



## **MARINA DA GAMA ASSOCIATION (MDGA) ARCHCOM GUIDELINES – SUBMISSION OF BUILDING PLANS FOR REVIEW AND APPROVAL**

### **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 City of Cape Town.

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".

In terms of clause 9 (Submission of Plans) of the MDGA Constitution: A member shall be obliged to submit building plans, whether such plans are for new construction, renovations, alterations or additions, to ARCHCOM for examination and approval pursuant to the provisions and powers conferred upon it by clause 8.4 and to obtain such

approval prior to the submission by the member of such plans to the local municipality, or other statutory body or authority, whose duty it is to approve such plans.

### **SUBMISSION OF PLANS:**

Plans submitted for consideration by ARCHCOM must contain the following, minimum information:

- Erf Number
- Erf size
- Correct details of owner & signature
- Correct details of designer & signature
- Zoning of property
- Site boundaries with dimensions
- Indication of kerb edge relative to street boundary.
- Building lines per DMS as well as any necessary illustration of the 12-metre line from the street which may be relied upon for justifying the positioning of the building.
- All heights of structure, both new and proposed. New work must be indicated relative to Existing Ground Level as defined in DMS and in the case of alterations the heights must be taken from the lowest floor level of the building.
- Coverage Calculations
- Vertical lines indicating erf boundaries are to be indicated on all Sections and Elevations.
- Elevations of all new work with reference, particularly, to what can be seen from the road and the vlei.
- If any consent use of the property is proposed, such as work from home, daycare/ nursery school the method of providing parking to comply with DMS must be illustrated.
- Plans must be endorsed to confirm the material and colour of:
  - Roofs
  - Walls
  - Windows and doors.
- Construction of any boundary wall or fence must be expanded upon with colour and materials specified.
- In the event that the submission requires XA calculations, the method of Hot Water generation must be fully spelled out and if solar water heating is proposed the panels must be indicated on the drawings in such a way as to illustrate compliance with this document.

- Plans should be accompanied by a copy of the Title Deed for the property and a signed endorsement from the owner of the property which confirms that he is aware of the requirements of the Design Manual and that to the best of their knowledge what is proposed

**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:**

	New Building	Alteration
Scrutiny fee per submission	R1000	R500
Refundable deposit	R2000	R1000
Inspection fee	R500	R350

### **Note:**

1. Each and every time a plan is rejected and resubmitted a further scrutiny fee of R250 to be charged.
2. Refundable deposit to be refunded when a copy, signed off by Council, is submitted.
3. Inspection fees are to be paid on collection of the signed off plans by Archcom.
4. Should work not proceed, the refundable deposit can be claimed 24 months after the date of approval by the City of Cape Town.

**ARCHCOM REQUIRES TWO (2) COPIES OF THE PLAN, WITH COLOUR, TO BE SUBMITTED.**

**ONE (1) COPY FOR THE CITY OF CAPE TOWN AND ONE (1) TO BE RETAINED AT OUR OFFICES.**