



PLAN SUBMISSION PROCEDURE

INDEX

1. INTRODUCTION
2. SUBMISSION PROCEDURES
3. FEES AND CHARGES
4. BANK DETAILS
5. CONTACT PERSONS

1. INTRODUCTION

- a.) The Architectural Guide ("the Guide") is constituted under the Constitution of the Mount Royal Home Owners Association. The intention of the Guide is to ensure architectural coherence in the built fabric of the proposed **Mount Royal Golf & Country Estate**. The principle objectives of this coherence in architectural language, building materials and colours is to ensure that all buildings contribute to the value of each individual homeowner's investment on the one hand, and to mitigate the visual impact of the development as a whole on the other.
- b.) This Guide is applicable to all single residential, group housing and general residential properties. Commercial properties will be subject to the town planning scheme regulations of the local authority and subject to the pre-scrutiny and written approval of the Estate Management (EM).
- c.) No building or structure shall be erected without the approval of the Mount Royal Estate Management, its Architectural Review Committee (ARC - internal approval), and the local authority (Swartland Municipality).
- d.) The Estate Management together with the Homeowners Association shall from time to time appoint the Architectural Review Committee, which shall be overseen by a qualified architect who shall be known as the Principal Reviewing Architect (PRA). The Estate Management may at its sole discretion appoint from time to time a Supplementary Reviewing Architect (SRA).
- e.) In addition to the PRA in 1.d) above, the services of BBC Services (Boland Building Control Services) has been contracted to assist in ensuring that guidelines and plans are being adhered to.
- f.) In the event of the PRA being commissioned as design architect for any of the specific developments, the Estate Management (EM) will assess the PRA's design proposals. The EM may at their sole discretion appoint an SRA to assist it in such an event.
- g.) In questions of interpretation of the Guide or in the event of matters arising from the design process, which are not addressed by the Guide, the reviewing architect (PRA or SRA) shall make a binding ruling. Minor variations that are deemed to be in the interest of the Estate and compatible with the Guide may be considered by the Estate Management from time to time.
- h.) All building plans are to be prepared and submitted by suitable qualified designers or firms which are registered with the South African Council for the Architectural Profession (SACAP).

2. SUBMISSION PROCEDURE

- a) The following must accompany the first submission of building plans to the Mount Royal Home Owners Association, emailed in the format indicated:

- One full set of completed municipal drawings (pdf)
- Phase 1:
 - Addendum A - Architectural Compliance Certificate and Owners Undertaking, completed and signed (pdf)
 - Addendum B – Architectural Review Checklist, completed where indicated (**Word format**)
- Phase 2:
 - Addendum C - Architectural Compliance Certificate and Owners Undertaking, completed and signed (pdf)
- Land Surveyors Certificate (LSC) certifying the position of all site boundary pegs and contour plan (pdf)
- Proof of payment of fees and other charges paid (where applicable).(pdf)
- A copy of the current SACAP registration certificate of the design professionals (pdf)
- Motivation letter for any deviations from the Guide requirements. (Only unavoidable deviations will be accepted.)

These documents are to be emailed to the Principal Reviewing Architect at architect@mountroyalestate.co.za

- b) Barring unforeseen circumstances, comments will be forwarded to the design architect within ten days of submission.
- c) After receiving comments, a set of drawings must be re-submitted, clearly indicating the corrections / changes as per Architectural Review Checklist.
- d) Should a submission not be approved after a 3rd round of scrutiny, additional scrutiny fees may be levied at an hourly rate by the Homeowners Association.
- e) When the drawings are recommended for municipal approval by the Architectural Review Committee, the drawings shall be emailed to the designer with all the estate stamps of approval affixed. The design architect may submit such approved drawings to the Swartland Municipality for approval.
- f) Should the Municipality require any amendments to the drawings, the designer shall email the amended drawings together with a statement of what the changes were and declaring that those changes are the ONLY changes made. The ARC will restamp the drawings before it may be resubmitted to the Municipality.

3. FEES AND CHARGES

- a) All payments must be made to Mount Royal Golf and Country Estate Homeowners Association. (No VAT applicable).
- b) 2024 fees (to be amended each financial year):
- | | |
|--|----------------|
| Residential Plan Scrutiny | R 5 900-00 |
| Plan Scrutiny additional hourly charge (if applicable) | R 1 300-00 p/h |
| Riders, alterations and / or additions | R 3 000-00 |
| Minimal amendments, motivation letters to Municipality | R 600-00 |
- c) Scrutiny fees for commercial developments to be appropriated upon their submission to the ARC.
- c) The services of the Project Architect that may be required in respect of matters arising from any application, query, request or concern relating to an erf on the Estate, of an architectural or related nature, and raised by an Owner or the Estate Management, if not otherwise stipulated or agreed shall be charged to the Owner on a time and cost basis.

4. BANK DETAILS

Bank: First National Bank.

Account name: Mount Royal Home Owners Association
Account number: 62341018027
Branch: 200-507 (Malmesbury)

5. CONTACTS

Principle Review Architect: Christine Roos
Telephone: 071 122 7239
Email: architect@mountroyalestate.co.za

Or

Mount Royal Golf and Country Estate: Manager
Telephone : 022 482 8811
Email: manager@mountroyalestate.co.za