

**Atlantic Beach Homeowners Association's
Building and Alterations Procedures**

Planning Check Sheet

Completed Procedures Document

Plans Submitted

Building Deposit Paid

Completed Builders Code of Conduct

Certification to build issued

Completion Certificate Issued



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Foreword

Dear Resident,

We would like to wish you every success with the upgrades and changes you are intending on making to your family home.

In order to make your plan approval and building experience as pleasant and smooth as possible, we have listed the following key process steps for building on the Estate for your consideration when submitting plans with the intention to build;

14 Key Steps from Plan Submission to Building Completion

1. Appoint an architectural professional registered with SACAP (South African Council for the Architectural Profession) to draw up your plans. All additions and alterations, no matter how minor require the prior submission of plans prepared by a registered Architectural Professional in accordance to the Estate 's Architectural Design Manual (ADM) for the consideration and approval of the Estate Architectural Review Committee (ARC). (This includes but is not limited to; adding artificial grass, installing a fireplace, flues, or a Jojo tank).
Ensure your architectural professional is familiar with the Estate Architectural Review Committee's (ARC) plan submission requirements. If there is any doubt, Architectural Professionals should contact the ARC for guidance before formally submitting their plans. Plans that do not show the correct information or propose deviations from the ADM may result in a longer assessment process.
2. Submit your plans electronically. All formally submitted plans will be recorded and presented to the Review Committee on the following Wednesday morning for scrutiny. Email this document along with the proposed building plans in pdf format to **reception@abhwa.co.za**
3. Should the plans conform to the Architectural Guidelines of the Estate, the scrutiny period will be 14 days from date of presentation to the ARC, whereafter approval may be granted.
4. Should further information or amendments to the plans be required, a comment letter setting out these amendments will be forwarded by the ARC to both yourself and your Architectural Professional. The standard period for the ARC to provide this comment letter is again 14 days, however, more complex plans that notably deviate from the ADM, may require a longer period for further deliberation. If additional time is required, this will be communicated to you and your Architectural Professional in advance of the 14 day deadline with the reasons provided.



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5. Many plan submissions may also require more than one round of comment before they can be finalized for approval. In addition to this plans that require waivers from the provisions of the ADM may require the consent of adjoining owners. All of the above needs to be factored into the timeframes that you anticipate for receiving approval from the ARC for your plans.
6. Although the ARC has the authority to refuse to approve building plans, every effort is made to avoid such a scenario. The ARC is dedicated to assisting you and your Architectural Professional in achieving the desired building solution, and if necessary this would involve suggesting possible alternatives rather than simply refusing a plan submission.
7. Once the plan is ready for approval, it will be e-stamped by the ARC and then emailed to you and your Architectural Professional. A copy of the approved plan will also be retained on your Estate property file.
8. Although the ABHOA does not require Council building plan approval as part of this process, it is the owner's responsibility to ensure that Council approval in terms of the National Building Regulations is obtained whenever it is required. It should be noted that Council will not process a building plan submission unless the plan has been stamped by the ABHOA ARC. Building work without such Council approval is not recommended and will be undertaken at the risk of the owner.
9. Set a commencement date for building work and appoint your Building Contractor. It is recommended that a contract that includes all agreed deliverables and anticipated timeframes for the completion of the building work be concluded between yourself and your building contractor.
- 10. Contact must be made with the ABHOA Administration when you are ready to proceed with construction in accordance with your approved ABHOA (and if necessary Council) approved plan.**

Before construction can commence, the Builders Code of Conduct, which can be accessed from our website www.atlanticbeachestate.co.za must be completed by yourself and your appointed Building Contractor and submitted to the ABHOA Administration and along with proof of payment of the R5 000 refundable Builders Deposit.
11. Once the above steps have been attended to, the Certification to Build will be issued to the owner by hand and can be collected at the ABHOA office. This certificate is to be displayed visibly on your property for the duration of your build. Only once the Certificate has been received and displayed may building work commence.
12. Your designated builder will also be granted a similar certificate to facilitate their entry during the time of your construction taking place. Entry to the Estate will not be permitted otherwise.

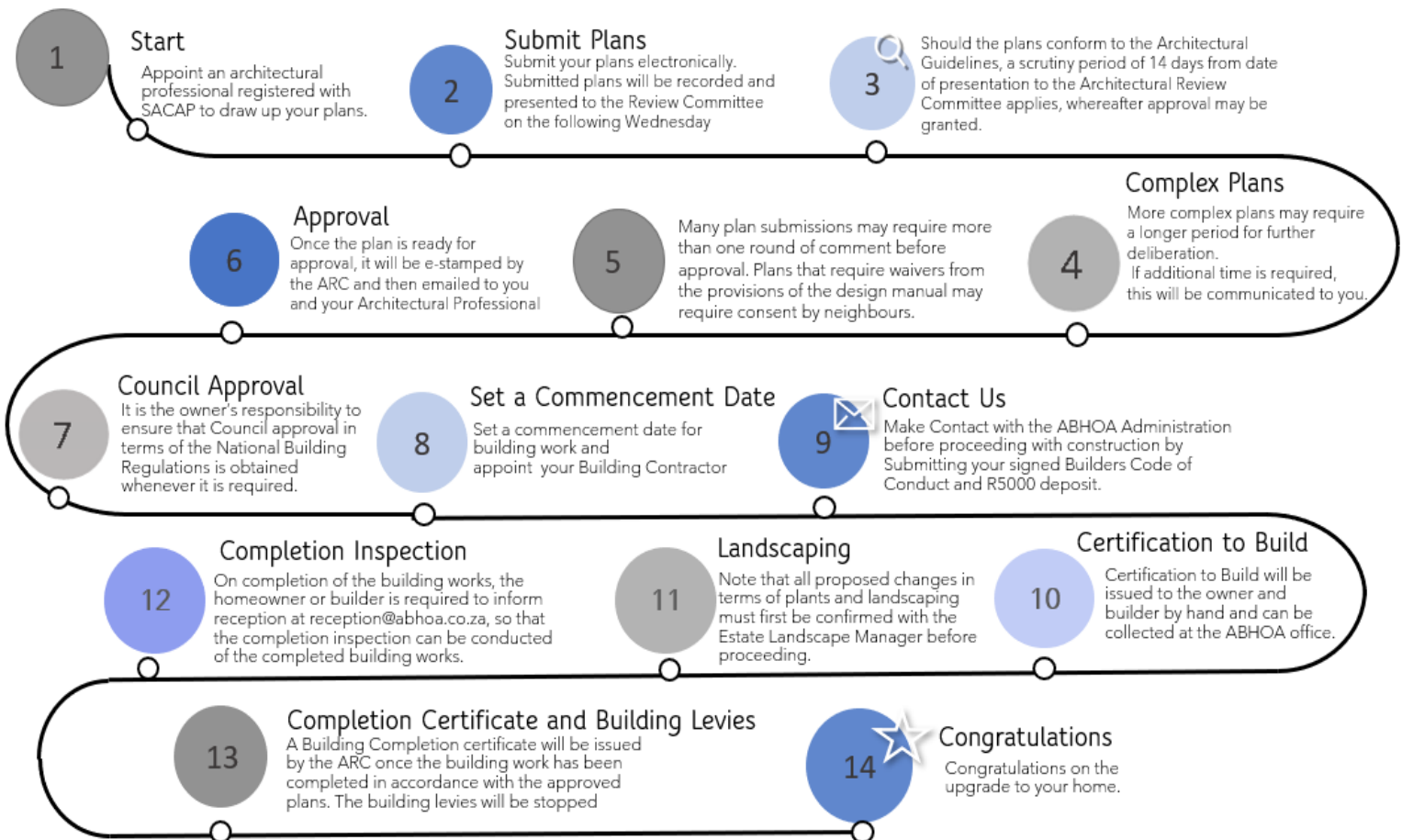


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13. Although the ARC will not normally require the submission of a landscaping plan as part of its plan approval process, it is important to note that all proposed changes in terms of plants and landscaping must first be confirmed with the Estate Landscape Manager before proceeding.

14. On completion of the building works, the homeowner or builder is required to inform reception at **reception@abhoea.co.za**, so that the ARC, Landscaping Manager and Estate Manager can conduct an inspection of the completed building work and perform a General Maintenance inspection of the property. **A Building Completion certificate will be issued by the ARC once the building work has been completed in accordance with the approved plans.**

The building levies will be stopped once the completion certificate has been issued and the Building Deposit refunded.



We look forward to assisting you along the way.



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A note from David Bettsworth of Bettsworth Scott on behalf of

The Atlantic Beach Architectural Review Committee

As appointed Architectural Guidelines Compliance Officers that along with the Estate CEO form the Architectural Review Committee, Bettsworth Scott Urban and Environmental Planners is a professional town planning firm that has enjoyed a long association with Atlantic Beach Estate.

The Estate Architectural Review Committee is here to help! We pride ourselves in going out of our way to help homeowners and their professional team realize their intended additions and alterations in order to achieve their dream home on the Estate.

Atlantic Beach Estate has a unique architecture that can be described as a contemporary take on traditional South African West Coast architecture. This architecture has evolved over the last 20 years and is underpinned by the Estate Architectural Design Manual.

When contemplating renovations to one's home, we would encourage homeowners to download and peruse the Estate **Architectural Design Manual** from the Estate website. A link to the Design Manual is provided below:

Architectural Design Manual

Once they have perused the Design Manual, homeowners are then encouraged to either contact or arrange for the Review Committee to visit their homes in order to discuss any potential renovation ideas. This can be done before formally engaging the services of an Architectural Professional. For example, the Review Committee may be able to assist with an initial high level assessment of the proposed additions at the inception stage and advise whether they could be potentially considered or not.

The opportunity for further meetings and engagements once an Architectural Professional and even Building Contractor has been appointed also exist. This could include viewing and discussing concept plans for the additions. All of this is available to the homeowner and their professional team before plans are formally submitted to the Architectural Review Committee and associated plan scrutiny costs incurred.



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Fees To Consider

Plans Assessment Charges:

1. New Plan scrutiny fees are R7210 incl. VAT for first scrutiny & R1030 p/hour incl. VAT thereafter.
2. Major Additions and Alterations Plan scrutiny fees are R4120 incl. VAT for first scrutiny and R1030 p/hour incl. VAT thereafter.
3. Minor Additions and Alterations Plan scrutiny fees are R2580 incl. VAT for first scrutiny and R1030 p/hour incl. VAT thereafter.
4. Minor Works Plan First Scrutiny (Pools, Boundary Walls, Awnings, Braais, Pergolas, Carports) fees are R1550 incl. VAT for the first scrutiny and R1030 p/hour thereafter.
5. Plan Submissions for Solar Panels/Jojo Tanks/Parking Bays/Artificial Grass/Door and Window Changes (Once Off Charge) are R1030 incl. VAT.

Building Deposits & Levies

1. A refundable builders deposit of R5 000 must be submitted with the Builders Code of Conduct by the owner/ builder.
2. Only following payment of the deposit, completion of the Builders Code of Conduct, and the issuing and erection on site of the Certification to Build certificate may building work commence. The Estate Management will reserve the right to instruct the cessation of any building work that has not followed these processes with immediate effect. On commencement of building work the monthly Building Levy of R 2700, 00 (incl. VAT) per building site per month will be added to the owner's monthly levy bill. Monthly Building Levies **will be billed for the duration of the build with the exception of minor alterations and builds of minor duration. lasting less than 14 days**
3. Once the Architectural Guidelines Compliance Control Officer has inspected the completed works and they are found to be compliant, a Building Completion Certificate will be issued by the Architectural Review Committee and instructions will be issued to cease charging the monthly builders levy, and to refund the builders deposit to the homeowner/ builder.
4. A Builders deposit may however be withheld in an instance where for example minor finishes, paintwork or landscaping still has to be completed.



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5. At the discretion of the Architectural Review Committee, minor alterations or builds of minor duration may not incur a Building Deposit and/or Building Levies.

All levies and scrutiny fees will be invoiced to the home owners levy account. The homeowner remains responsible for the payment of all levies, scrutiny fees and deposits.

IF YOU WOULD LIKE TO CONTINUE, PLEASE PROCEED TO COMPLETE THE APPLICATION FORM ON THE NEXT PAGE.

APPLICATION FOR BUILDING PLAN APPROVAL BY THE ATLANTIC BEACH HOA

SECTION A: PROPERTY AND OWNER DETAILS:

I, _____, of _____,
First and Last Name of Homeowner Street Address

Erf No. _____ Email. _____
Contact Number. _____

hereby apply for the scrutinizing and approval of intended alterations to the above-mentioned property as prescribed by the Atlantic Beach Estate Architectural Guidelines.

SECTION B: ARCHITECT DETAILS:

Architect:	<input type="text"/>
Contact Person:	<input type="text"/>
Phone Number:	<input type="text"/>
Alternative Number :	<input type="text"/>
Email Address:	<input type="text"/>
SACAP Registration Number:	<input type="text"/>



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SECTION C: BUILDER DETAILS:

Builder:

Contact Person on site:

Phone Number:

Alternative Phone Number:

Email Address:

Number of Employees on site:

Estimated Start Date:

Estimated Completion Date:

SECTION D: DECLARATION

I, HEREBY WISH TO CONFIRM THE FOLLOWING:

- a) That I have read and understand the steps from plan to building completion and the associated timeframes as set out in this document.
- b) That I have read and agree to the scrutiny fees applicable to the assessment of the building plans and the levies and deposit applicable to the building work.
- c) That my architect has read and understood the provisions of the Estate Architectural Design Manual and has applied his/her mind on the application thereof to the proposal for additions/alterations as depicted on the plans submitted.
- d)

DATED AT _____ this _____ day of _____

City

day

Month

Homeowners Signature

Architectural Professional Signature



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OFFICE USE ONLY

PLAN ASSESSMENT DETAILS:

Date plans were electronically received from Authorized Representative:

Comments: _____

Submitted by: _____ Email Address: _____

Date plans were handed to Consulting Architect:

Re-submission date

New Plans or Additions & Alterations:

Additions & Alterations	Rider Plans	Pool
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Date plans were presented to the Architectural Review Committee:

Comments: _____

Architectural Committee Chairperson (print): Signature

Date approved plans were handed to: Owner/Authorized Representative:

Comments: _____



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BUILDING WORK DETAILS:

Date Builders Code of Conduct Signed:

Date Alteration work Commenced:

Scrutiny fees and Builders deposits paid?

Yes	No
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Amount Paid?

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Date Certification to Build was issued:

Building work may only commence upon the issuing of the Certification to Build and upon receipt of the relevant deposit.

Once building work is complete and Pam Golding has been instructed to refund the Builders Deposit please file plans and control document on Erf File.