A combination of timber and steel and plastered and painted masonry columns are allowed as for decks and terraces. Pergolas may not be built onto boundary lines.

Decorative detailing is discouraged.

14. BALCONIES AND HANDRAILS

The privacy of neighbours should be considered when designing balconies. Timber, steel, aluminium and glass, or a combination of these materials, may be used to construct handrails. Only clear glass is allowed with no tint. All handrails must be approved by the DRP. Decorative detailing is discouraged.

15. CHIMNEYS

Metal or plastered and painted masonry chimneys may be constructed.

The finished height of chimneys is exempt from the maximum height restriction but may not exceed the ridge height of the roof by more than 1.0m.

16. SWIMMING POOLS

Swimming pools may only be built within the BAZ and have to comply with all building line restrictions and public safety regulations. Where unrestricted public access to a swimming pool from outside the site boundaries is possible, the prescribed 1.2m high safety fence with latched gate has to be erected around the pool.

The preferred method of swimming pool heating is by means of a heat pump. See Item 17.9 for the placing of the unit. The use of solar panels will be considered per application and the placing of the solar panels must preferably be on a concrete flat roof or Garage flat roof (screened by parapet walls). Should this not be possible, alternative proposals must be submitted to the DRP for consideration. Solar panels must be black (including all pipework and connections on the roof). Vertical pipework must be suitably screened.

17. EXTERNAL ELEMENTS

17.1. Fences

Vertical or horizontal slatted timber stained or painted, and approved black powder coated clear view type steel mesh fencing may be used.

No "Palisade" type steel fencing will be considered.

The maximum height, measured from FGL, may not exceed 1.2m except in areas where privacy is required to screen private outdoor living or service areas. In such cases fences may be built to a maximum of 1.8m high measured from NGL.

No fences may be erected outside the BAZ. 1.2m high fencing can be used outside the BAZ.

Only the following type of fencing will be permitted:

- Betafence Nylofor Medium or similar approved
- Panels: 1.2m high rectangular plastic coated mesh. Mesh apertures 100 x 50mm.
- Posts: 60x60mm square posts Colour: Anthracite RAL 7021

17.2. Rainwater tanks

The Local Authority has made it a condition of building plan approval that all dwellings on the Estate are to be fitted with rainwater storage tanks. Tanks to be at least 5000 litres.

Rainwater from gutters and down pipes is to be channelled to this tank (or tanks) and the water should be used for garden irrigation purposes.

Tanks could be either underground or in the event of a constructed above ground tank, it should complement the design and finish of the main dwelling. "Jo-Jo" type tanks may be used. Such tanks are not to be visible from the street and should be suitably screened from public view.

All building lines (see Point 5) have to be complied with when considering the placing of rainwater tanks (above or below ground).

17.3. Satellite dishes and TV antennae

All satellite dishes and antennae are to be fitted below the eaves line of the core structure.

17.4. Storm water disposal

Rainwater run-off that cannot effectively be channelled to rainwater storage tanks has to be dispersed on the stand in a controlled way to avoid erosion and the potential damage to properties at lower levels.

Pipes disposing storm water into street to be fitted with a buried downspout to ensure ease of mowing surrounding flat grass surface. Storm water outlets on the 1:4 slope areas have to have dispersion mechanisms. The owner will have to install silt catching and water slowing mechanisms once the flow and intensity of water run-off is established.

17.5. Soil and waste pipes

All soil and waste pipes are to be concealed behind service yard or garden walls where possible. Any exposed pipes should be painted to match the wall colour.

17.6. Meter boxes

Electric meter boxes are to be painted to match the wall colour.

17.7. Solar heating

Only “split” type solar heating systems will be allowed for domestic water heating. The positions of the panels must be indicated on the elevations for approval by the DRP. Solar panels must be installed at the same angle as the roof and not be placed on a frame at a different angle. Specification sheets must be provided for the specific type of panels to be used for approval.

17.8. External lighting

No bright exterior, garden and security lighting will be allowed. Exterior lighting design should be as unobtrusive as possible.

17.9. Air conditioning, Heat pumps & Gas Geysers Heaters

All air conditioning and other mechanical plant equipment/fittings should be hidden by screen walls which have to be constructed to a height that will ensure that no components are visible to the public.

Gas geysers heaters must be installed in Service Yards or must be totally screened from public view by a suitable screening device.

17.10. Generators

“Green” options like battery storage / uninterruptible Power Supply (UPS) as opposed to petrol and diesel generators are encouraged. Should this not be viable, the owner must submit a proposal for the use of a generator to the DRP. The visual impact as well as noise control should be addressed with the application.

18. LANDSCAPING

18.1. Hard landscaping

Definition: Hard landscaping will include all paved areas such as driveways, on-site parking bays, garden pathways, unroofed terraces and service yards. All paved areas which are covered by a roof or pergola, will be excluded. The use of boulders, rocks and stone in a continuous / excessive manner will also be deemed as hard surfaces and the surface area of these will take into account when calculating the area of hard landscaping.

The maximum area of hard landscaping may not exceed 15% of the BAZ or stand area, whichever is the more restrictive.

18.2. Soft landscaping

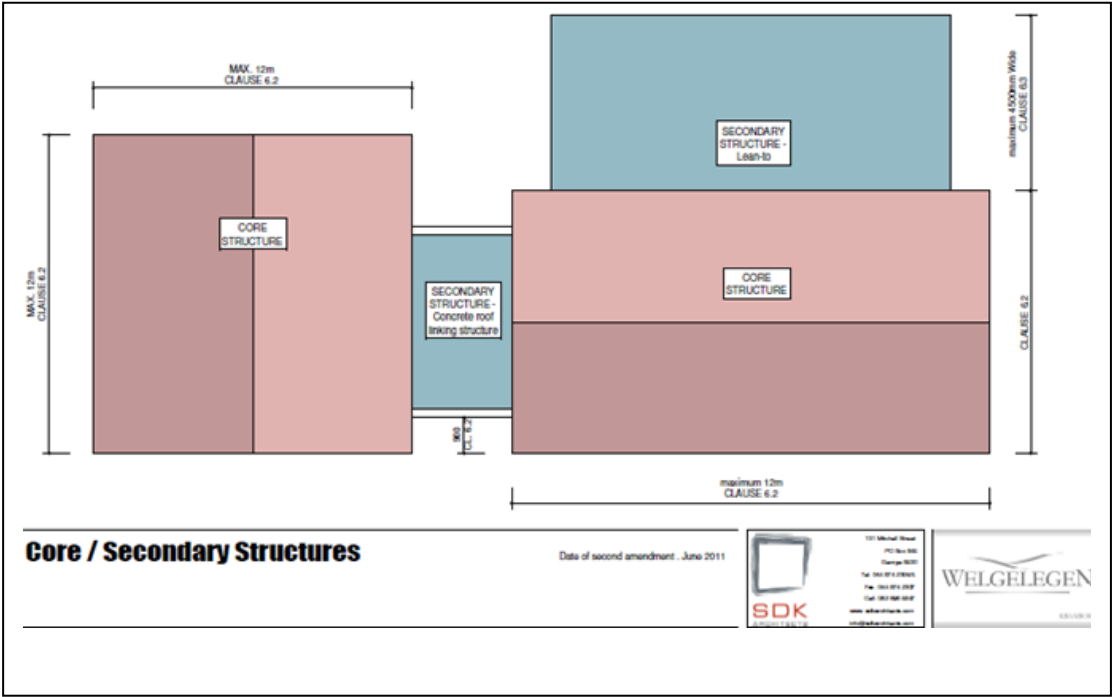
Private gardens are to be designed using plant species from an approved list of trees and plants. Refer to the document on the website. Lawns on the street boundary are to reach up to street edge.

A landscape plan for each stand has to be submitted to the DRP for approval prior to occupation and prior to the commencement of the landscaping contract. Final approval of the project may be withheld should this requirement not be met. Landscaping to be completed within a reasonable time.

There can be no refund of the building deposit until landscape plan has been implemented.

<i>INITIAL APPROVAL</i>	<i>September 2009</i>
<i>FIRST AMENDMENT</i>	<i>September 2010</i>
<i>SECOND AMENDMENT</i>	<i>June 2011</i>
<i>THIRD AMENDMENT</i>	<i>July 2016</i>
<i>FOURTH AMENDMENT</i>	<i>July 2019</i>
<i>FIFTH AMENDMENT</i>	<i>June 2021</i>

EXAMPLES



Design Proposal

Ref. 3D/1



101 Michael Street
P.O. Box 944
Geelong 3211
Tel: 084 974 2380
Fax: 084 974 2389
Email: info@wellegen.com
www.wellegen.com



WELGELEGEN



Design Proposal

Ref. 3D/2



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Design Proposal

Ref. 3D/3



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Design Proposal

Ref. 3D/4



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Design Proposal

Ref. 3D/5



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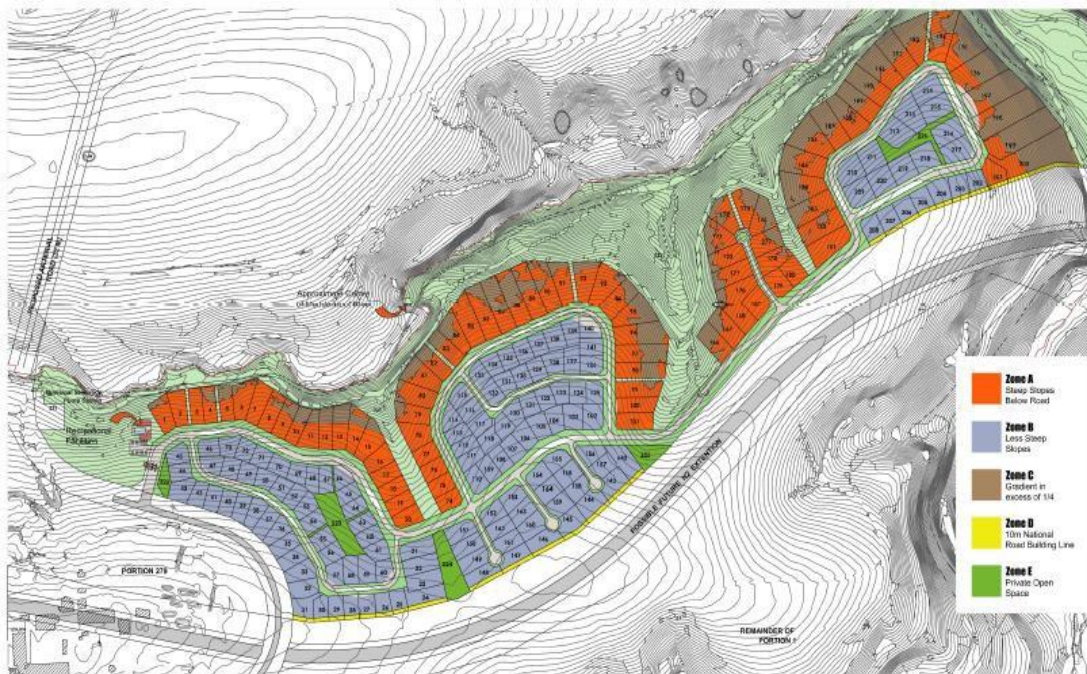


Design Proposal

Ref. 3D/6



111 Market Street
PO Box 145
Dunedin 9100
Tel: 03 477 2544
Fax: 03 477 2545
Cell: 027 300 3637
www.southland.co.nz
info@southland.co.nz



Site & Zoning Plan

Ref. Site/1

Date of second amendment: June 2016



111 Market Street
PO Box 145
Dunedin 9100
Tel: 03 477 2544
Fax: 03 477 2545
Cell: 027 300 3637
www.southland.co.nz
info@southland.co.nz



ADDENDUM A - SUBMISSION OF BUILDING PLANS

1. GENERAL

- 1.0** All building plans have to comply with the design requirements in the Welgelegen Design Guidelines. Please note that these Guidelines may be amended from time to time and that the most recent version has to be consulted.
- 1.1** Building plans have to be submitted for approval and compliance with the Guidelines prior to Local Authority approval. The Welgelegen Homeowners Association (HOA) has appointed a Design Review Panel (DRP) to scrutinize and approve building plans.
- 1.2** All building plan submissions are to be prepared by a SACAP registered professional architect or a SACAP registered professional senior architectural technologist. The current rule that professional architectural technologists may design buildings up to 500 square metres remains in force until repealed by the Minister of Public Works.
- 1.3** The HOA has appointed the DRP and Terrain Manager (TM) as an agent to receive the building plan submissions, arrange the design review meetings with the DRP and report back to the owners.
- 1.4** Please note that all enquires related to the approval process are to be submitted to the DRP in writing. The DRP will decide whether the enquiry be directed to the HOA or the TM and the DRP will report back to the owner on the outcome of the decisions reached.
- 1.5** The Developer herein is referred to as Cape Estates Pty Ltd and its related companies.

2. PRELIMINARY PLAN SUBMISSION

- 2.0** Sketch plans are to be submitted as a preliminary submission for approval in principle of the design concept and general compliance with the Guidelines.
- 2.1** One copy of the sketch plan drawings are to be submitted to the DRP in the prescribed format. Please refer to the Preliminary Plan Submission Form for detail requirements. 3D presentations must be submitted as part of the Preliminary Submission to illustrate compliance with the guidelines. These must include the treatment of retaining structures and boundary walls on sloped sites
- 2.2** A completed Application Form and Preliminary Plan Submission Form will form part of the submission.
- 2.3** A scrutiny fee as determined from time to time (See Welgelegen HOA Cost Structure document) is to be paid to the managing agent who manages the affairs of the Welgelegen HOA on submission of this application. This is a non-refundable once-off fee for both the preliminary and final plan submissions.
- 2.4** The submission will either be approved by the DRP or referred back to the applicant with suggested changes to the design.
- 2.5** The applicant will be notified in writing about the outcome of the submission by the TM.

3. FINAL PLAN SUBMISSION

- 3.0** The final municipal approval drawings have to be submitted to the TM prior to submission for building plan approval at the Local Authority. Only plans with the stamps of approval from the DRP will be accepted for building plan approval at the Local Authority.
- 3.1** Three copies of the final municipal drawings are to be submitted to the TM in the prescribed format (two sets for submission to the George Municipality and one set for DRP records). Please refer to the Final Plan Submission Form for detail requirements. One set of copies of the approved Municipal drawings to be provided to the Estate Manager before building work commences
- 3.2** A Final Plan Submission Form will form part of the submission.
- 3.3** The submission will either be approved by the DRP or referred back to the applicant with suggested changes to the design.
- 3.4** The applicant will be notified in writing about the outcome of the submission by the DRP.
- 3.5** On approval of the final plans, one copy will be stamped by the DRP to certify compliance with all the requirements of the Guidelines. This certified copy shall be used as a master for submission to the Local Authority for building plan approval.
- 3.6** Prior to commencement of any building operations on site a total as determined from time to time (See Welgelegen HOA Cost Structure document) a Builders deposit, being a Contractor's Deposit of 50% of the Builders deposit (payable by the appointed building contractor) and an Owner's Building Deposit (payable by the homeowner) of 50% of the deposit amount are to be paid to the managing agent who manages the affairs of the Welgelegen HOA. These are refundable deposits that will only be refunded on completion of the building process, subject to a final inspection by the TM and the DRP to ensure compliance with all the requirements in the Contractors Code of Conduct. Please note that a non-refundable portion as determined from time to time (See Welgelegen HOA Cost Structure document) of the Owner's Building Deposit will be withheld and paid into a road maintenance fund to be administered by the HOA. These funds will be used for future maintenance of the internal roads.
- 3.7** On completion of the works, the registered land surveyor, appointed by the owner as required by Clause 7.1 of the Guidelines, shall submit a certificate stating that the final height of the building complies with the height restrictions specified in the Guidelines. The certified height shall relate to the benchmarks specified on the original survey drawing that formed part of the final plan submission documentation.

4. PLAN SUBMISSION FOR CHANGES AFTER FINAL SUBMISSION

- 4.0** Any proposed minor changes made to the approved plans must be submitted in three-fold to the TM and DRP. A scrutiny fee as determined from time to time (See Welgelegen HOA Cost Structure document) is to be paid to the managing agent who manages the affairs of the Welgelegen HOA on submission of this application.
- 4.1** On approval of the revised plans, three copies will be stamped by the DRP to certify compliance with all the requirements of the Guidelines. These three copies shall be used as a master for re-submission to the Local Authority for building plan approval.

- 4.2 Refer to the Builders Code of Conduct as **no amendments or alterations may be built without prior written approval by the TM and DRP.**

5. BUILDING PLAN SUBMISSION PROCESS

- 5.0 See table 1 to this Addendum that indicates the Process that must be followed for the submission and approval of building plans for new houses as well as plans for building on and/or making alterations to existing houses.

TABLE 1 : BUILDING PLAN SUBMISSION AND APPROVAL PROCESS

No	Activity	Responsible	Remarks
1	Owner accepts all Building Guidelines and Code of Conduct	Owner	Estate Manager (TM) supply all documentation
2	Owner appoints Architect	Owner	
3	Owner pays building plan scrutiny fee directly to WHOA and the WHOA management Agent confirms payment to the Owner and TM	Owner	
4	Owner submit proof of payment of scrutiny fee to TM	Owner	
5	TM request invoice from Controlling Architect (CA) and provide proof of payment to CA with Erf no as reference	TM, CA	
6	TM opens a Building File for the Erf	TM	
7	Design Home and do Provisional Submission to EM for Building Plan registration	Architect	
8	TM register Building Plan in Welgelegen Building Register	TM	TM allocate Building Plan control number
9	Owner do Provisional Submission with control number to CA for evaluation	Owner	
10	CA advise Owners Architect to revise plan or submit it to Welgelegen DRP for approval	CA	Plan submission is through TM too DRP
11	DRP approves plan or refer it back to owner and/or CA	DRP	EM is the secretariat of DRP
12	TM informs owner of DRP approval	TM	
13	Owners Architect submit plans to Municipality for approval	Owner	

14	Owners Architect submit plans to TM after Municipality approval	Owners Architect	
15	TM activates Building Compliance process	TM	
16	TM file a copy of the plan and other relevant building documentation on Erf Building file	TM	
17	Owners ensure the payment of Builders and Owners Building deposit direct to WHOA and the Owner provide proof of payment to the TM	Owner	
18	Owner/ Architect/Contractor complies to Security protocols and signs building commencement check list prior to commencement of work	Contractor	
19	Contractor informs the TM of commencement of building project	Contractor	
20	Building activity monitoring throughout the building period by Owner, Architect and TM	Owner, Architect, TM	
21	Proposed changes to the approved plans must be submitted for approval before these changes are implemented. Architect/Owner must make such changes and submit through the TM to the CA	Owner and Architect	
22	Owner pays the scrutiny fee for such changes direct to CA.	Owner	
23	CA scrutinise changes to plan and submit it to DRP for approval	CA	
24	TM informs Owner and Architect of approval and file changes on Building file	TM	
25	Finalise Building project. Owner request CA to do final compliance inspection and initiates final Municipal Inspection and issuing of Municipal occupation certificate	Architect/Owner	
26	Owner/Architect submit Municipal occupation certificate to TM	Owner	
27	TM do final Estate Inspection and owner sign final inspection documentation	TM	
28	Finalise the reimbursement of the Building deposit and the WHOA Management Agent pays the reimbursement to Owner	TM	

ADDENDUM B - APPLICATION FORM FOR APPROVAL OF BUILDING PLANS

Plett Property Management
P O Box 1303
Plettenberg Bay
6600

I, the undersigned, hereby submit to you, Plett Property Management as the Estate Managers appointed as their agent by the Welgelegen Home Owners Association, plans for approval for building construction on the erf indicated below.

I undertake the following:

- To carry out the building construction strictly in accordance with the requirements outlined in the Welgelegen Design Guidelines.
- To inform the Estate Managers of any intended design changes to already approved building plans and to submit these changes for further approval.
- To ensure that all building work complies with the George Municipal Building Regulations, NHBRC regulations and the National Building Regulations. The Welgelegen Home Owners Association, or any of their appointed agents, are only responsible to scrutinise applications in terms of the Design Guidelines and cannot be held responsible for the compliance of these submissions with any statutory regulations.
- To inform my building contractor of his obligation to adhere to the following requirements:
 - Be familiar with the contents of the Design Guidelines.
 - Be familiar with the Code for Building Contractors and to comply with all the requirements in this document.
 - Be familiar with the Environmental Management Plan and to adhere to all the requirements in this document.
 - Attend an induction meeting and follow-up meetings to be arranged by the Environmental Liaison Committee.
 - Be aware of fines that may be imposed for non-compliance with any of the regulations in the noted documents.
 - Any damage done to the adjoining sites, roadwork or services will be repaired by a contractor appointed by the Estate Manager and the building contractor will be liable for the costs of such repairs.

PARTICULARS OF OWNER

NAME	
ERF NO	
ADDRESS	
TEL NO (HOME)	
TEL NO (WORK)	
MOBILE	
E MAIL	
SIGNATURE	
DATE	

**ARCHITECT (Pr Arch) or SENIOR ARCHITECTURAL TECHNOLOGIST (Pr SArchT) or
ARCHITECTURAL TECHNOLOGIST (PAT)**

NAME	
SACAP NO	
ADDRESS	
TEL NO (HOME)	
TEL NO (WORK)	
MOBILE	
E MAIL	
SIGNATURE	
DATE	

ADDENDUM C – PRELIMINARY PLAN SUBMISSION

ADDENDUM C

ARCHITECTURAL GUIDELINES WELGELEGEN RESIDENTIAL DEVELOPMENT

July 2019 : Revision 3



PRELIMINARY PLAN SUBMISSION FORM

FOR ADMIN USE

ERF NUMBER		
APPLICATION DATE		
NAME OF OWNER		CONTACT TELEPHONE NUMBER
NAME OF ARCHITECT		CONTACT TELEPHONE NUMBER

THE FOLLOWING DOCUMENTS TO BE SUBMITTED AS PART OF THE PRELIMINARY PLAN SUBMISSION

Completed Application Form : Approval of Building Plans
 Completed Preliminary Plan Submission Form
 One copy of the Land Surveyor Site Survey Drawing
 One copy of a Site Development Plan (minimum scale 1:200) showing all external works, driveways, existing trees and survey beacons
 One copy of Sketch Plans drawings (minimum scale 1: 100) on which the total floor areas and coverage calculations are tabled.
 One copy of Cross Section drawings (minimum scale 1:50) on which the height restrictions are illustrated
 One copy of Elevation drawings (minimum scale 1:100) on which the external materials are specified
 One copy of 3D presentation drawings (must include the treatment of retaining structures and boundary walls on sloped sites)
 Plan Scrutiny Fee of R7 475.00 + VAT

CLAUSE 4.0 : URBAN DESIGN

COMPLETE ALL FIELDS

CL 4.3	ERF AREA, AS PER TITLE DEED		M2
CL 4.3	TOTAL AREA FOR COVERAGE CALCULATION		M2
CL 4.3	COVERAGE PERCENTAGE CALCULATED		%
CL 4.7	TOTAL AREA OF DWELLING - PRIMARY PLUS OUTBUILDINGS		M2
CL 4.8	STATE NUMBER OF OFF-STREET PARKING AREAS		

CLAUSE 5 : BUILDING LINES

COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE

CL 5.1	STREET BUILDING LINE		M
CL 5.2	SIDE BUILDING LINES		M
CL 5.3	REAR BUILDING LINE		M
CL 5.4	PUBLIC OPEN SPACE BUILDING LINE		M
CL 5.5	SPECIAL BUILDING LINE		M

CLAUSE 6 : MASSING, SHAPES AND FORMS

COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE

CL 6.2	MAXIMUM WIDTH OF CORE STRUCTURE		M
CL 6.2	MAXIMUM LENGTH OF CORE STRUCTURE		M
CL 6.3	MAXIMUM WIDTH OF SECONDARY STRUCTURE		M
CL 6.6	HEIGHT OF SERVICE YARD WALL		M

CLAUSE 7 : HEIGHT RESTRICTIONS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 7.1	MAXIMUM HEIGHT OF CORE STRUCTURE		M
CL 7.2	MAXIMUM HEIGHT OF OUTBUILDINGS		M
CL 7.4	TOTAL AREA OF GROUND FLOOR		M2
CL 7.4	TOTAL AREA OF FIRST FLOOR		M2
CL 7.4	CALCULATED % RATIO OF FIRST FLOOR AREA TO GROUND FLOOR AREA		%
CL 7.5	CONFIRM COMPLIANCE WITH DEFINITION OF BASEMENTS AND ATTICS		
CL 7.6	CONFIRM COMPLIANCE WITH DEFINITION OF PLINTH HEIGHT		
CLAUSE 8.0 : WALLS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 8.1	STATE IF NATURAL STONE IS INCORPORATED AS FEATURE ELEMENT		
CL 8.2	PLASTER FINISH (STATE SMOOTH OR PLASTERED)		FINAL PLAN SUBMISSION ONLY
CL 8.2	PAINT COLOURS (SPECIFY COLOUR CODES FROM APPROVED LIST)		FINAL PLAN SUBMISSION ONLY
			FINAL PLAN SUBMISSION ONLY
			FINAL PLAN SUBMISSION ONLY
CL 8.3	PLINTH FINISH (SPECIFY MATERIAL)		FINAL PLAN SUBMISSION ONLY
CL 8.3	PLINTH COLOUR (SPECIFY COLOUR CODES FROM APPROVED LIST)		FINAL PLAN SUBMISSION ONLY
CL 8.4	MAXIMUM HEIGHT OF BOUNDARY WALLS		M
CLAUSE 9.0 : ROOFS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 9.1	PITCH OF DOUBLE PITCHED ROOFS		DEG
CL 9.1	PITCH OF MONO PITCHED ROOFS		DEG
CL 9.1	CALCULATED % RATIO OF FLAT ROOFS AREAS TO TOTAL FOOTPRINT AREA		%
CL 9.2	ROOFING MATERIAL (SPECIFY MATERIAL FROM APPROVED LIST)		
CL 9.3	ROOFING MATERIAL COLOUR		FINAL PLAN SUBMISSION ONLY
CL 9.5	GUTTERS AND DOWNPIPES		FINAL PLAN SUBMISSION ONLY
CLAUSE 10.0 : WINDOWS AND DOORS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 10.2	MATERIAL FOR WINDOWS		FINAL PLAN SUBMISSION ONLY
CL 10.2	MATERIAL FOR DOORS		FINAL PLAN SUBMISSION ONLY
CL 10.3	COLOUR OF WINDOWS		FINAL PLAN SUBMISSION ONLY
CL 10.3	COLOUR OF DOORS		FINAL PLAN SUBMISSION ONLY
CL 10.4	COLOUR OF GARAGE DOORS		FINAL PLAN SUBMISSION ONLY
CL 10.5	COLOUR OF GARDEN GATES		FINAL PLAN SUBMISSION ONLY
CL 10.7	MATERIAL FOR SHUTTERS		FINAL PLAN SUBMISSION ONLY
CL 10.7	COLOUR OF SHUTTERS		FINAL PLAN SUBMISSION ONLY
CLAUSE 11.0 : RETAINING STRUCTURES		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 11.1	MAXIMUM HEIGHT OF RETAINING STRUCTURES		FINAL PLAN SUBMISSION ONLY M
CL 11.1	MAXIMUM UNBROKEN LENGTH OF RETAINING STRUCTURES		FINAL PLAN SUBMISSION ONLY M
CL 11.2	MATERIAL FOR RETAINING STRUCTURES		
CL 11.2	FINISH OF RETAINING STRUCTURES		
CL 11.3	MINIMUM DISTANCE BETWEEN STREET BOUNDARY AND RETAINING STRUCTURE		FINAL PLAN SUBMISSION ONLY M
CL 11.3	MINIMUM DISTANCE BETWEEN SIDE BOUNDARY AND RETAINING STRUCTURE		FINAL PLAN SUBMISSION ONLY M

CLAUSE 14.0 : BALCONIES AND HANDRAILS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 14.0	MATERIALS FOR HANDRAILS (SPECIFY MATERIAL FROM APPROVED LIST)	FINAL PLAN SUBMISSION ONLY	
CLAUSE 15.0 : CHIMNEYS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 15.0	HEIGHT OF CHIMNEY ABOVE RIDGE HEIGHT		M
CLAUSE 16.0 : SWIMMING POOL		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 16.0	STATE COMPLIANCE WITH BUILDING LINE RESTRICTIONS IN CL 5.0		
CL 16.0	SPECIFY WHETHER PUBLIC ACCESS IS RESTRICTED OR UNRESTRICTED		
CLAUSE 17.0 : EXTERNAL ELEMENTS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 17.1	MATERIAL FOR FENCES	FINAL PLAN SUBMISSION ONLY	
CL 17.1	COLOUR OF FENCES	FINAL PLAN SUBMISSION ONLY	
CL 17.1	MAXIMUM HEIGHT OF FENCE	FINAL PLAN SUBMISSION ONLY	M
CL 17.2	CAPACITY OF RAINWATER TANK PROVIDED	FINAL PLAN SUBMISSION ONLY	L
CL 17.2	STATE COMPLIANCE WITH BUILDING LINE RESTRICTIONS IN CL 5.0	FINAL PLAN SUBMISSION ONLY	
CL 17.3	STATE COMPLIANCE WITH POSITION OF SATELLITE DISH AND TV ANTENNAE	FINAL PLAN SUBMISSION ONLY	
CL 17.5	SPECIFY WHETHER SOIL AND WASTE PIPES ARE CONCEALED OR UNCONCEALED	FINAL PLAN SUBMISSION ONLY	
CL 17.6	COLOUR OF METER BOX	FINAL PLAN SUBMISSION ONLY	
CL 17.7	STATE COMPLIANCE WITH SOLAR HEATING REQUIREMENT	FINAL PLAN SUBMISSION ONLY	
CL 17.9	STATE COMPLIANCE WITH SCREENING OF MECHANICAL PLANT	FINAL PLAN SUBMISSION ONLY	
CLAUSE 18.0 : LANDSCAPING		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 18.1	CALCULATED % OF HARD LANDSCAPED AREA TO BAZ AREA	FINAL PLAN SUBMISSION ONLY	%

ADDENDUM D – FINAL PLAN SUBMISSION

ADDENDUM D

ARCHITECTURAL GUIDELINES WELGELEGEN RESIDENTIAL DEVELOPMENT

June 2011 : Revision 2



FINAL PLAN SUBMISSION FORM

FOR ADMINISTRATION USE

ERF NUMBER		
APPLICATION DATE		
NAME OF OWNER		CONTACT TELEPHONE NUMBER
NAME OF ARCHITECT		CONTACT TELEPHONE NUMBER

THE FOLLOWING DOCUMENTS TO BE SUBMITTED AS PART OF THE FINAL PLAN SUBMISSION

Completed Final Plan Submission Form
 Three copies of a Site Development Plan (minimum scale 1:200) showing all external works, driveways, existing trees and survey beacons
 Three copies of Final Plans drawings (minimum scale 1: 100) on which the total floor areas and coverage calculations are tabled.
 Three copies of Final Cross Section drawings (minimum scale 1:50) on which the height restrictions are illustrated
 Three copies of Final Elevation drawings (minimum scale 1:100) on which the external materials are specified
 Professional Land Surveyor certification that designed floor and height levels on final plans comply with the height restrictions in Clause 7.1

CLAUSE 4.0 : URBAN DESIGN

COMPLETE ALL FIELDS

CL 4.3	ERF AREA, AS PER TITLE DEED		M2
CL 4.3	TOTAL AREA FOR COVERAGE CALCULATION		M2
CL 4.3	COVERAGE PERCENTAGE CALCULATED		%
CL 4.7	TOTAL AREA OF DWELLING - PRIMARY PLUS OUTBUILDINGS		M2
CL 4.8	STATE NUMBER OF OFF-STREET PARKING AREAS		

CLAUSE 5 : BUILDING LINES

COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE

CL 5.1	STREET BUILDING LINE		M
CL 5.2	SIDE BUILDING LINES		M
CL 5.3	REAR BUILDING LINE		M
CL 5.4	PUBLIC OPEN SPACE BUILDING LINE		M
CL 5.5	SPECIAL BUILDING LINE		M

CLAUSE 6 : MASSING, SHAPES AND FORMS

COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE

CL 6.2	MAXIMUM WIDTH OF CORE STRUCTURE		M
CL 6.2	MAXIMUM LENGTH OF CORE STRUCTURE		M
CL 6.3	MAXIMUM WIDTH OF SECONDARY STRUCTURE		M
CL 6.6	HEIGHT OF SERVICE YARD WALL		M

CLAUSE 7 : HEIGHT RESTRICTIONS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 7.1	MAXIMUM HEIGHT OF CORE STRUCTURE		M
CL 7.2	MAXIMUM HEIGHT OF OUTBUILDINGS		M
CL 7.4	TOTAL AREA OF GROUND FLOOR		M2
CL 7.4	TOTAL AREA OF FIRST FLOOR		M2
CL 7.4	CALCULATED % RATIO OF FIRST FLOOR AREA TO GROUND FLOOR AREA		%
CL 7.5	CONFIRM COMPLIANCE WITH DEFINITION OF BASEMENTS		
CL 7.6	CONFIRM COMPLIANCE WITH DEFINITION OF PLINTH HEIGHT		

CLAUSE 8.0 : WALLS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 8.1	STATE IF NATURAL STONE IS INCORPORATED AS FEATURE ELEMENT		
CL 8.2	PLASTER FINISH (STATE SMOOTH OR PLASTERED)		
CL 8.2	PAINT COLOURS (SPECIFY COLOUR CODES FROM APPROVED LIST)		
CL 8.3	PLINTH FINISH (SPECIFY MATERIAL)		
CL 8.3	PLINTH COLOUR (SPECIFY COLOUR CODES FROM APPROVED LIST)		
CL 8.4	MAXIMUM HEIGHT OF BOUNDARY WALLS		M

CLAUSE 9.0 : ROOFS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 9.1	PITCH OF DOUBLE PITCHED ROOFS		DEG
CL 9.1	PITCH OF MONO PITCHED ROOFS		DEG
CL 9.1	CALCULATED % RATIO OF FLAT ROOFS AREAS TO TOTAL FOOTPRINT AREA		%
CL 9.2	ROOFING MATERIAL (SPECIFY MATERIAL FROM APPROVED LIST)		
CL 9.3	ROOFING MATERIAL COLOUR		
CL 9.5	GUTTERS AND DOWN PIPES		

CLAUSE 10.0 : WINDOWS AND DOORS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 10.2	MATERIAL FOR WINDOWS		
CL 10.2	MATERIAL FOR DOORS		
CL 10.3	COLOUR OF WINDOWS		
CL 10.3	COLOUR OF DOORS		
CL 10.4	COLOUR OF GARAGE DOORS		
CL 10.5	COLOUR OF GARDEN GATES		
CL 10.7	MATERIAL FOR SHUTTERS		
CL 10.7	COLOUR OF SHUTTERS		

CLAUSE 11.0 : RETAINING STRUCTURES		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 11.1	MAXIMUM HEIGHT OF RETAINING STRUCTURES		M
CL 11.1	MAXIMUM UNBROKEN LENGTH OF RETAINING STRUCTURES		M
CL 11.2	MATERIAL FOR RETAINING STRUCTURES		
CL 11.2	FINISH OF RETAINING STRUCTURES		
CL 11.3	MINIMUM DISTANCE BETWEEN STREET BOUNDARY AND RETAINING STRUCTURE		M
CL 11.3	MINIMUM DISTANCE BETWEEN SIDE BOUNDARY AND RETAINING STRUCTURE		M

CLAUSE 14.0 : BALCONIES AND HANDRAILS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 14.0	MATERIALS FOR HANDRAILS (SPECIFY MATERIAL FROM APPROVED LIST)		
CLAUSE 15.0 : CHIMNEYS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 15.0	HEIGHT OF CHIMNEY ABOVE RIDGE HEIGHT		M
CLAUSE 16.0 : SWIMMING POOL		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 16.0	STATE COMPLIANCE WITH BUILDING LINE RESTRICTIONS IN CL 5.0		
CL 16.0	SPECIFY WHETHER PUBLIC ACCESS IS RESTRICTED OR UNRESTRICTED		
CLAUSE 17.0 : EXTERNAL ELEMENTS		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 17.1	MATERIAL FOR FENCES		
CL 17.1	COLOUR OF FENCES		
CL 17.1	MAXIMUM HEIGHT OF FENCE		M
CL 17.2	CAPACITY OF RAINWATER TANK PROVIDED		L
CL 17.2	STATE COMPLIANCE WITH BUILDING LINE RESTRICTIONS IN CL 5.0		
CL 17.3	STATE COMPLIANCE WITH POSITION OF SATELLITE DISH AND TV ANTENNAE		
CL 17.5	SPECIFY WHETHER SOIL AND WASTE PIPES ARE CONCEALED OR UNCONCEALED		
CL 17.6	COLOUR OF METER BOX		
CL 17.7	STATE COMPLIANCE WITH SOLAR HEATING REQUIREMENT		
CL 17.9	STATE COMPLIANCE WITH SCREENING OF MECHANICAL PLANT		
CLAUSE 18.0 : LANDSCAPING		COMPLETE ALL FIELDS OR NOTE IF NOT APPLICABLE	
CL 18.1	CALCULATED % OF HARD LANDSCAPED AREA TO BAZ AREA		%

ADDENDUM E – PAINT COLOURS

PAINT COLOURS

1.0 GENERAL NOTES

The following Plascon and Paintsmiths (Midas) paint colours have been selected as the approved paint colours for external walls.

Primary colours (lighter shades) are to be specified as the dominant outside colours with the accent colours (darker shades) used to highlight key design features only.

Paint from other suppliers may be used, but the colours have to match the palette of the selected colours.

The paint colours for roofs, windows and doors and other external elements, have to complement the wall colours.

Plascon	Paintsmiths (Midas)
Ivory Parchment Y3-D2-3	Burnt Lawn 3HDP
Ivory Rich Y3-D2-2	Combo 1CDP
Beach Wood Y3-D2-1	Somewhere Between 3EEG
Resplendent Y4-D2-3	Candle Light 3FDP
Lightning Y4-D2-2	Thai 4SDP
French Linen Y3-E2-3	Tyre Track 1EDP
Ageless Y3-E2-2	Conclusion 4BEG
Hollyhock Y3-E2-1	Trawl 1EEG
Evasive White Y4-E2-3	Kettle Spout 1JDP
Houri Y4-E2-2	My Love 2GEG
Samovar Y4-E2-1	Karoo Sand 1HEG
Amazon Mist Y5-E2-3	
Castle Stone Y5-E2-2	
Wishing Well Y5-E2-1	
Papyrus 22	
Liberia 19	
Light Stone 68	
River Clay 69	
Ravine 62	
Geneva Morn 51	
Off Shore 50	
Crete Shore 52	
Beijing Moon 63	
Bali Deep 46	
Baby Elephant Y1-E1-4	

2.0 COLOUR SPECIFICATION

Refer to the following clauses in the Design Guidelines regarding the selection of paint colours and finishes:

Clause 8.2: Walls

Clause 9.3: Roofing materials

Clause 9.5 Gutters and Down Pipes

Clause 10.3 Doors and Windows

Clause 10.4 Garage Doors

Clause 10.5 Garden gates

Clause 10.6 Burglar bars

Clause 10.7 Shutters

Clause 17.6 Meter Boxes

3.0 COLOUR SELECTION AND APPROVAL

The selected paint colours have to specified in the Final Plan Submission Form. Other colours can be used but deviations must be approved by submitting an A4 colour sample to the controlling architect before application.

ADDENDUM F - DRIVEWAYS / PAVING BRICKS, COBBLES / COLOURS

1. GENERAL NOTES

The following Corobrik paving brick, concrete cobble pavers and concrete permeable pavers have been selected by the Welgelegen HOA as the approved brick and cobble pavers for all driveways. Pavers from other suppliers may be used, but the sizes and colours have to match those in the schedule below. Please note that the maximum area of hard landscaping may not exceed 15% of the BAZ or stand area, whichever is the more restrictive.

2. PAVING BRICK AND COBBLE PAVER SPECIFICATION

Refer to Clause 4.9 in the Design Guidelines regarding the selection of driveway pavers

Only permeable concrete paving, planted with grass (Buffels / Kweek) to match the planting in the road reserve, may be used between the edging kerb of the public road and the driveway paving within the boundaries of the individual properties. This will ensure a continuous green belt along the road reserve.

3. PAVER SECTION AND APPROVAL

The sizes and colours of the selected paving brick, concrete cobble pavers and permeable concrete pavers have to be specified in the Final Plan Submission Form.

COROBRIK

“De Hoop Red Paver”

MOBICAST

110 x 110mm	“Seaward Cobble”
150 x 150mm	“Waterberg Cobble”
220 x 220mm	“Boardwalk Cobble”
200 x 150mm	“Magalies Cobble”

COLOURS

Yellow Sandstone
Natural
Charcoal
Cotsworld

STONE AGE

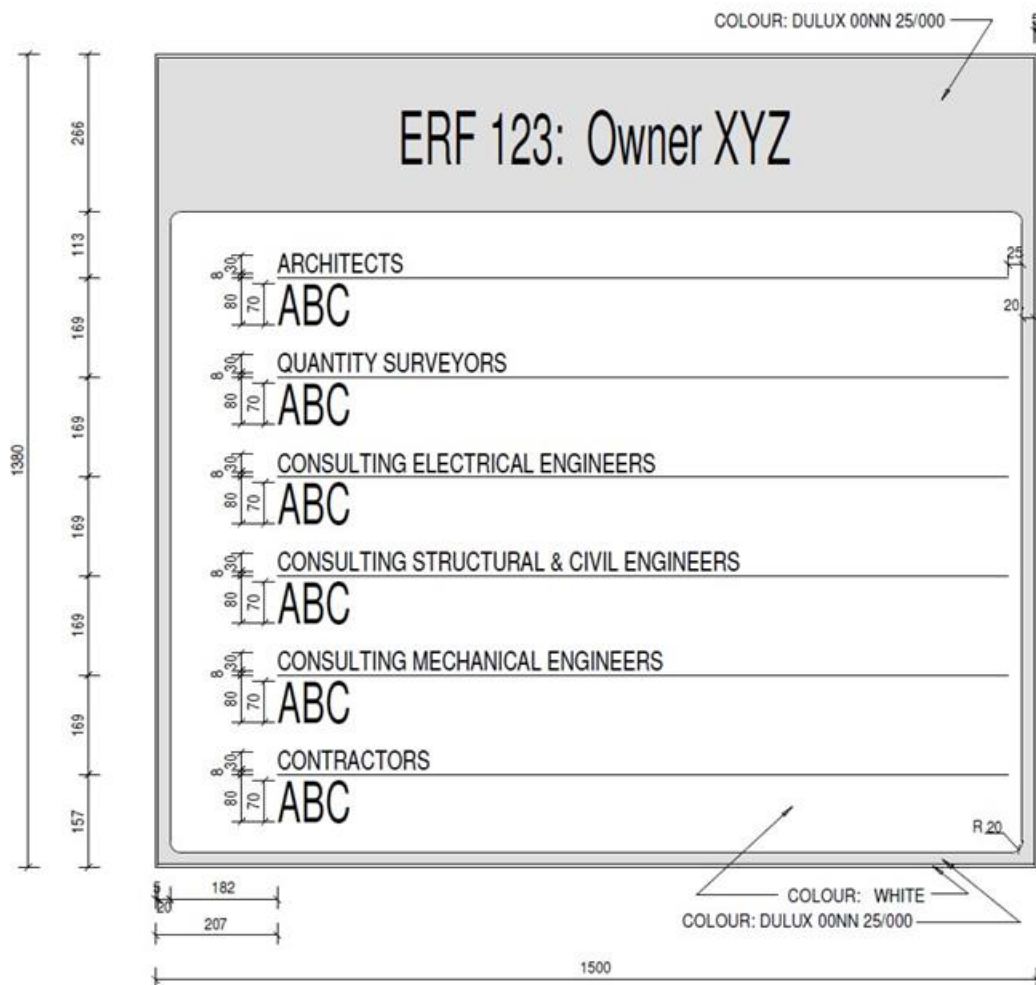
The following Stone Age cobbles are also acceptable in the sizes and colours specified above:

- “Grotto”
- “Paternoster”
- “Maluti”
- “Balito”

TERRAFORCE – PEARMEABLE PAVING IN ROAD RESERVE

- Terracrete with 40% open pattern

ADDENDUM G – CONSTRUCTION NOTICE BOARD

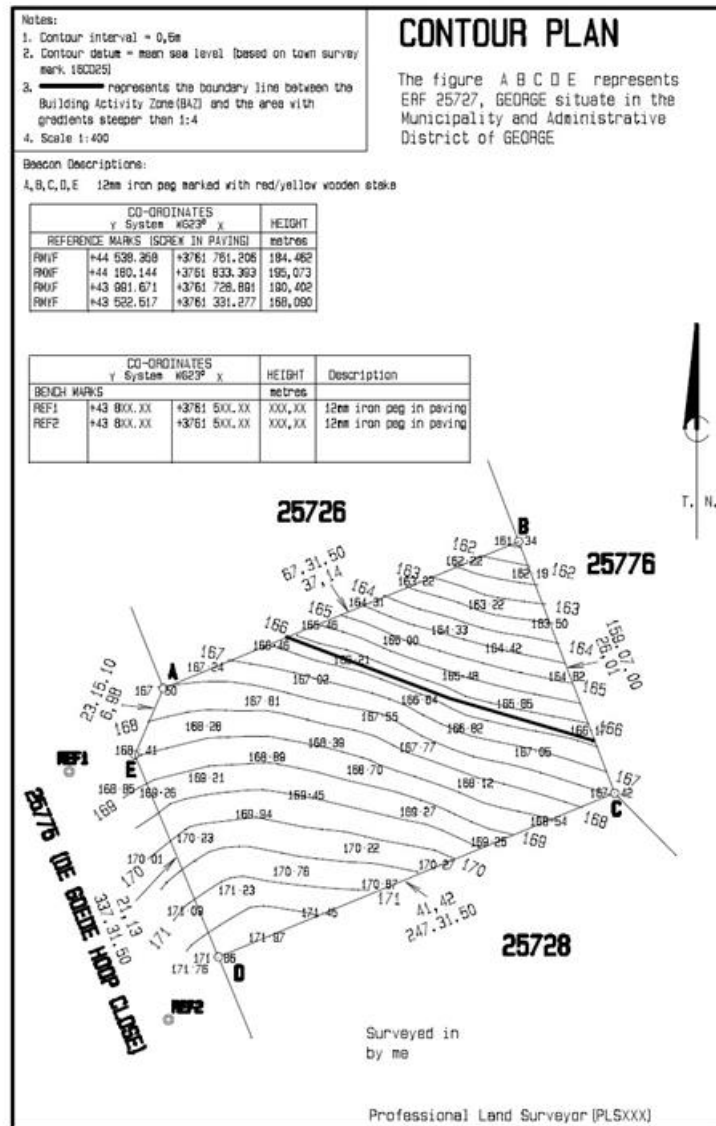


NOTE:

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ADDENDUM H – LAND SURVEYOR SITE SURVEY

LAND SURVEYORS PRO-FORMA SITE SURVEY DRAWING



ADDENDUM I – CONSTRUCTION CHECKLIST

CONSTRUCTION CHECKLIST



Erf number : _____
 Owner : _____
 Phone number : _____
 Email address : _____
 Contractor : _____
 Supervisor / Foreman : _____
 Phone number : _____
 Email address : _____
 Commencement : _____
 Practical Completion : _____
 Final completion : _____
 Occupation : _____

Pre Construction

	Y / N	Dates / Details / Notes / Comments
Municipal approved plans		
H&S file complete		
Environmental plan approved by ECO;		
Ablution position		
Container position		
Building material		
Skip position		
Approval from neighbours		
Approval from neighbours		
NHBRC enrolment certificate		
Proof of Insurance rcvd		
PoP Builder's Deposit rcvd		

Site handover

Plant rescue		
Environmental induction		

Construction phase

Topsoil & Bulk excavations / stockpiling / disposal		
Site screened off incl sandbags		
Pre roofstructure building inspect		
Primer / First coat paint : paint sample wall(s)		
Transgressions : late offsite		
Spillage & waste		
Health & safety		
Landscaping plan		

Post Construction

Road verge rehabilitation		
Disturbed areas rehabilitation		
Damaged kerbs		
SDK inspection notes		
Notes		

ADDENDUM J – DESIGN REVIEW PANEL

Terms of Reference Welgelegen Home Owners Association Design Review Panel

Introduction

Section 11 of the Welgelegen Home Owners Association (WHOA) Constitution guides the Welgelegen Estate Architectural Guidelines and in terms of the WHOA Board Charter the Board of Trustees will not delegate the application of the Architectural and Building guidelines and deviation approvals from such guidelines to any Board Committee.

The establishment of a Welgelegen Design Review Panel is a requirement of the Welgelegen Record of Decision and the Welgelegen Environmental Management Plan to handle architectural and building guideline aspects on behalf of the Board of Trustees.

Panel Membership

Trustees of WHOA Board of Trustees can be appointed to the DRP.

The Membership of the DRP comprises all the appointed members of the WHOA as defined in the WHOA Constitution.

The DRP may appoint independent professionals and suitably qualified members to represent required skills or expertise on the Panel.

Chairperson

The Chairperson of the DRP shall be appointed by the WHOA Board of Trustees. The Chairperson will preside at meetings of the DRP. In the absence of the DRP Chairperson, one of the other members of the DRP will be chosen by the DRP to preside.

Secretary

The Welgelegen Estate Manager will perform the secretarial duties of the DRP.

The Welgelegen Estate Manager shall prepare an agenda for all meetings, to be agreed by the Chairperson of the DRP, or, if he or she is not available for this purpose, by all other members of the DRP.

Meetings

The Secretary of the DRP shall in conjunction with the Chairperson of the DRP establish the date, time and place of its meetings. Such meetings will take place according to need ensuring a swift and timeously approval of building

plans, building alteration/extension plans and architectural deviation requests.

Records

The DRP must keep records and minutes of its meetings and must record in such minutes all major decisions of the DRP and the factors which have been considered by the DRP in reaching its decision. The DRP may make decisions without having a meeting, provided that a record of such decision is confirmed by a quorum of the DRP members. Such confirmation must be either in written form or communicated by e-mail. Decisions made by any person acting in terms of any authority delegated to him or her must be reported to all DRP members and likewise recorded.

Authority

The DRP has decision making powers in terms of the duties indicated in the Terms of Reference of the DRP.

All the decisions of the DRP must be ratified by the Board of Trustees at their next Board of Trustees Meeting.

Quorum

Fifty percent (50%) of the DRP will constitute a quorum. If a quorum is not present the Chairperson postpones the meeting for seven days and informs the DRP members of such meeting and DRP members present at that meeting then form a quorum.

The committee should strive towards maintaining effective timekeeping by arriving on time and in keeping within the time constraints allotted to the meeting.

Duties

The DRP is authorised to take such steps in its opinion that is appropriate and reasonable to give effect to the Welgelegen Constitution Architectural Guidelines contained in Section 11 of such a Constitution.

The DRP should ensure compliance to the Welgelegen Residential Development Architectural Building Guidelines and Building Code of Conduct.

The DRP shall approve all new Residential Development Building Plans after approval by the Controlling Architect of the Estate.

The DRP shall approve all building additions and/or alterations for Welgelegen Estate after approval by the Controlling Architects of the Estate.

The DRP shall ensure compliance with the Welgelegen Architectural Guidelines and Building Code of Conduct Process.

The DRP will ensure proper communication to all Welgelegen residents

regarding building guidelines and processes with the objective to enhance building compliance aspects.

The DRP will advise the Board in connection with any material building dispute or complaint by any complainant, and if necessary provide assistance with and/or advice in connection to any response to such a complaint.

The DRP must ensure alignment and compliance of the Welgelegen Record of Decision document and Welgelegen Environmental Management Plan when considering the approval of building plans and requests.