

BUILDING PLAN SUBMISISON CHECKLSIT

- THIS CHECKLIST IS SET UP TO MAKE OWNERS / ARCHITECT FAMILIAR WITH THE PROCESS OF PLAN APPROVAL
- PLEASE FOLLOW THE INSTUCTIONS TO HELP US SPEED UP THE PROCESS OF SUBMISSIONS
- THE PROCESS IS EXPLAINED IN DETAIL FOR YOUR CONVENIENCE, SO DO TAKE THE TIME TO READ THE PROCESSES AND STEPS TO FOLLOW

1ST SUBMISSION (ELECTRONIC SUBMISSION)

A: SKETCHPLANS SUBMISSION

ELECTRONIC VERSION (PDF) TO BE SUBMITTED TO HOA WEEKLY BEFORE 15H00 ON MONDAYS TO

admin@zambeziestate.co.za.

FEEDBACK/RECOMMENDATIONS WILL BE SEND BEFORE THE NEXT WEEK TUESDAY.

*IF HOWEVER YOU DO NOT HAVE THE FACILITIES TO SUBMIT ELECTRONICAL VERSION, FEEL FREE TO SUBMIT **ONE** COPY TO THE ESTATE HOA OFFICES...*

PLEASE CAREFULLY CHECK THE FOLLOWING BOXES FOR PLAN SUBMISSION

NO PLANS WILL BE ACCEPTED WITHOUT THESE DOCUMENTATION

FOLLOWING DOCUMENTATION TO BE SEND WITH SKETCHPLANS SUBMISSION 1

- REGISTERED PERSON DESIGN AND CERTIFICATION UNDERTAKING SIGNED (ANNEXURE 1A)
- ZAMBEZI COUNTRY ESTATE ARCHITECTURAL DESIGN GUIDELINES SIGNED (ANNEXURE1B)
- PROOF OF PLAN FEE PAID TO TRAFALGAR
(PLAN FEE DETAIL IS AVAILABLE ON THE ARCHITECTURAL DESIGN RULES)
- POWER OF ATTORNEYSIGNED
- COLOUR SAMPLE ATTACHED

ONCE THESE HAVE BEEN COMPLETED AND RECOMMENDED, THE WORKING DRAWINGS CAN BE SUBMITTED

THE REASON FOR THE ELECTRONIC SUBMISSION IS TO SAFE TIME / PAPER AND ALSO HAVE A DIGITAL RECORD ON FILE

PLANS NOT APPROVED BY THIRD SUBMISSION WILL BE CHARGED 50% OF THE SUBMITTED PLAN FEE AGAIN

THE SAME APPLIES TO PLANS NOT FINALISED IN 6 MONTHS OF SUBMISSION

B: WORKING DRAWINGS SUBMISSION

4 FULL SETS OF DRAWINGS TO BE SUBMITTED TO ZAMBEZI COUNTRY ESTATE OFFICE BEFORE 12H00 ON TUESDAYS

FOLLOWING DOCUMENTATION TO BE SEND WITH WORKING DRAWINGS

- COPY OF CLEARANCE CERTIFICATE, OBTAINABLE FROM ESTATE, BY OWNER ONLY
ADMIN@ZAMBEZICOUNTRYESTATE.CO.ZA
- COPY OF ENGINEERS APPOINTMENT AND SIGNATURE ON PLANS
PLEASE MAKE SURE YOU DON'T SUBMIT THE ORIGINAL FORMS; WE KEEP THE COPY ON FILE
- COPY OF BUILDING LEVY PAID
BUILDING LEVY DETAIL IS AVAILABLE ON THE ARCHITECTURAL DESIGN RULES