

SITE DEVELOPMENT PLAN

REQUIREMENTS AND PROCEDURES TO FOLLOW



I. WHEN ARE SITE DEVELOPMENT PLANS REQUIRED?

Site Development Plans are required for the erection of all buildings on erven zoned “Residential 2”, “Residential 3” and where the submission of a site development plan is required as a condition of zoning of a property. The Council may, however, at its discretion, require a Site Development Plan for development of any kind in any use zone. Where “Residential 2” or “Residential 3” erven are subdivided into erven smaller than the minimum laid down for “Residential 1” erven in the vicinity of the site, a site development plan shall be submitted *simultaneously with or prior to the application for subdivision*.

II. PURPOSE OF A SITE DEVELOPMENT PLAN

Site Development Plans are submitted to obtain approval of the form and layout of development in order to avoid unnecessary delays and stumbling blocks when building plans are submitted.

Site Development Plans, where required, should therefore be submitted and approved before architects and designers finalise detailed drawings.

Where Site Development Plans are required, no building plan or subdivision plan, shall be approved unless in terms of an approved Site Development Plan. The erection of a building or commencement of construction work before the approval of a site development plan or otherwise than in accordance with the approved site development plan shall be a contravention of the Town Planning Scheme.

The Municipality may consent to the amendment of a Site Development Plan.

III. DOCUMENTS AND PLANS TO BE SUBMITTED

The following documents and plans SHALL BE submitted, and no site development plan submission will be processed unless accompanied by all the required documentation and plans.

The submission should comprise AN **A3 FOLDED OR STAPLED SET OF DOCUMENTS (NOT ROLLED)** including:-

- A. A signed **COVERING LETTER** addressed to the Executive Director: Housing & Land containing a declaration by the applicant that:-
 1. The applicant has the required authority to submit the application on behalf of the registered owner of the property.
 2. The applicant has checked the Title Deeds of the property and that there are no restrictive conditions prohibiting the proposal as submitted.
 3. **Declaration that all info submitted are correct and true (Reg number to be indicated on plans).**
- B. A **LOCALITY PLAN** indicating the application site in relation to the surrounding neighbourhood and road system, obtainable from the Information Centre, groundfloor Brister House.
- C. A plan, or copy of an **ORTHOPHOTO**, obtainable from the Central Information Centre, groundfloor Brister House, on which shall be indicated the site, the land uses of adjacent erven as well as approximate location of buildings and entrances and egresses to and from the adjacent erven.
- D. An **INFORMAL TOWN PLANNING ENQUIRY FORM**, obtainable from the Central Information Centre, ground floor Brister House. Such form shall include all Town Planning annexures applicable to the property and **APPROVAL LETTER**.
- E. A copy of the **SURVEY DIAGRAM**, if available, from the Survey counter, 8th Floor, Eric Tindale Building.
- F. A **SITE DEVELOPMENT PLAN** to a scale of not less than 1:200 unless the development is extensive enough to warrant a smaller scale plan. **The plan/s must indicate at least the following:**
 1. The siting and use of all buildings, structures and parking areas.
 2. The parking areas & external finishes of all buildings – including the positioning and visual appearance of all air conditioning units and their operation to the satisfaction of the Business Unit Manager: Environment & Health.

3. Site contours.
4. Vehicle and pedestrian circulation and particularly all pedestrian walkways in Shopping Centre Developments
5. The position of all services and any servitudes to be registered.
6. Proposed stormwater disposal.
7. The phasing of construction.
8. If the site is to be subdivided, the proposed subdivision lines.
9. The extent and nature of any open space to be provided.
10. Where landscaping is envisaged, the nature and extent of such landscaping, including documents outlining the type of landscaping, the budget available and phasing of the landscaping.
11. Refuse areas in residential complexes where more than 6 units are to be erected.
12. The floor plans and elevations of all existing and proposed buildings.
13. Details of the proposed and existing treatment of the boundaries of the site e.g., walling, fencing, hedges.
14. Steps to be taken to minimise any negative impact of the proposed development on adjacent properties.
15. A schedule of town planning controls in the form of a table indicating the permitted and actual development in terms of the controls applicable to the site, such as; coverage, F.S.I., parking, density of dwelling units (i.e. number of dwelling units per hectare), height and the required and actual open space provision, etc.

IV. PROCEDURE FOR PLAN APPROVAL

Site development plan submissions are to be made to the Land Use Management Division of the Housing & Land Directorate, 10th floor, Eric Tindale Building.

TWO (2) COPIES OF THE SITE DEVELOPMENT PLAN DRAWINGS are to be submitted along with the relevant documentation.

Only if all documents mentioned in III above is submitted the plans will be registered and issued to a Town Planner to assess the submission from a Land Use Management point of view, **if**

amendments is required, the applicant will be requested to submit it within 21 working days (unless on otherwise consulted), failure will result in a refusal of the SDP.

Where subdivision into smaller erven occur, the Housing & Land Directorate will circulate the plans with the proposed subdivision application to the various Departments and/or Divisions for their comment.

Where no subdivision is to occur, a plan will be returned to the applicant, with the Land Use Management comment attached. The applicant will be responsible for obtaining the comments of all other relevant Departments and/or Divisions. The Land Use Management Division will provide the applicant with the relevant names and contact numbers of the officials in the various Departments and/or Divisions.

It must be noted that no other Department or Division will accept a plan for comment unless it has been registered and assessed by the Land Use Management Division or unless prior arrangements by the Land Use Management Division have been made with the applicable Department or Division.

Contact telephone numbers are:

HOUSING & LAND DIRECTORATE

<i>Town Planning</i>	506-2241
<i>Building Inspectorate</i>	506-2462
<i>Development</i>	5062393

INFRASTRUCTURE & ENGINEERING DIRECTORATE

<i>Roads & Stormwater</i>	5062109
<i>Transportation Planning</i>	5062250
<i>Architectural</i>	5062236
<i>Water</i>	5062161
<i>Sewerage</i>	5062423
<i>Electricity & Energy</i>	3924145

ENVIRONMENTAL & WASTE MGMT DIVISION

<i>Parks</i>	5859711
<i>Nature Conservation</i>	5859711
<i>Cleansing</i>	3737641
<i>Environmental Health</i>	5065237

SAFETY AND SECURITY

<i>Fire</i>	5852311
<i>Traffic</i>	4021033

The applicant is to contact these Departments and/or Divisions mentioned above and to make an appointment with the relevant official to obtain their requirements and comments regarding the Site Development Plan submitted.

Once all the relevant officials have commented on and endorsed the plan, and all necessary requirements have been complied with by the applicant, **3 COPIES OF THE PLAN** (with amendments if necessary) may be returned to the Land Use Management Division.

The Land Use Management Division will together with an approval letter, issue a signed copy of the approved Site Development Plan to the applicant.

V. AVOIDING DELAYS

Many delays experienced may be avoided if Site Development Plans are dealt with effectively and if the documentation is clearly legible to those officials who have to comment on the plan. The co-operation of applicants and officials in all aspects of the Site Development Plan process will ensure that unnecessary delays are avoided.

VI. NOTE

The approval of a Site Development Plan in no way confers the right for the commencement of any building work whatsoever. Building work may only commence after the approval of building plans and subject to the necessary inspections. The approval of a Site Development Plan will however speed up the approval of building plans.