

# Longlands

## Window to Stellenbosch Winelands

### Architectural Design Guidelines

#### 2.0 Architectural Review Procedures

The purpose of the process is to review all proposed construction items on the estate. The architectural review consultant/committee will incorporate the proposed works in accordance with the Architectural Guidelines.

The Developer has appointed *BPAS Architecture* and *Hannes Meiring Architects* to represent the Architectural Review Committee with a representative from the Developer.

All building plans to be accompanied by the following documentation:

#### 2.1 Professional Qualifications

The Architectural Review Committee (ARC) with Longlands Master Home Owners Association (LMHOA) encourages a standard of architecture and sustainable development. Through this the Architectural Professional needs to be qualified and the following requirements determine the minimum by the ARC or LMHOA.

1. Valid SACAP registration;
2. Minimum qualification in terms of SACAP will be (a) Professional Architect [Prefix PreArch] or (b) Professional Senior Architectural Technologist [Prefix PSAT] with a minimum of 10 years post qualification experience.
3. Registered architectural practice;
4. Professional to be appointed for service stages 1 to 6
5. Professional Indemnity Insurance (not less than R2,000,000)

Bank details:

Longlands Country Estate; ABSA, Branch : 632005;  
Account - 4096155324

#### 2.2 New Submissions

A non-refundable Architectural Review Fee of R 8 000 (including VAT) is payable to the Longlands Master Home Owners Association (LMHOA). An application form provided by the LMHOA. (Annexure A, Section 1)

#### 2.3 Alterations, Additions, or Refurbishments Submissions following approved Plans

A non-refundable Architectural Review Fee of R 3 500 (including VAT) is payable to the Longlands Master Home Owners Association (LMHOA). An application form provided by the LMHOA (Annexure A, Section 2)

Building plans are to be submitted in two stages, i.e. firstly sketch plans and secondly the final plans for council submission. An as-built drawing is to be submitted prior to the issue of a Completion Certificate by the LMHOA.

#### Submission Address

Longlands Country Home Owners Association  
Polkedraai Road, Stellenbosch, 7600  
Vlottenburg, 7604  
Email: [estate@longlands.co.za](mailto:estate@longlands.co.za) or [ingrid@slcsa.co.za](mailto:ingrid@slcsa.co.za)

Tel: 021 091 0202

## 2.4 Submission

All submissions are to be submitted on the second Wednesday or last Wednesday of each month.

The ARC will meet the following Thursday between 9am and 1pm.

### Stage 1 – Sketch Plan Submission (2 sets)

A copy of the registered erf diagram and a registered land surveyor's certificate indicating the beacon heights and intermediate contours in 500 mm intervals.

#### Site Plan (minimum requirement 1:200 Scale)

1. Building lines and setback;
2. Ground floor and first floor footprint;
3. Calculated areas in terms of coverage, percentage of first floor and second floor;
4. Position of buildings, pools and external structures;
5. Extension of screen walls and associated structures;
6. Private courtyards, yards and dry yards position;
7. Overlaid roof plan indicating flat roofs as percentage of pitch roof;
8. Extent of boundary wall enclosure;
9. Service connections.

#### Floor Plans (minimum requirement 1:100 Scale)

1. Description of rooms and areas;
2. Extent of all door and window openings;
3. Floor area size

#### Elevations (minimum requirement 1:100 Scale)

1. Permissible height guide lines;
2. Permissible building guidelines;
3. Roof pitch, roof material description;
4. Clipped eaves and description of enclosure;
5. All window and doors;
6. Heights and description of yard walls, street screen walls and structures;
7. External material specification;
8. Colour code and colour reference;
9. Wall textures and specification.

Sections (minimum requirement 1:100 Scale)

1. Floor to ceiling height;
2. Land fill, excavations and platforms;
3. Maximum roof heights;

When the sketch plans are approved by the Architectural Review Committee (ARC), the applicant can proceed to complete the council working drawings. No deviation of the sketch plan will be permitted, and if there is a deviation, a new sketch plan will be submitted for review. Final Plans can only be submitted if the ARC approves the sketch plan.

If the applicant is not in agreement with the decision of the ARC, the applicant must submit an Appeal Application to the board of Trustees with a comprehensive motivation of the appeal for consideration by the board of Trustees and the ARC.

The Final Plan must comply with the minimum standards of the National Building Regulations and the by-laws of the Local Authority.

#### Stage 2 - Council Working Drawings (6 sets)

The applicant must submit six sets (two coloured sets for council submission) to the ARC who in return will recommend the plans for approval to the LMHOA. All approved plans must bear the stamp of approval by the LMHOA.

The Longlands Master Home Owners Association (LMHOA) will review plans every second Thursday and will comment and/or approve within a two-week period from sitting. Additional fees will be charged for any re-submission that may occur at 50% of the application fee per submission.

All review meetings will be closed to applicants. A consultation with either the ARC or the (?) will be charged for at current institute rates. The decision of the LMHOA is final.

Refer to building procedures, code of conduct and building regulations for commencement of construction and completion.

#### 2.5 Fees Payable (Excluding VAT, item 2.4.6 exempted)

##### 2.5.1 Plan Scrutiny Fee

Fee as per Item 2.1 and 2.2 is for the reviewing of the architectural plans

##### 2.5.2 Professional Board

**R2,500**

The LMHOA will provide each site with a standard board with all the professional names as per application Forms, Annexure B

##### 2.5.3 Health & Safety Construction Board

**R1,500**

The LMHOA will provide each site with a standard board with all the required Health & Safety Signage as per application Forms, Annexure A

2.5.4 Builders Board (Part of Professional Board)

No individual advertising will be allowed on the building site or any other structure/element except working clothing and working vehicle on site.

2.5.5 Building Control Fee

**R 1000 /month**

The Fee is payable monthly for the duration of the construction, determined from date of construction until completion (Annexure K) to the LMHOA. This fee covers the inspections by the LMHOA and the administration for the control and enforcing of the regulations and general inspections.

2.5.6 Building Deposit

**R20,000**

The Building Deposit to be paid by the Owner on behalf of the Building Contractor, which will be refunded on issue of the Completion Certificate (Annexure K) in the event that the Building Contractor has adhered to the Code of Conduct, and where there is no damage to the road, kerbing, landscaping or other property, and any outstanding spot fines. This deposit will be refunded, without interest, and when all obligations towards the HOA have been met.

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