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## BUILDING PLAN SUBMISSION FORM – ANNEXURE 1A

### 1<sup>ST</sup> SUBMISSION (ELECTRONIC SUBMISSION)

#### A: SKETCHPLANS SUBMISSION

ELECTRONIC VERSION (PDF) TO BE SUBMITTED TO HOA WEEKLY BEFORE 15H00 ON MONDAYS TO [admin@zambeziestate.co.za](mailto: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 DOCUMENTTION**

#### **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@zambeziestate.co.za](mailto:admin@zambeziestate.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***

DATE OF SUBMISSION: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

STAND NUMBER AND EXTENSION	
STREET NAME AND NUMBER	
OWNER NAME AND SURNAME	
OWNER CONTACT NUMBER	
OWNER EMAIL ADDRESS	
OWNER SIGNATURE	
REGISTERED PERSON NAME AND SURNAME	
REGISTERED PERSON CONTACT NUMBER	
REGISTERED PERSON REGISTRATION NUMBER	
REGISTERD PERSON EMAIL ADDRESS	
REGSITERED PERSON SIGNATURE	