

KOUGA MUNICIPALITY

ST FRANCIS BAY UNIT

1 March 2010 effective

1 SUBMISSION OF PLANS FOR APPROVAL

Office hours to the public:

Monday to Thursday: 07h30 to 13h00 and 13h30 to 15h00

Fridays: 07h30 to 13h00.

No transaction requiring money to be paid will be done during and after these closed times.

Cut-off dates for the submission of building plans are strictly the Wednesday prior to the Aesthetic meeting. **Late submissions will under no circumstances be accommodated and will therefore be left to stand over until the next meeting.** See last page for dates.

Documentation:

All required documentation must be completed in full and be accompanied by the prescribed fees before the plans will be accepted or information, photostats or copies of plans will be made available.

In the case of a representative, a letter of proxy from the owner, in which full and explicit detail of the requirements, instruction and/or authorisation given to the bearer are set out.

Checking of building plans:

Plans are checked on a daily basis in St Francis Bay Offices and presented to the Aesthetic Committee who has meetings fortnightly on Tuesdays. Approved plans may be collected five working days after the date of approval.

Duration:

The Council reserves the right to take up to 30 days to check/defer/approve plans for buildings less than 500m² and 60 days for buildings larger than 500m²

NOTE: NO DEVIATION FROM THE ABOVE WILL BE ALLOWED

2 TARIFFS - All fees and tariffs are revised annually and implemented on 1 July.

Whenever a building or structure is **erected without the prescribed building plans, a penalty of 4 times the building plan fees will be payable.**

Building Plan Fees (first 20 m2) including decks	R 590,00
for each additional 10m2 or part thereof	R 100,00
Minor Building Applications i.e. walls	R 375,00
Swimming pools	R 590,00
Secondary use Application	R 1 720,00
Secondary use Service Fees (incl VAT)	R43 000,00
Building plan fees industrial & rural 0 - 1000	R 800,00
1001 – more	R request quote
Building Deposits - to be paid with plan submission fees	
Single Residence Building greater than 50m2	R 1 600,00
Single Residence Building less than 50m2	R 420,00
Other i.e. Business, industrial & special zoning	R 4 200,00
RDP	R 210,00
20mm water connection	R 3 544.64
32mm water connection	R 3 642.68
Electrical connection (single Phase)	R 5 229.13
Electrical connection (three phase)	R cost + 20% on written request for quotation

3 NOTICES - All notices may from time to time be amended by special resolution of Council.

New water connection 14 w/days after receipt reaches Tech Serv

New electrical connection 14 w/days -“- & Compliance Cert

Notice for foundation inspection 1 day Mondays to Thursdays

Notice for drainage inspection 1 day -“-

Notice for final inspection 1 day -“-

KOUGA MUNICIPALITY

ST FRANCIS BAY UNIT

1 TOWN PLANNING CONDITIONS

- It must be ensured that with any application for building work to be done, the Building Plans as well as the execution of all work, will be done in strict accordance with the National Building regulations and Building Standards Act of 1977, the Building Guide with Aesthetic rules applicable to St Francis Bay, Cape St Francis and Oyster Bay, the relevant Title Deed, as well as the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance of 1985.
- It must also be ensured that the National Environmental Management Act 107 of 1998 regarding Environmental Impact Assessments or Basic Assessments relative to new development applications, rezoning applications as well as any new structures / buildings or new additions closer than 100m from the high water mark has been complied with.
- Single residential zone : maximum coverage 50%
- In general the following building lines will be applicable from the official erf pegs:
 - Street 5,00m
 - Side 2,00m tile and 4,5m thatch
 - Rear 3,00m tile and 4,5m thatch
- Owner to ascertain the actual building lines applicable to the site i.e. servitudes etc
- Where building is done in stages, plans for each stage must be submitted for approval.

2 REQUIREMENTS FOR BUILDING PLANS

Quantity: 3 paper copies of every plan, **1 to be coloured in for additions.**

Size: A series or multiples of A4 / A3.

Colour: New masonry	Red
New concrete in section	Green
New iron/steel in section	Blue
New wood in section	Yellow
Site plans new work	Red
Site plans demolish	Black dashes

3.1 Site plans

- Scale 1:100 or 1:200.
- Dimensions of boundary and building lines and servitude's.
- Erf number, street name and adjacent erven.
- North arrow.
- Contours – to be determined by a Land Surveyor.
- All existing buildings proposed new buildings and intended demolitions.
- Sewerage: site drainage, rodding-eyes and inspection eyes, position of conservancy tank
- Vehicular entrance.
- On site parking must be indicated where applicable.

3.2 Layout Plans

- Scale 1:100 or 1:50.
- Plans, sections and elevations of buildings.
- Horizontal and vertical dimensions in mm.
- Floor heights with regard to natural ground levels.
- Detail and specification of foundations, floors, walls, windows, ventilation systems, doors, stairways, roofs, chimneys, sanitary facilities, drainage and electrical installations.
- Structural elements must be accompanied by a detail design drawing prepared by a Registered Professional Engineer or written letter of appointment.

3.3 Amended Drawings

- **All amendments must be listed and clearly highlighted with Cloud indicators, annotations and prescribed colours and cross reference to the original plan number.**

3.4 Plans: General conditions

- Any building having a total floor area larger than 500m² must to be drawn by a registered architect.
- The name, address and telephone number of the draughts person or architect must be supplied on the plan.
- Buildings must be aesthetically acceptable in accordance with the prevailing styles.

3.5 Compulsory Attachments / signoffs

- Completed Building Plan Submission form
- Completed SACAP form from Architect / Technologist or Draughtsperson
- Copy of Title Deed pertaining to the restrictive conditions on the erf
- Copy of owners ID Document
- The owner to sign the plans
- Contours determined by a Land Surveyor.
And where applicable;
- Engineer's Appointment form signed by the owner and engineer.
- The records of decisions from Department of Economic Development and Environmental Affairs relative to the National Environmental Management Act 107 of 1998.
- Letter of Proxy.
- The plans to be signed by the relevant Home Owners Association / Body Corporate / Controlling Architect / draughtsman. The "new marina area" environmental signoff by C Logie 083 529 5410.
- A colour chart denoting the chosen shade must accompany all plans for Santareme area.

4 BUILDING SITE: GENERAL CONDITIONS

- An approved plan must at all times be kept on site.
- Where uncertainty arises as to the position of erf boundary pegs, the owner must appoint a Land Surveyor to point out the pegs.
- Before any work starts on a site, incl preparatory work, a chemical toilet must be erected on the site.
- No concrete or cement may be mixed on any road surface or within the road reserve.
- Building material may only be stored on abutting erven, with the owner's written consent.
- No deviations from approved building plans are allowed.
- No building may be occupied without an occupation certificate having been issued.
- Building sites must be kept tidy and clean.
- Empty cement bags, paint tins, lunch wrappers, food tins and empty bottles etc. must be removed daily.
- On completion of construction all builders' rubble and surplus material must be removed from site immediately.
- Upon the issue of a certificate of occupation all builders and sub contractors advertising boards must be removed.
- Under no circumstances may builders' materials be offloaded on a road. Where unavoidable such material may be off-loaded on the pavement provided that immediate steps are taken to move the material onto the building site.
- No earthworks shall commence without the prior approval of the Local Authority.

5 INSPECTIONS AND OCCUPATION CERTIFICATE

- All inspections must be booked 24 hours in advance. All electrical, engineers and roofing certificates where applicable, must be submitted, prior to the final inspection being done.
- An occupation certificate shall only be issued:
 - If the building is completed according to the approved plan.
 - If all building rubble has been cleared from the site and the surrounding areas are clean and neat.
 - All builders' signboards have been removed.

6 ELECTRICAL

- Circuit breaker step up to premises will only be done after final inspection by the Building Control Officer and an occupation certificate has been issued.
- Where driveways are to be paved over municipal pavements two 110mm diameter sleeves are to be laid 500mm below natural ground level and 1000mm from the street boundary of the property for electrical cables. The sleeves must also extend 500mm on both sides of the driveway.
- To allow access to the electrical meter at all times, the electrical meter box must be installed in a pillar built on the street boundary with the lowest level of the meter box being 1,2 above the ground or in the boundary wall.

DEFINITIONS

In this code of practice unless inconsistent with the context:

Balcony means an outside balustraded platform at an upper floor level with access directly from a habitable room.

Basement means that portion of a building, the finished floor level of which is at least 2m below, or the ceiling of which is at most 1m above, a level halfway between the highest and lowest natural levels of the ground immediately contiguous to the building.

Building means in addition to the meaning assigned thereto in the Municipal Ordinance No. 20 of 1974 (paragraphs (a)(aA) and (b), of Section 2 (ix), any structure whatsoever, irrespective of its nature or size.

Carport means a roofed structure permanently open on one side without any doors.

Dormer means a projecting upright window in a sloping roof.

Dwelling unit means a self-contained inter leading group of rooms with not more than one kitchen, used only for the living accommodation and housing of a single family, together with such outbuildings as are ordinarily used therewith.

Gazebo means a roofed structure with a view.

Light industrial area means that portion of St. Francis Bay Municipal area zoned for such purposes.

Outbuilding means a smaller ancillary building detached from the main building, **but does not include additional dwelling units**, for which written application must be made (forms avail at office incl fees).

Patio shall mean an inner roofless courtyard.

Santareme means that portion of St Francis Bay Municipal area bounded by Harbour Road, St. Francis Drive and Indian Ocean.

Sea Vista means the less formal residential area.

A sewerage tank means a conservancy.

St Francis Bay Village means that portion of St Francis Bay Municipal area westward in a straight line corresponding to the southern boundary of Harbour road from the Indian Ocean to Main Road 330 (road to Cape St Francis), thence northwards along Main Road 330 to the Kromme River.

Storey means any single level of a building, excluding a basement, which does not exceed a height of 4m, measured from finished floor level to floor level in the case of a multi storey building, or to the ceiling in the case of the top storey or a single storey building.

Structural element means any portion of a building or structure which of necessity needs to be designed by a professional engineer or competent person ie. roof structure, concrete slabs and retaining walls.

Sun deck means a platform constructed of timber **supported on masonry pillars**.

**THE GENERAL ARCHITECTURAL REQUIREMENTS FOR:
ST. FRANCIS BAY, CAPE ST. FRANCIS AND OYSTER BAY
GENERAL**

Gas cylinders and all other service elements on external walls must be concealed.

Conservancy tanks or water borne sewage connections must conform to the specification of Council and be installed or connected to Council's satisfaction. **All conservancy tanks must be a minimum size of 6,5m³ below the inlet. One suction point per erf must be installed within 1m from the boundary on the road verge.**

ST FRANCIS BAY

Septic tanks and soak-aways are not permitted in St Francis Bay. Where waterborne sewerage is available, properties must connect thereto. When waterborne sewer is not available conservancy tanks of minimum 6500 litres holding capacity must be installed on the road side of the building and be fitted with a means of monitoring the capacity as well as a suction pipe with coupling taken to the street boundary. The invert level of the tank must not be more than 3,5m below the level where clearing (at suction coupling) takes place.

CAPE ST FRANCIS

Either septic tanks and soak-aways or conservancy tanks may be considered. Conservancy tanks are to be as per St Francis Bay. Septic tanks and soak-aways are subject to a percolation test. Low lying areas to have conservancy tank.

OYSTER BAY

Septic tanks and soak-aways are recommended due to this area not being service by Council's trucks.

All telephone feeds to a house must be laid underground

Each home owner is required to provide the appropriate street number which must be prominently displayed

For **all** structures, dwellings, outbuildings, boundary-, courtyard-, canal- and garden walls, gazebo's, pergola's, Wendy-houses and jetties, new, altered or additions, building plans must be submitted and approved prior to construction.

Only natural hedges, masonry walls (plastered and painted), treated wood or a combination of the above types will be allowed for street boundary walls and shall match the house in style and colour

All corrosive type of steel fittings must be adequately protected with anti-corrosive coating materials.

No pre-cast concrete walls will be allowed.

Non retaining boundary or garden walls may not exceed 1.8m in height measured from the natural ground contour level.

Retaining boundary or garden walls may not exceed 1.8m in height measured from the natural ground contour level on the lowest side.

The use of shade cloth for roofing and sides on patio areas and carports is subject to Council's and Aesthetic Committee's approval. Village area: Black or green. Santareme: Orange.

All buildings must be maintained in a good condition and retain its original aesthetic appearance and paintwork.

Razor wire is not permitted anywhere, nor is wire fencing on the street boundaries of residential and business erven.

No Milkwood trees or any other protected flora may be removed without the prior approval from Nature Conservation.

ST FRANCIS BAY VILLAGE

Architectural guidelines for the townships of St Francis Bay Village.

No person shall develop any vacant property in St Francis Bay Village, nor extend alter any existing development thereon in a manner or style inconsistent with the general prevailing St Francis style of the area.

Architectural character and vision for the St. Francis Bay Village

General

The St. Francis Style shall be characterised by a white walled building with a 45° to 60° high double pitched thatch or black tiled roofs.

Silhouette

Roofs, chimneys, dunes and vegetation shall form a unique cohesive element. Masonry or block plastered boundary walls should where possible be used to link buildings and so provide a cohesive town or streetscape.

Shape

Buildings must conform to the levels and natural contours of the site and symmetrical roof lines and shapes are encouraged.

Form

Long forms, but articulated and undulated to avoid over scaling, with low horizontal aspects shall be deemed appropriate for this particular type of development.

Roofs

Roofs lines must be long and unbroken but may be moulded and shaped in symmetrical shapes.

Building requirements for St Francis Bay Village

Colour of walls

Only white paint on external plastered walls will be allowed.
No stone or face brick may be used in the construction of chimneys.

Height

The maximum permissible height of a building measured from natural ground level shall be two storeys. However the **first floor shall have a wall plate not exceeding 1200mm high.**

No part of a building **may exceed 8,5m above the natural ground contour level** at any point.

No part of a chimney may exceed 2m above any point where it exit the roof structure.

Marina Area – Canal Front Properties

At the lowest point in Sea Glades Drive, St Francis Bay, a Bench Mark Level was surveyed and marked on the road. The same Bench Mark height is the minimum **Finished Ground Level** that is recommended for the canal front properties that might be lower than this surveyed point. For the same properties the height restriction of 8,5m will also be measured from the same Bench Mark height.

Balconies, outdoor living areas and carports:

Balconies are allowed only if directly accessible from a habitable room.

Clear un-tinted glass will be allowed in a balustrade.

Outdoor living areas and car ports within building lines may be covered with clear, white and opaque white solid sheeting provided the roofing is concealed to the approval of the Council and the Aesthetic Committee.

Roofs

The roof **pitch shall be between 45-60 degrees**, except where balconies or dormer windows are permitted at the discretion of the Local Authority in which case an alternative pitch may be allowed but not less than 30°.

Roof trusses shall not be more than 8m wide measured from inside wall at wall plate height. The proportion of roof height to wall height must fall within the range of 1:1 to 2:1.

No flat or mono pitch roofs are permitted.

Where the roof structure of an existing flat roofed outbuilding is altered in any way, the entire roof structure shall be replaced with a pitched roof that matches the main building roof profile.

The preferred roofing material is thatch. Other roofing materials which are allowed are natural slate, as well as black cement tiles. The Local Authority may approve other roofing material at its discretion.

A thatch roof ridge line must be capped neatly with cement mortar and be painted white.

No bargeboards, gutters or down pipes may be fitted onto thatch roofs.

In the case of other approved roofing materials, detail for bargeboards, gutters and down-pipes shall be submitted for approval.

Hipped roofs will only be allowed for thatch roofed buildings.

Where thatch is used as roofing material the roofing of the dormer must originate from the ridge line of the main roof.

The discharge of the valley gutters must be designed technically correct to allow for the adequate discharge of rainwater.

Dormers may not exceed 50% of the roof area.

Roof glazing and ridge glazing will be permitted at the discretion of the Council on submission of full details.

The eave line for all roofing materials shall not be higher than the general soffit line of window and door openings on a single storey building.(i.e. +/- 2.175m from finished floor level).

An increase in eave line over openings will be allowed for thatch roofs.

Exterior walls

Walls must be constructed of brick, plastered or bag washed.

No stone or face brick chimneys or panels are allowed.

Face brick or stone plinths are permitted, but may not exceed 270mm - three courses of brickwork at any point from finished ground contour level.

Wooden panels, as an architectural feature, will be permitted on merit at the discretion of the Council and the Aesthetic Committee.

With new work as well as where alterations are done to services, all sewer, waste and water lines above 1m must be in serviceable ducts.

Outbuildings

The finishes to outbuildings shall match the main building in all respects.

SANTAREME

Architectural guidelines for Santareme

No person shall develop any vacant property in Santareme, or extend alter, any existing development thereon in a manner or style inconsistent with the general prevailing Mediterranean/Sardinian style.

Architectural character and vision for Santareme

General

The architectural character shall be Mediterranean/Sardinian in style. Walls of horizontal and vertical curvature and low pitched tiled roofs must form the dominant feature and be a characteristic element of buildings.

Silhouette

Walls and turrets should preferably form unique varying silhouette of the structure. Masonry or block plastered boundary walls should where possible be used to link buildings and so provide a cohesive town or streetscape.

Shape

Buildings must conform to the levels and natural contours of the site and symmetrical roof lines must be avoided.

Relationships

The relationship between building elements should be intimate, allowing for small spaces, patios and alleyways in between.

Form

Broken, articulated, undulated and fragmented building forms of a small scale, preferably where the vertical dimension is dominant, shall be deemed appropriate for this particular type of development.

Building requirements for Santareme

Colour

Only muted earth tones are to be used. A colour chart denoting the chosen shade must accompany all plans. With maintenance the same paint colours must be used unless a colour change has been approved by the Aesthetic Committee.

No two toned buildings will be allowed.

Height

The maximum permissible height of a building measured from natural ground level shall be two storeys. The first floor may however not exceed 50% of the ground floor area.

No building may exceed 8m above the natural ground contour level at any point.

No part of a chimney may exceed 2m above any point where it exit the roof structure.

Doors and Windows

Wall space must be dominant and a rigorous standard of fenestration should be avoided.

The colour scheme must be submitted for approval for all doors and windows which are to be painted.

Roofs

The roof line shall be broken and, where possible, be asymmetrical.

The roof pitch shall not be less than 18 degrees or more than 25 degrees.

Roofing materials must be baked terra cotta earthenware tiles, or such other material as may be approved by the Local Authority.

No dormer windows will be permitted.

No overhangs or bargeboards shall be allowed on gable-ends. Roof-end walls shall be finished off with a low gable wall or tile-capping.

Rainwater goods must be specified.

Walls

All walls shall be of masonry, bagged or plastered.

No stone or face brick chimneys or panels are allowed.

Face brick or stone plinths are permitted, but may not exceed 270mm - three courses of brickwork at any point from finished ground contour level.

All drainage above 1m must be in serviceable ducts.

Balconies, outdoor living areas and carports

Balconies shall be small in keeping with the fragmented Mediterranean look.

Clear untinted glass panels forming part of a balustrade will be approved at the discretion of the Council and the Aesthetic Committee.

Outdoor living areas and car ports may be covered with other approved materials provided the roofing is concealed to the approval of the Council and the Aesthetic Committee.

Outbuildings

The finishes to outbuildings shall match the main building in all respects.

SEA VISTA

Architectural guidelines

- Sea Vista consists of a formal and a non-formal residential areas. The formal area is bounded by the following streets. All the erven in Geelbek Street as well as all the erven from erf 2316 to erf 2325 including erf 2675 in Steenbras Street.
- For the benefit of all, it is necessary from time to time, to review development and progress and update requirements to maintain the steady rise in value of both land and property in this village.

Building requirements for the formal area

- Other than the National Building Regulations there are no restrictions to the building style except for the external finishes mentioned below.
- **Building lines on Tarragona Road is 5m, all other streets 3m and 2m on rear and 1m on the sides.**

Colour of walls and roofs

- Only white paint on external plastered walls will be allowed.
- All roofs must be black in colour.

CAPE ST FRANCIS AND OYSTER BAY

Architectural guidelines

- Part of the appeal of Cape St. Francis and Oyster Bay is the varied shape, size and design of its houses which have evolved over the years from its early fishing shack beginnings.
- Whilst no limitations or restrictions are contemplated, nevertheless, for the benefit of all, it is necessary from time to time, to review development and progress and update requirements to maintain the steady rise in value of both land and property in this village.

Building requirements

- The recommended minimum size of a house or the first phase of a house shall be 70sqm.
- The outbuildings must match the main building in all respects.
- The maximum permissible height of a building measured from the natural ground level to the highest point of the building shall **not exceed 8500mm**.
- Only conservancy tanks are permitted in Cape St Francis due to high under ground water levels and must be a **minimum size of 6,5m³** with one suction point per erf on the road verge for easy truck access, Oyster Bay to be septic tanks.
- All drainage above 1m must be in serviceable ducts.

INDUSTRIAL AREA

Building requirements

Roof

- Roof pitch may not be less than 12 degrees and to be black or gray in colour.
- Corrugated iron, fibre cement, concrete roof tiles, onduline and chromodeck will be permitted as roofing material and painted or other materials as approved by Aesthetics Committee.

Walls / fences

- All external walls must be painted in either white or grey.
- Buildings and boundary walls of material (contour to be white or grey) other than conventional brick may be erected subject to approval by Aesthetics Committee.
- Internal boundary fences could be security type of fence (wire).
- Fences bordering onto street boundaries - no security wire fence to be allowed. Must be brick, palisade, etc.
- No pre-cast boundary wall to be allowed

Parking

- On-site parking shall be provided to a ratio of not less than one parking bay per 200m² of floor space.
- An un/loading bay of minimum size of 23m² with minimum dimensions 6m x 3m to be provided on-site.

Building lines

- Street: 5 meter
- Side: zero except as required by the NBR i.e. fire etc
- Rear: zero except as required by the NBR i.e. fire etc

General

- All National Building Regulations to be observed.
- Maximum permitted coverage is 75 %.
- Height - Only single storeys with 25 % mezzanine floor to be allowed.
- Only natural colour security lights to be allowed.
- Vehicle to enter and leave the premises in a forward direction.
- The area between the building and the street boundary being horticulturally treated to the satisfaction of the Council and the Aesthetic Committee.

CLOSING SUBMIT DATE

10 February 2010
24 February 2010
10 March 2010
24 March 2010
07 April 2010
21 April 2010
05 May 2010
19 May 2010
02 June 2010
15 June 2010
30 June 2010
14 July 2010
28 July 2010
11 August 2010
25 August 2010
08 September 2010
22 September 2010
06 October 2010
20 October 2010
03 November 2010
17 November 2010
01 December 2010

MEETING DATE

16 February 2010
02 March 2010
16 March 2010
30 March 2010
13 April 2010
28 April 2010
11 May 2010
25 May 2010
08 June 2010
22 June 2010
06 July 2010
20 July 2010
03 August 2010
17 August 2010
31 August 2010
14 September 2010
28 September 2010
12 October 2010
26 October 2010
09 November 2010
23 November 2010
07 December 2010