

**RHEEBOK VILLAGE ESTATE (PTY) LTD  
MASTER HOMEOWNERS ASSOCIATION  
(RVEHOA)**



SECURE COASTAL COUNTRY LIVING



**CONTROLLING ARCHITECTS:**

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**RHEEBOK VILLAGE ARCHITECTURE**

The purpose of this document is to set norms and standards in accordance with which the houses on the village are to be developed. The document does not purport to override binding law and to the extent that the provisions

herein are in conflict with the constitution of the Homeowners' Association and/or the statutory instruments applicable to developments of this nature, including but not limited to the relevant Zoning Scheme and municipal by-laws, the provisions of the said constitution and those statutory instruments shall prevail.

Every house shall provide for a traditional outside feature fire place. The designers are encouraged to reinvent those rural South African architectural characteristic details which will create a unique homogeneous styled village. South Africa is a land of sunshine and beautiful landscapes which lends itself to inside/outside living on spacious covered verandas and covered or open pergolas.

Due to the sloping characteristics of the site, houses will have the opportunity to make maximum use of the spectacular views and special care must be taken in the use of the slope.

All houses are essentially restricted to single storey structures. The height restrictions does however allow the incorporation of traditional attic roof spaces in pitched roof structures.

Since it is not the intention to develop a walled in type housing development and since the slope of the land will necessitate continuous stepped boundary walls, only low brick walls following the contour of the land and horizontal in raised and filled areas to create access and outside living spaces will be permitted to the road side of the sites.

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## **A. DEVELOPMENT GUIDELINES**

No building or any part thereof may be constructed in the village before Building Plans depicting that building and complying with the requirements laid down in this Section A have been approved by the Homeowners' Association, in conjunction and consultation with the Architect, and the Mosselbay Municipality in accordance with the process referred to in Section C below.

Even in instances where Municipal approval is not a statutory requirement for structural alterations, adjustments or the installation of external fixtures, fittings or appurtenances serving the amenities of the completed unit (e.g. television antennas, satellite dishes and air conditioning units) envisaged for a particular completed unit, same shall not be permissible without the prior written approval of the Home Owners Association in conjunction and consultation with the Architect. The approval shall be procured in accordance with the provisions of section C below after plans that depict such alterations, fixtures, fittings or building work in detail that is sufficient in the Architect's sole and unfettered discretion to enable him/her to comprehend what the proposed building work will entail as submitted to the Board.

The fact that this Section A provides that certain features and parameters will be permissible does not in itself create any rights in favour of a homeowner in instances where the addition of such feature requires the approval of the Homeowners' Association in terms of another provision in these Guidelines or of any authority in terms of binding legislation. In those instances the relevant provision constitutes confirmation, however, that the features concerned are not undesirable in principle and will be considered for approval by the persons and authorities charged by law and in terms of these Guidelines with approving building plans.

In the event that there is a dispute as to whether or not a particular proposal complies with the criteria set in this document the decision of the Architect will be final and binding.

In these Guidelines, unless a contrary intention is expressed or appears from the context, the following words shall have the meanings assigned to them below: "Board" shall mean the board or committee that manages the affairs of The Homeowners' Association in terms of the Association's constitution.

"Building Plan" shall mean a plan depicting a building or feature, fixture, fitting or appurtenance to be affixed or attached to a building which requires the approval of the Home Owners' Association and/or the Municipality and shall include but is not limited to a Municipal

Building Plan. "House" shall mean a house that has been erected in accordance with the building plans attached to the building agreement that was entered into between the Developer and the first buyer of each erf.

"Developer" shall mean Rheeboek Village Estate (Pty) Ltd or its successors in title until such time as the last of the house in Rheeboek Village has been completed, where after it shall be the Homeowners Association.

"Homeowners Association" shall mean the Homeowners Association of the Rheeboek Village or its successors in title.

"Municipal Building Plan" shall mean a drawing depicting the proposed building work in detail sufficient to procure building plan approval from the Municipality in accordance with the National Building Regulations and Building Standards Act and which shall provide the following information irrespective of the Municipal requirements for approval of the building plans:

"Architect" shall mean the architect appointed by the Developer from to act in this capacity.

Before preparation of building plans, the owner/developer should obtain copies of a registered survey diagram from the Surveyors General's office (tel: +27 21 467 4800). A copy of this document must accompany applications to verify the boundary lines, dimension and orientations of the site.

All new properties has to be surveyed by a professional land surveyor to indicate contours, natural ground levels, existing vegetation, lamp poles on pavement areas, kerb line and setback, municipal drainage connections, electrical and water connection, existing boundary walls and the correct site dimensions.

A datum level must be provided from where the dwelling will be set out. The levels of the dwelling must be indicated with regards to the datum levels and must read in conjunction with each other. When submitting a plan application for alterations and additions to an existing dwelling the levels with regards to existing works on site must be indicated correctly on the site plan, floor plans and must be shown on building elevations and sections correctly. The existing kerb line and setback must be indicated correctly on the plan.

With inspection the Guideline Architectural Professional reserve the right to request that the existing site and existing structures be surveyed by a professional land surveyor, if he finds that there is a discrepancy between the existing works and the plan submitted.

## **1. HOUSE FORMS.**

- 1.1 The building forms shall consist of the main building structure which is expressed as a major or core building with abutments and or free-standing structures.
- 1.2 The scale and proportion of the building forms to the site needs to be carefully considered with regards to orientation and the prevailing summer winds, public open spaces and living out areas during the design phase. Fundamental elements such as openings to the building envelope, as well as additional verandahs and or pergolas need to be considered.
- 1.3 No buildings will be allowed on free standing columns – but must rest on a solid plinth

## **2. WALLS.**

- 2.1 All external walls shall be built in plastered and painted brick work.
- 2.2 All external walls to be a minimum specification of 270mm cavity construction.
- 2.3 No external face brick allowed
- 2.4 All houses except low pitched roof dwellings shall receive gable walls with a maximum of 300mm above the roof sheeting.
- 2.5 Plaster bands on parapet gable ends will not be allowed.

## **3. WINDOW CILLS**

- 3.1 All external window cills shall be plastered and painted

## **4. ROOFS, VERANDAS AND CANOPIES. – Main roofs, Lean-to roofs, concret roofs or minor roof forms:**

- 4.1.1 All “Main roofs” to have a minimum roof pitch of 30 degrees and a maximum of 40 degrees – Roof finish to be “ Double Roman” roof tiles – colour Charcoal or Light grey.
- 4.1.2 All “Lean-to roofs” or “verandah roofs” to have a minimum roof pitch of 3 degrees and a maximum of 5 degrees – Roof finish to be of Colourbond Corrugated Iron Profile roof sheeting or similar metal roof sheeting approved by controlling architect – colour charcoal or light grey.

Colour to be specified on roof specifications.  
Colour sample or product samples needs to be provided for approval if above metal roof sheeting colours aren't used.

- 4.1.3 All "Concrete roofs" - Flat concrete roofs with parapets may be necessary to use to connect a series of major plan forms and will be defined as an additional minor roof form. Concrete roofs should be covered with stone chip – colour grey stone
- 4.1.4 No roof overhangs are permitted.
- 4.1.5 Only the metal roof sheeting may project past the wall face by a maximum of 100 mm.
- 4.1.6 All gutters shall be in 100mm x 85mm domestic "Charcoal" "Watertite" OGEE aluminium fixed on a fascia against the wall.

The following roof finishes are prohibited:

- Unpainted roof sheeting(GMS)
- Thatch roofs or thatch gazebos
- In-situ concrete thatch look.
- Reflective sheet metal roofs
- Natural slate
- Fibre cement slate

4.2 Carport structure:

- 4.2.1 Carports will be allowed. The roof structure shall be behind simple parapet walls.
- 4.2.2 Carports may not be constructed over the street building line and is subject to approval from Local Authority.
- 4.2.3 No pre-manufactured carports will be allowed

4.3 Roof lights and Windows:

- 4.3.1 No roof windows or dormer windows will be allowed.
- 4.3.2 Skylights will be allowed subject to controlling Architect approval

## **5. BALCONIES.**

- 5.1 Balconies are permitted provided they do not impact on the adjoining owner's privacy.

## **6. ATTICS.**

- 6.1 Internal attic stairs are permitted in masonry, concrete or painted timber.

## **7. HORIZONTAL PARAPET WALLS**

- 7.1 Parapet walls shall project a maximum of 300mm above roof sheeting except at gable elaborations.

## **8. DOORS & WINDOWS.**

- 8.1 Doors and windows must be a vertical proportion except gable and parapet windows that may be square
- 8.2 Sliding and stacking doors and all windows must be of Aluminium material
- 8.3 External 900mm Garage door, Front door and kitchen door will be Maranti timber
- 8.4 All Aluminium doors or windows shall be finished in a charcoal or white colour in powder coating.
- 8.5 Reflective glazing is not permitted.
- 8.6 Any doors or windows closer than 1.0 meter from a boundary shall receive obscured glass

No pre-cast concrete windows, Glass blocks and Wind blocks may be used.

Glass standards to conform to the National Building regulations and SANS 10400, SANS 10400 PART XA and SANS 204

## **9. SHUTTERS.**

- 9.1 Shutters in front of doors and windows may be added but must be functional.
- 9.2 No false shutters are permitted.
- 9.4 The surface finish and colour of the shutters must match that of the window or door frame over which they close.

## **10. GARAGE DOORS**

- 10.1 Garage doors to be Aluminium or Maranti Timber doors.
- 10.2 Aluminium doors to be charcoal, bronze or white in colour.
- 10.3 Only Horizontal slatted doors will be allowed

## **11. PERGOLAS.**

- 11.1 Pergolas are permitted and encouraged and may only be constructed with a timber structure.

## **12. BALUSTRADES.**

- 12.1 Balustrades can be constructed in PVC finish as long as it conforms to SANS 10400 part M

## **13. CHIMNEY & FIREPLACE.**

- 13.1 Every dwelling shall provide for a large traditional shape fireplace attached to the dwelling as a main feature of the Village development character. Steel pipe chimney will be allowed
- 13.2 Pizza ovens may only be constructed internally.



#### **14. DRIVEWAYS AND PAVING.**

14.1 Preferred finishes:

- a) Brick paving – colour grey
- b) Cobbles stone paving – colour grey

14.2 Premix or tarmac is not permitted.

The following are prohibited:

- De Hoop Red Pavers
- Wheat Stone Pavers
- Autumn Pavers
- Pigmented Concrete Pavers Slasto,
- Concrete slabs
- Crazy paving
- Chip and spray,
- Interlocking pavers
- Railway sleepers.
- Premix with brick edge
- Stone Chips with brick edging

#### **15. PLASTER AND PAINT – WALL FINISHES.**

15.1 Smooth plaster will be allowed

15.2 Textured plasters will be allowed on feature walls – to be indicated on building plan

15.3 Stone cladding will be allowed on feature walls - to be indicated on building plan

15.4 All walls shall be painted in earthy colours

15.5 All timber work shall be painted in a pastel colour

15.6 All colours to be approved by controlling architect

Finishes not permitted:

Face brick

Precast concrete

Concrete block walls

No tiling on external walls

#### **16. RAIN WATER.**

16.1 Rain water must be accommodated on the erf where it must be distributed evenly to soak into the soil.

16.2 Only Aluminium gutters and downpipes will be allowed

16.3 No PVC gutters or downpipes will be allowed

16.4 Concrete stormwater channels may be used where necessary - to be indicated on plan

#### **17. ELECTRICAL.**

- 17.1 No flood lights are allowed to shine on adjoining dwellings.
- 17.2 All external lights to be indicated on the plan and to be approval by controlling architect

**18. BURGLAR BARS.**

- 18.1 All burglar bars, security gates and security screens, including expandable and sliding products, and roller shutter systems, must be mounted internal to the openings, which they secure.
- 18.2 Horizontal slatted burglar bars preferred.
- 18.3 It is recommended that clear burglar bars be used on the inside on a building
- 18.4 No external burglar bars will be allowed

**19. AIR CONDITIONERS.**

- 19.1 Air-conditioning condenser units must be hidden from the street
- 19.2 Window mounted air-conditioning units shall not be allowed.

**20. TV AERIALS, SOLAR HEATERS & WIND GENERATORS**

- 20.1 The location and specifications of TV aerials, TV dishes, solar water heating panels as well as wind generators, will fall within the sole discretion of the Developer and Architect who will, in exercising their discretion, be guided inter alia by what the most desirable position for the fixing of these services will be, the aim being to ensure that the said appurtenances will as far as possible not be visible from outside the erf concerned.

**21. ENERGY SAVING.**

- 21.1 The latest Government Regulations regarding energy and water saving must be adhered to.
- 21.2 As far as possible, energy saving lamps to light fittings must be used. This may be revised by the Homeowners' Association at their sole discretion.
- 21.3 All swimming pool equipment shall be on timers set to the rules as determined by the Home Owners Association.
- 21.4 Gas geysers will be allowed – all gas bottles to be screened from the Street

## **22. SOLAR HEATING**

- 22.1 Solar heating panels should match the colour of the roof as far possible
- 22.2 Solar heating panels should be clearly indicated on approved plans
- 22.3 No solar heating panels may be erected without written approval from the controlling architects

## **23. WATER TANKS**

- 23.1 Water tanks, if used, should be incorporated into the building, covered and form part of the basic structure at the back of the house. Not visible from the street
- 23.2 Underground water tanks may not be installed between the boundary and building line of a property
- 23.3 No tanks may be mounted on a sub-structure or framework
- 23.4 Water tanks should be clearly indicated on approved plans
- 23.5 No water tanks may be erected without approval from the controlling architects

## **24. BOUNDARY WALLS/FENCING.**

- 24.1 All boundary walls/ fencing between properties to be 1,800 meter high 230mm Brick wall or PVC PRIVATE FENCING - please refer to photos
- 24.2 All back boundary walls/fencing to be a minimum of 1,800 meter high and a maximum of 2,100 meter high. Back Boundary walls/ fencing need to be 230mm Brick wall or PVC PRIVATE FENCING - please refer to photos
- 24.3 Walls/Fencing shall follow the contour of the land or the platforms created
- 24.4 No street boundary brick walls will be allowed – Only PVC PICKET FENCING maximum 950mm meter high will be allowed - please refer to photos
- 24.5 No Vibracrete walls will be allowed
- 24.6 No Clear view fencing will be allowed
- 24.7 Any erection of a PVC fence will need to be indicated on a building plan and will be approved by controlling architects



**PVC PRIVATE FENCING – 1800mm HIGH**



**PVC PRIVATE FENCING – 1800mm HIGH**



**PVC PICKET FENCING – 950mm HIGH**



**PVC PICKET FENCING – 950mm HIGH**

## **25. POST BOXES AND HOUSE NUMBERS**

- 25.1 Stainless Steel slot in wall-type post boxes preferred.
- 25.2 Exclusions:
  - a) Free standing boxes or boxes perched on top of walls or pillars
- 25.3 Maximum size of lettering to be used is 200mm in height.  
The lettering and numbering to be placed horizontally
- 25.4 Only black lettering allowed
- 25.5 No house names allowed

## **26. SWIMMING POOLS**

- 26.1 Swimming pools to have a minimum 1,0m setback from all boundaries.
- 26.2 Swimming pools must be drained into the sewer system and not into the storm water system or landscaping, natural or conservation areas.
- 26.3 Swimming pools to be submitted for approval and indicated on building plans. The final position of the pool, pump and filter must be shown on plan, elevation and section must be submitted for approval.
- 26.4 Pool decks in natural timber will be allowed
- 26.5 No "Porta pools" or similar equivalent pool above ground level is permitted.

## **27. UTILITY AREAS**

- 27.1 Service courtyards to be incorporated into the overall design and may not be visible from the street or public open spaces. Any services "damping" the view from the street or public open space shall be required to be moved or placed in such a place to be out of sight.
- 27.2 Washing lines and drying yard may not be visible from the street or any public open spaces. No washing line may protrude over any boundary wall.
- 27.3 Refuse storage areas may not be visible from the street or public open spaces
- 27.4 Areas for storage of boats, trailers, caravans, camping trailers, jet skis, quad bikes or any similar recreational item to be screened from public view.  
Please refer to conduct rules. These areas should have a solid gate design facing the street
- 27.5 No "Wendy houses" of any kind or free standing storage units will be allowed.

## **28. DUMPING.**

- 28.1 Dumping is not permitted on the property. All rock spoil and building Rubble must be removed immediately from the property and disposed of at a licensed landfill site.
- 28.2 Should the fill not be removed by the registered owner of an ERF with in

7 days of being requested to do so by the Homeowners Association, the Homeowners Association shall be entitled to arrange for the removal of the rubble and the registered owner of the erf in question shall be liable for the cost thereof

## **29. LANDSCAPING AND IRRIGATION**

29.1 Rheebook Village Estate is committed to protecting the biodiversity of fauna and flora within the estate and green belt reserve areas and to comply with the Conservation of Agricultural Resources Act ( CARA ) regulations, listing plants not allowed on private land. ( Invasive Aliens ) and to promote “ water wise “ gardens.

### **29.2 PLANT MATERIAL:**

Only South African indigenous plants may be used, preferably endemic species ( Cape Flora ) which are better suited to local climatic conditions.

### **29.3 RECOMMENDED PLANTS AND LAWNS:**

Plants : An extensive indigenous plant list can be obtained from the estate manager / landscaper.

Lawn: Buffalo, Cynodon and Kikuyu.

### **29.4 ROAD VERGES:**

No lawn, gravel stone or pebbles may be used on 3 metre servitude / verges. A combination of trees, shrubbery and ground covers will be planted.

### **29.5 WATER MANAGEMENT:**

The design of all irrigation systems must be approved by the estate manager / landscaper prior to installation. Water consumption must be managed with care and over watering is to be avoided at all time.

Systems must be utilised in a manner that will maximise the efficient use of water especially during rainy periods and the winter months when most plants and lawns are in a dormant or semi-dormant state.

Properties which are not permanently occupied must be fitted with automated irrigation systems. All automated systems must be fitted with

rain sensors. Irrigation systems must be installed and adjusted in such a manner that the water spray will not cause stains to walls or spray onto vehicles.

During the summer season systems must be programmed to run during night time. (Less evaporation)

Systems must be fitted with an isolation valve situated next or not more than 1 metre away from the municipal water connection and within the estate verge servitude area for emergency control purposes.

#### **29.6 WEED AND PEST CONTROL:**

It is the responsibility of home owners to ensure the proper control of weeds and pests on their property, avoiding spreading onto estate land. Driveways and paths must be kept weed – free at all time. Environmentally friendly products only to be applied. Consult your co-op or nursery for advice.

#### **29.7 GARDEN MAINTENANCE:**

Home owners are responsible for the regular maintenance of their gardens i.e. mowing and edging of lawns, weeding of flower beds, pruning of shrubs and spraying of weeds in paved areas. It is the responsibility of the home owner to ensure that all garden refuse/waste, grass cuttings, weeds and branches are removed from the premises. No garden refuse is allowed to be left overnight on street front.

#### **29.8 COMMUNAL AND RESERVE / GREEN BELT AREAS:**

No landscaping, planting of any nature including lawns or any manner of hard landscaping ( Paving, paths, water features, steps, benches, sleepers, retaining walls, bridges or sculptures ) will be allowed beyond the boundaries of private properties. No trees may be felled/removed or trimmed/pruned without the estate manager / landscaper's prior approval. No shrubs, plants or bulbs may be removed or transplanted from estate communal or reserve green belt areas. No private gardens refuse/waste, rubble or soil may be dumped on vacant stands or on any estate land. No berms may be constructed. No blocking, re-directing or any interference to swales, water systems or any natural water ways is permitted.

#### **29.9 GENERAL RULES FOR PRIVATE LANDSCAPING:**

When developing a garden it is recommended that the services of a professional landscaper with knowledge of the area and its plants is consulted. Home owners must inform the estate manager / landscaper when landscaping operations are intended. Any garden - / irrigation design and plant list must be approved by the estate manager / landscaper prior to commencement of any landscaping operations. All private landscaping / irrigation contractors must register with the estate manager / landscaper for permission to operate on the estate. During this introduction the contractors will be familiarised with the rules and regulations of the estate.

**29.10 RULES FOR PRIVATE LANDSCAPING CONTRACTORS:**

Working hours: Monday to Friday between 07h00 to 18h00.

No work on weekends and public holidays.

No advertising boards may be displayed anywhere on the estate.

No cold canvassing allowed on the estate.

Staff must be supervised by a responsible person at all time.

Staff must be properly dressed at all time.

The use of alcohol is strictly forbidden.

No firearms or dangerous weapons are allowed on the estate.

The movement of staff is restricted to the site being landscaped.

No dumping of rubble / refuse on vacant stands or estate property.

All rubble / refuse must be removed immediately from site / estate upon completion of contract

Roads and Verges must be kept clean at all time during landscaping operations.

The estate speed limits to be adhered to at all time.



## **UNAUTHORIZED WORK**

No unauthorized work or work without an approved building plan will be allowed. No new buildings, alterations and additions to existing buildings, walls, fence, swimming pools or any other structures may be erected until they have been approved in writing by the Guideline Architects, Aesthetic Committee and HOA and been passed by the local authority.

Should any unauthorized work or work without an approved building plan take place and this comes known to the HOA, Aesthetic Committee or Guideline Architects a penalty would be imposed against the owner of the property for each calendar day that they are building without approved plans.

The penalty for unauthorized work is:-

**R500.00 per day for each calendar day building without an approved plan.**

No penalty would be imposed if the client/owner has written approval from the Guideline Architects, Aesthetics Committee and HOA and have proof that the plans have been submitted to Local Authority for approval and the Building Inspector has provided the client/owner with a written consent that they may proceed with site preparations and ground works until building plans have been approved.

Please note that if a home or building is sold it is the sellers/owners responsibility to provide the buyer/new owner with a copy of the latest updated and approved buildings plans. That is common law.

Therefore no consent or clearance certificate would be issued if a home or building is sold and the plans is not up to date and approved by the Guideline Architects, Aesthetics Committee and HOA and been passed by the Local Authority.

Please take note to get unauthorized work approved, it does not mean that a client/owner simply have to submit a plan for approval. The works has to be in line with the Guidelines. If not, the works has to be rectify or corrected to be in line with the minimum requirements as set out in the Guidelines. Only then will final approval/consent be given and a clearance certificate issued.

The Guideline Architects, Aesthetics Committee and HOA encourage all clients/home owners not to commence with any work may it be a new work or alterations or additions without approval from the Guideline Architects, Aesthetics Committee and HOA.

## **B. PLANNING RESTRICTIONS**

### **1. COVERAGE**

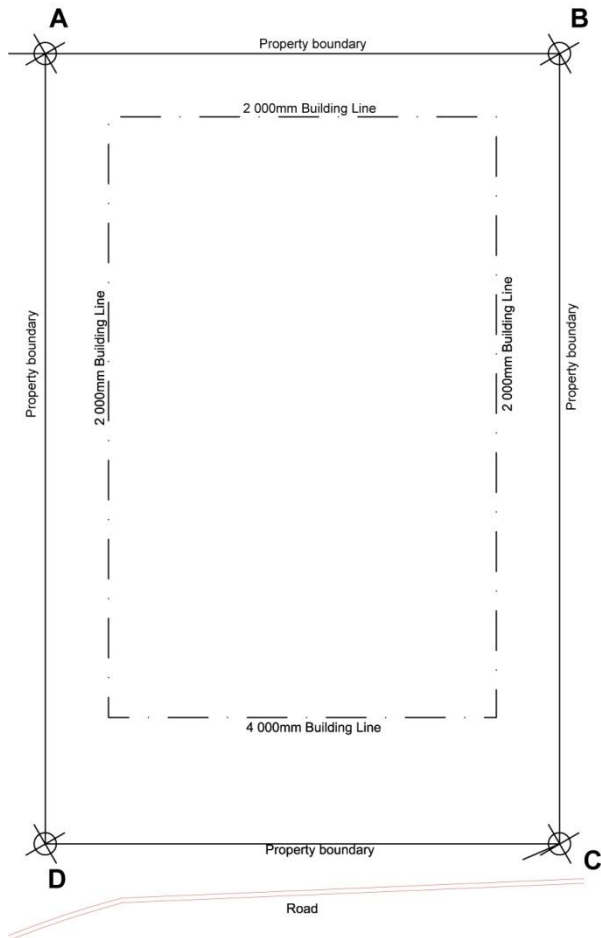
- 1.1. Total percentage area of site that may be covered by buildings measured over the outside walls and covered by roof or projections is to be a maximum of 50% of the total erf area inclusive of common and exclusive use areas.

### **2. HEIGHT RESTRICTIONS**

- 2.1. A single storey pitched roof with gable walls with a maximum height of 5,000 meter measured from the finished ground floor level of the house to the top of the highest parapet the house.  
This height restriction shall be measured from the lowest corner peg M.S.L. (Mean Sea Level) of the street boundary  
A basement with a maximum 3.000 meters measured from FFL of the Basement to the FFL of the ground floor of the house r
- 2.2. A single storey symmetric 40 degree pitch roof (which may accommodate an attic space storey within the roof space) with a maximum height of 6,500 meter measured from the Finished ground floor level of the house to the apex of the roof ridge.  
This height restriction shall be measured from the lowest corner peg M.S.L. (Mean Sea Level) of the street boundary. A basement with a maximum 3.000 meters measured from FFL of the
- 2.3. All levels shall be determined by a registered Land Surveyor who shall confirm these in writing which levels shall be displayed in the following diagram on the plans.
- 2.4. The Land Surveyor will insert a red painted 20mm diam. datum peg on the highest corner of the erf

### **3. BUILDING LINES**

- 3.1. Zero (0) side building line for garages.
- 3.2. 4.000 meter street building line.
- 3.3. 2.000 meter side building lines
- 3.4. No foundations or any building elements including but not limited to gutters and down pipes may project beyond or exceed the site boundaries.
- 3.5. All gutters on such site boundaries must be positioned behind a parapet wall and the parapet wall shall extend a minimum of 300 mm above the top of the gutter.



#### **4. PARKING**

- 4.1. All parking on Home owners property.

### **C. FOR ALTERATIONS & ADDITIONS**

#### **1. BUILDING PLANS CONTROL PROCEDURE BY THE HOME OWNERS ASSOCIATION**

- 1.1. Building Plans submitted to the Board and/or the Municipality in terms of these Guidelines must be submitted by a registered member of the South African Council for the Architectural Profession.
- 1.2. Building Plans must be submitted for approval to the Board in two stages:  
Stage 1; Sketch plans  
Stage 2; Municipal Building Plans
- 1.3. Municipal Building Plans shall in all instances be submitted where structural additions are made to a completed unit and/or where the submission of a Municipal Building Plan to the Municipality or other authority is required by law.
- 1.4. The Board shall take all its decisions in respect of Building Plans in conjunction with and on advice of the Resident Architect.
- 1.5. Any approval required from the Board may be made subject to any conditions the Board deem fit, and shall become of force and effect upon the issuing by the Board of a letter confirming such approval.
- 1.6. The Architects/Designers submitting Building Plans must certify whether or not the plans and the buildings depicted thereon are in compliance with the

provisions of these Guidelines.

- 1.7. A copy of the approved Building Plans shall be kept on record at the office of the Homeowner's Association.
- 1.8. The Municipality shall not issue an Occupation Certificate in respect of a completed unit or any other building work in the village before the Resident Architect has certified that such completed unit or building work has been erected in accordance with a Building Plan approved by the Board.
- 1.9. The Resident Architect shall be entitled to a professional fee in respect of the the certificate of completion in order to receive an occupation certificate, scrutinising of any Building Plans, a final inspection and costs to rectify unauthorised work as set out herein.
- 1.10. The said fee shall be calculated in accordance with the latest hourly rate as recommended by the South African Council for the Architectural Profession from time to time and travel expenses shall be in accordance with the rate recommended by the AA from time to time.
- 1.11. The scrutiny fee shall apply and payable as follows for both;  
STAGES 1 (Sketch Plans) and  
STAGE 2 (Municipal Building Plan)
  - 1.11.1. A non-refundable deposit of R 4000.00 or as determined from time to time by the Resident Architect in agreement with the Home Owners' Association will be paid on submission to the Board for the approval of a Building Plan and the Building Plan shall not be scrutinised before the deposit has been paid.
  - 1.11.2. The balance, which shall be that portion of the scrutiny fee, calculated at an hourly rate of R 2400 per hour as provided for above, that exceeds the deposit shall be payable before the approved Building Plan is returned to the applicant concerned.
- 1.12. Fees in respect of all other services rendered by the Resident Architect shall mutatis mutandis be calculated and paid in the manner as provided for in respect of scrutiny fees, provided that the deposit shall always be the fee for one hour calculated at the relevant hourly rate and the balance shall be payable upon the tendering by the Resident Architect of the completed works he was contracted to do, which shall include but not be limited to the tendering of any certificate, the Resident Architect is required to issue.
- 1.13. Should there be any deviation from these approved building plans, whether or not such deviation is approved by the local authority, those parts of the building that constitute the deviation (the 'illegal building work') will be demolished at the cost of the registered owner of the erf. If the said registered owner refuses and/or fails to demolish the illegal building work within 30 days of being requested to do so by the Board, the Board will arrange for the illegal building work to be demolished by others at the cost of the said registered owner.
- 1.14. The Board shall be entitled, subject to the constitution of the Homeowners' Association to delegate its powers and functions in terms of this section C.1 to a committee nominated to exercise control of building work in the village.

## **2. PHOTOGRAPHIC RECORD**

- 2.1 A photographic record of the site boundary walling, adjacent buildings and the road directly in front of the erf must be submitted by the Property Owner prior to the commencement of any building activity on the erf which will be used to determine liability to damaged property an deducted from the Builders Deposit

### **3. BUILDERS DEPOSIT**

3.1 New Houses - A deposit of R 20 000.00 shall be paid to RVEHOA by the Contractor or Owner of the property prior to the commencement of any building work.

R 10 000.00 will be a non-refundable deposit and will be used by RVEHOA "renew" fund.

Balance of R10 000 will be refunded to the Builder after inspection of the roads.

3.2 Alterations and Additions – A deposit of R 10 000.00 shall be paid to RVEHOA by the Contractor or Owner of the property prior to the commencement of any building work.

R 5 000.00 will be a non-refundable deposit and will be used by RVEHOA "renew" fund.

Balance of R5 000 will be refunded to the Builder after inspection of the roads.

### **4. INFORMATION REQUIRED FOR SUBMISSION**

4.1 Kontrole lys vir die bepaling van die NEMA OIM regulasies 2010.

4.2 Mosselbaai Munisipaliteit Boubeskermer - Aansoek ingevolge Artikel 4(2) van Wet 103 van 1977

4.3 Mossel Bay Municipality Building Control - Application in terms of Section 4(2) of Act 103 of 1977

4.4 Mossel Bay Municipality Front Desk Checklist

4.5 Architectural Compliance certificate.

4.6 Beskerming van Bome en Struik - Verklaring

4.7 Protection of Trees and Shrubs - Declaration

4.8 Mosselbaai Munisipaliteit Boubeskermer Subdirektoraat - Kennisgewing

4.9 **FORM 1**- Declaration by person responsible for preparing an application for approval of the erection of the building in terms of section 4 of the act p 69 - 78

**Section 2:** Declaration by appointed professional person.

4.10 **FORM 2:** ARCHITECT: Application for acceptance as an approved competent person in terms of regulation A19 - p 79 - 83.

4.11 **FORM 3:** Declaration by appointed competent person appointed to design a component or an element of a system p 84-86.

4.12 **FORM 4 :** Certificate of completion of the Structural, Fire protection or fire installation system in terms of Section 14 (2A) of the Act

4.13 **Copy of title deed**

4.14 **Registered Land Surveyors plan indication the following**

MSL levels at the corners of the site

MSL level at mid-point of street boundary

Confirmation of MSL height restriction

Position and MSL of Datum peg to which the MSL levels refer

Position of municipal sewer and MSL of invert

4.15 **"BUILDING PLAN" FOR APPROVAL WITH ALL LEVELS IN MSL**

4.16 **A copy of the latest Design Guideline signed on every page must be submitted together with the Sketch plan and the Building Plan submission.**

THE FOLLOWING NOTES SHALL BE INDICATED ON THE SKETCH PLANS

- Free hand or hard line drawing
- ERF NO.
- Coverage calculation
- Building lines
- Minimum 1:200 scale Site plan with contours every 500 mm
- Level of corner pegs
- Datum pegs position and MSL level
- Height restriction diagram
- Street name
- North point
- Height Restriction
- Angles of all roofs in degrees
- Parking Bays and garages
- Boundary walls and fences

THE FOLLOWING NOTES SHALL BE INDICATED ON THE "BUILDING PLANS"

- ERF NO.
- Coverage calculation
- Building lines
- Minimum 1:200 scale Site plan with contours every 500 mm
- Level of corner pegs
- Datum pegs position and MSL level
- Height restriction diagram
- Street name
- North point
- Minimum 1:100 Fully dimensioned Plans (of all storeys), Sections, Elevations and a Roof plan with FFL (finished floor level)
- Angles of all roofs in degrees
- Fully dimensioned external and door schedules with glass specification.
- Window/ door/ room calculation to confirm that 10% light and 5% ventilation are provided to all habitable rooms
- SANS 204 calculation if necessary to satisfy the regulation or a note that it deem to satisfy.
- Position of driveway and paving of hard landscaping finishes with FFL (finished floor level)
- Parking Bays and garages
- Note all walls plastered and painted with a circular top
- External paving finishes
- Location and position of external fixtures and fittings or building service
- Location of retaining structures
- Boundary walls and fences
- Drainage plan in MSL with a manhole before the connection with the municipal sewer and the municipals sewer connection and invert MSL

- Rain water disposal
- Schedule of finishes
- Any proposed structure must be indicated
- External colour of all building elements

THE FOLLOWING MUST BE INDICATED IN THE NOTES COLUMN OF THE  
“BUILDING PLAN”

- All work to comply with SANS 10400 regulations
- All balustrades to conform to SANS 10400 part M.
- Dimensions to be taken in preference to scaling of drawings.
- A registered Land Surveyor to indicate all boundary pegs, the datum peg and any other pegs referred to the contractor on site.
- Any discrepancies to be pointed out immediately to the author of the drawings
- All relevant details, levels, dimensions to be checked on site before commencement of any work.
- All structural work to conform to the Structural Engineers detail specification
- Size of foundations
- Specification of the wall construction
- Top of boundary wall to be finished in a rounded plaster form
- Fencing to conform to the description in the Guidelines
- Floor construction and finishes.
- Garage doors in 1/2 Hour fire doors on a self closer.
- Window cill to be plaster and painted
- Main roof/ceiling construction in conformity to r-values as prescribed in the latest Sans 204 calculation for the particular area.
- Cornice specification
- A description and detail of the veranda facade and support
- Pergola specification
- Drainage description
- Rain water must be accommodated on the erf where it must be distributed evenly to soak into the soil.
- Rain shall not be concentrated in surface water channels to the boundary. Note that 50% of hot water shall be heated by other means than a hot water cylinder.
- Paint colour description to walls, window and doors
- On completion of the building works it shall be signed off by the authorised person in conformity to the SANS 204 requirement in order to obtain an occupation certificate.
- Coverage calculation

THE FOLLOWING MUST APPEAR IN A REVISION COLUMN

- No/Revision/Drawn/Date

THE FOLLOWING MUST APPEAR IN THE DRAWING COLUMN

- Architects name, address, telephone number, cell phone number and email number.

- RHEEBOK VILLAGE ESTATE
- Erf number
- Owner/developers name
- Drawing Title, scale, and date
- Drawing Number-Project No/Drawing No/Revision column.

## **5. BUILDING PLAN CONTROL PROCEDURE BY THE MOSSELBAY MUNICIPALITY**

- 5.1 No building may be erected on any erf without the prior approval of the Mosselbay Municipality and it needs to be emphasised that approval of the building plans by the Homeowners' Association does not constitute approval by the Municipality.
- 5.2 Each owner needs to familiarise him/herself with the process to be followed to obtain the Municipality's approval. The following provisions, in addition to the statutorily prescribed provisions, are relevant to the municipal planning approval process:
- 5.3 No plans may be submitted to the local authority for its approval unless certified as approved by the Home Owner's Association representative Architect.

RESIDENT ARCHITECT, MAY BE APPROVED BY THE HOME OWNERS ASSOCIATION

## **6. ESCALATIONS**

Yearly escalation of 10% is applicable to all Scrutiny fees.  
Professional fees are subject to annual updates as advised by SACAP

### **CONTROLLING ARCHITECTS:**

VAN HEERDEN & VAN DER MERWE (PTY) LTD  
23B BOULEVARD SQUARE, CNR OF BRACKENFELL BLVD & PROTEA ROAD  
PROTEA HEIGHTS  
BRACKENFELL  
7560  
TEL: 087 702 9901  
E-MAIL: [callie@vhvm.co.za](mailto:callie@vhvm.co.za)

