

## ARCHITECTURAL POLICY CHECKLIST

<b>Stand No:</b>			
<b>Submission Date:</b>			
<b>Submission Type:</b>	<b>Sketch Plans</b>		<b>Working Drawings</b>

<b>Owner:</b>			
<b>Tel:</b>		<b>Fax:</b>	
<b>Cell:</b>		<b>Email:</b>	

<b>Architect / Technologist:</b>			
<b>Tel:</b>		<b>Fax:</b>	
<b>Cell:</b>		<b>Email:</b>	
<b>SACAP Reg:</b>			

DEVELOPMENT INFORMATION						
<b>Size of Stand:</b>						
<b>Size of House:</b>						
<b>Double Storey</b>	<b>Yes</b>		<b>No</b>			
<b>If yes – Proof of Engineer’s Appointment</b>						
<b>Coverage:</b>		<b>FAR</b>				
<b>Where Building Lines adhered to?</b>	<b>Yes</b>		<b>No</b>			
<b>If no, Building Line Relaxation Application attached?</b>						
<b>Building Lines Single Story</b>	<b>Street</b>	<b>3m</b>	<b>SIDE</b>	<b>2m</b>	<b>BACK</b>	<b>2m</b>
<b>Building Lines Double Story</b>	<b>Street</b>	<b>3m</b>	<b>SIDE</b>	<b>3.5m</b>	<b>BACK</b>	<b>3.5m</b>

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

Telkom Connection/Sleeve to house		
2 X 100mm uPVC Sleeves in sidewalk under driveway		
Position of Clothing Line & Refuse Bin		
Indicate stormwater treatment		
<b>FLOOR PLANS</b>		
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		
<b>ROOF PLAN</b>		
Roof Pitch		
Roof Material/Finish		
Total Area (m <sup>2</sup> ) Roof on Plan		
Area (m <sup>2</sup> ) Flat Roofs indicated on Plan		
Ratio of Pitched vs Flat/Concrete Roofs indicated		
Position of Solar Panels and or Water Heating		
<b>ELEVATIONS</b>		
Elevations with descriptions of Finishes		
Material & colour of:		
• Roof		
• Walls		
• Window Frames		
• External Doors		
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		
<b>SECTIONS</b>		
Minimum two sections		
Indicate slope of site		
Indicate wall plate and roof apex heights		
<b>SWIMMING POOLS</b>		
Indicate Dimensions		
Indicate Capacity (L)		
Indicate method of disposal of back-wash water		

DETAILS		
Exterior Handrail & Balustrade Details (Scale 1:20)		

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

**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 \_\_\_\_\_