

BUILDING PLAN SUBMISSION SUMMARY

IMPORTANT NOTICE

This document is intended to provide a summary guideline w.r.t. the procedures involved for an owner, or his designer to submit the building plans to A-Com for approval by the MOA, whereafter it may then be submitted to council for municipal approvals.

Building plans that have not been stamped by the Estate Architect (EA), shall not be considered by the Stellenbosch Municipality.

Owners must ensure that the designers making the submission, have familiarized themselves with the following MOA documentation, as published on the Voliere Website from time to time:

- Constitution – Sec. 71
- Architectural Guidelines – Sec. 6
- Conduct Rules – Sec. 19

Relevant parties involved in the Application Process

1. The owner;) Collectively referred to as Owner's Team (OT)
2. The owner's designer;) -||- -||- -||- -||-
3. The Managing Agent (MA);
4. The Estate Architect (EA);
5. The MOA's Aesthetics Committee (A-Com);

Building Plan Approval Application

Procedure

- Building plans must be submitted to A-Com via email, sent to the MA;
- The MA shall acknowledge receipt of the plans and add the Erf/Plot number to the A-Com agenda for tracking purposes;
- The MA shall send the plans to the EA;
- The EA shall send out an invoice for the applicable scrutiny fee and upon receipt thereof, scrutinize the plans, verifying their compliance with the Architectural Guidelines (AGs);
- The EA shall communicate his findings to A-Com, which shall instruct the MA to communicate the outcome of its decision to the applicant;

IMPORTANT NOTICE

Whilst we endeavour to revert with a decision as soon as possible, a turn around period of 30 days should be allowed in the project planning schedule.



MASTER OWNER'S ASSOCIATION

Unit 1, Titan House, Termo Lane, Techno Park, Stellenbosch 7600
PO Box 856, Stellenbosch 7599
Tel 021 882 9061

It is the responsibility of the OT that the building and landscaping are designed strictly in accordance with the AGs. Building plans which do not conform therewith, shall not be considered and no detailed reasons of the rejection shall be furnished by A-Com.

The scrutiny fee shall cover two submissions, whereafter an additional scrutiny fee may be levied.

Requirements

1. The property must have transferred to the owner and the levy account must be in good standing;
2. The plan submissions must adhere to the provisions as contained in the above-mentioned MOA documentation;
3. The building and landscaping plans must be designed in accordance with the principles set out in the AGs;
4. The scrutiny fee must have been paid;
5. Decisions must be communicated in writing by the MA on A-Com's behalf;

IMPORTANT NOTICE

The process set out herein must be strictly followed. Any direct contact with the EA shall not be attended to, unless initiated by him.

The conditions set out in the MOA documentation is not negotiable and no deviations shall be accepted.

No decisions outside of this channel of communication shall be considered to be official.

Only officially stamped plans by the EA may be submitted to council for municipal approvals.

This policy is subject to change, as may be deemed necessary by A-Com from time to time.