

ARCHITECTURAL POLICY CHECKLIST

Stand No:			
Submission Date:			
Submission Type:	Sketch Plans		Working Drawings

Owner:			
Tel:		Fax:	
Cell:		Email:	

Architect / Technologist:			
Tel:		Fax:	
Cell:		Email:	
SACAP Reg:			

DEVELOPMENT INFORMATION						
Size of Stand:						
Size of House:						
Double Storey not allowed						
If yes – Proof of Engineer’s Appointment						
Coverage:			FAR			
Where Building Lines adhered to?	Yes			No		
If no, Building Line Relaxation Application attached?						
Building Lines Single Story	Street	3m	SIDE	2m	BACK	2m

DESIGN CHECKLIST	Architect / Technologist	Estate Architect
SITE PLAN		
North Point		
Stand Boundaries		
Building Lines (ensure building line compliance)		
Position of driveways & hard landscaping		
Driveway Paving:		
• Paving Colour (Specified in Document)		
• Paving Type (Specified in Document)		
Note on Drawings: No basketweave patterns allowed		
Boundary Walls (NOTE: Failure to indicate boundary walls correctly will lead to immediate rejection of the submission)		
• Perpendicular to street boundary to terminate 5m before street boundary		
• Parallel to street boundary to be set back 7m from street boundary		
Position of Services (in stand & on sidewalk)		
Telkom Connection/Sleeve to house		

2 X 100mm uPVC Sleeves in sidewalk under driveway		
Position of Clothing Line & Refuse Bin		
Indicate stormwater treatment		
FLOOR PLANS		
Dimensioned Plan		
Area Schedule indicating Coverage, FAR etc.		
Outside WC screened?		
Screen Walls indicated on Plan		
Indicate Exterior Lighting		
Note on Drawings: Exterior lighting to be downward directional		
As-Builts – Change markers to indicate deviations		
ROOF PLAN		
Roof Pitch		
Roof Material/Finish		
Total Area (m ²) Roof on Plan		
Area (m ²) Flat Roofs indicated on Plan		
Ratio of Pitched vs Flat/Concrete Roofs indicated		
Position of Solar Panels and or Water Heating		
ELEVATIONS		
Elevations with descriptions of Finishes		
Material & colour of:		
• Roof (Specified in Document)		
• Walls (Specified in Document)		
• Window Frames (Specified in Document)		
• External Doors (Specified in Document)		
Type of Glazing		
Note on drawings: No Reflective Glazing Allowed		
Note on drawings: No Glazed Garage Doors Allowed		
Chimney Cowl		
Position of Water Heating & Type		
Geyser screened/not visible from street		
All plumbing to be concealed		
Position of Air Conditioner Condenser on Elevation		
As-Builts – Change markers to indicate deviations		
SECTIONS		
Minimum two sections		
Indicate slope of site		
Indicate wall plate and roof apex heights		
SWIMMING POOLS		
Indicate Dimensions		
Indicate Capacity (L)		
Indicate method of disposal of back-wash water		
DETAILS		
Exterior Handrail & Balustrade Details (Scale 1:20)		

SUBMISSION CHECKLIST		
Architect/Technologist Approval by ALEMA		
Proof of Engineer's Appointment <i>(Compulsory for all double story structures)</i>		
Completed Architectural Review Checklist		
CD/Flash Drive with drawings in PDF format		
2 Sets of Drawings (Hard Copy)		
Plan Scrutiny Fee <i>(EFT – proof of payment)</i>	R 5,500.00	
First Resubmission <i>(If first submission is not approved)</i>	R 2,800.00	
Second Resubmission <i>(If first resubmission is not approved)</i>	R 5,000.00	
Third Resubmission <i>(If second resubmission is not approved)</i>	R 5,500.00	
Additions Smaller than 50m²	R 3,900.00	
Additions Larger than 50m²	R 5,500.00	
As-Built	R 2,200.00	
Building Line Relaxation <i>(If submitted separate from 1st Submission)</i>	R 3,500.00	
Banking Details:	Bank: First National Bank	
	Account Name: Alema	
	Account No: 62709238986	
	Branch: 260226	
	Ref: Stand Number	

NO PLANS WILL BE SIGNED IF THIS CHECKLIST IS INCOMPLETE OR NOT SUBMITTED

ARCHITECT/TECHNOLOGIST DECLARATION

I, _____ of _____ (in case of representing a practice or firm) in my capacity as **Architect/Technologist** declare that:

- I have studied the applicable Architectural Policy Document;
- The submission complies with the Architectural Policy and regulations of the Estate;
- I have informed my client in of any possible conflicts with the Architectural Policy Document.

Signature _____

Date _____

OWNER/DEVELOPER DECLARATION

I, _____ of _____ (in case of representing a company or firm) in my capacity as _____ declare that:

- I have studied the applicable Architectural Policy Document;
- I have scrutinised the design prepared for submission and am satisfied that no transgressions will occur;
- I am aware that any exterior deviations from the approved plan will require approval by the ALEMA and will require as-built drawings to be submitted to the estate.

Signature _____

Date _____

FOR USE BY ESTATE ARCHITECT/HOA:

Date	Comment

APPROVAL

Approved		Date	Not Approved		Date
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Signed (Estate Architect) _____ Date _____