

IMPORTANT REMINDER REGARDING STANDARDS, ARCHCOM GUIDELINES

Many of our Marina owners and residents remain unaware that before carrying out any alterations or improvements, of whatsoever nature, to their properties, plans must be submitted for approval to The Marina da Gama Association and thereafter (if approved) to the South Peninsula Administration.

All structural alterations and additions, including jetties, garden walls, fences and gates, are subject to approval.

Work undertaken without such approval is illegal.

Owners are referred to the provisions of membership of The Marina da Gama Association in their Title Deeds and their obligation to comply with the Association's Constitution and Design Manual.

To assist members, we provide the following information:

PROCEDURE FOR SUBMISSION OF PLANS

It is laid down in The Marina da Gama Constitution and Design Manual that all plans submitted for approval must be drawn by an architect or other suitably qualified person. On submission of plans, the aforementioned should provide proof (copy of certificate), of their registration with the SA Council for the Architectural Professions (SACAP).

The Architectural Committee (Archcom) has no option but to reject incompetently drawn plans and we must insist that all plans submitted are drawn in accordance with the requirements contained in the "Manual".

Please note: the exteriors of all properties, with the exception of woodwork, must be painted white.

DEVIATIONS FROM PLANS

It is also important to note that strict compliance with the approved plan will be required in all respects.

In the past, Archcom have approved plans only to find that the completed structure bears little or no resemblance to that on the plan. No deviations from the approved plan will be allowed without our written consent and this includes doors, windows, balustrades, etc.

FEES PAYABLE

The Architectural Committee introduced a system which was intended to reduce the number of new buildings and alterations not complying with the plans approved by the Committee. This requires the owners to pay a specific fee (in terms of Clause 8.4.4.1 of our Constitution) when submitting their plans.

On completion of the building works, the owner is to request Archcom, in writing, to carry out an inspection on site. For this, the Architect is paid a nominal fee.

Annual Subscription Fees must be fully paid.

THE FOLLOWING SHOULD ACCOMPANY THE SUBMISSION OF PLANS:

Scrutiny fee per submission **R250**

Each and every time a plan is rejected and resubmitted a further scrutiny fee of R250 to be charged

Refundable deposit **R500**

To be paid on collection of the signed-off plans, to be refunded when a copy, signed off by Council, is submitted.

Inspection fee **R200**

Inspection fees are to be paid on collection of the signed off plans by Archcom

ARCHCOM REQUIRES 2 COPIES OF THE PLAN, WITH COLOUR, TO BE SUBMITTED.

1 FOR THE SOUTH PENINSULA ADMINISTRATION AND 1 TO BE RETAINED AT OUR OFFICES.