



Building Alteration Application Form

March 2011

RIETVLEI HEIGHTS HOME OWNERS ASSOCIATIONS

Any consent (in Principle) or approval of plans by the Rietvlei Heights Home Owners Association is conditional upon;

1. The applicant thereafter obtaining official approval from the Local Municipal Authorities and producing proof of such approval before any work will be allowed to commence on the Estate.
2. Application form (see attached) to be completed and signed by the registered owner.
3. Plan approval for the alteration from the Aesthetic Architects.
4. Compliance in accordance of the Rietvlei Heights Building Guidelines.

A supporting letter of motivation, setting out detailed description of the new building structures, together with reasons for the application to be submitted with the following:

1. Site plan indicating the position of the proposed structures and showing distances from the relevant boundaries.
2. Detailed architecturally prepared drawings for submission to the Local Municipal Authority.
3. All floor plans applicable to the new building structure to be clearly shown.
4. All elevations that face the street, as well as surrounding neighbours, i.e. front, sides, and back, to be clearly shown.
5. All plans to be provided as required by the Local Municipal Authority.

Written consent (see form attached) of “NO OBJECTIONS” to be obtained from the adjoining property owners and this consent, on the official document, to accompany the application. The signatures of the adjoining property owners’ are to be recorded on the plans that will be submitted for Local Municipal Approval.

Pebble Creek and Reed Drift both being sectional title complexes will require alterations or additions to also be approved by their respective Body Corp Trustees prior to submission to the Rietvlei Heights Home Owners Association.

POLICIES AND STANDARDS WHICH ARE TO BE ADHERED TO FOR ANY INTENDED BUILDING CONSTRUCTION TO BE CARRIED OUT ON THE ESTATE CONSTRUCTION OF NEW BUILDINGS

- a. All buildings shall conform to the existing aesthetics and maintain the Estate's Architectural Style.
- b. Building materials used are to be of no lesser quality than those used during the original development and shall conform in standard, colour and design.
- c. Construction that requires foundations, piling, concrete slabs and /or stress beams, must be designed and certified by the relevant Engineers.

AIR-CONDITIONERS

Plans indicating the exact positions of proposed Air- Conditioner Units, to be submitted to the Homeowners Association for approval.

- a. All electric cables, affixed to external walls of buildings are to be encased in the appropriate enclosed casing.

RIETVLEI HEIGHTS ESTATE HOME OWNERS ASSOCIATION

APPLICATION FOR ALTERATIONS TO EXISTING DWELLING / SECTIONAL TITLE UNIT

Full Names of applicant : _____

Contact Person: _____

Free Standing/Unit No ____ Rietvlei Heights Estate/Pebble Creek /Reed Drift
(delete not applicable)

Contact address: _____

Phone No _____ Mobile Cell No _____

E-mail: _____

Motivation and reasons for submission of application.

NB - A detailed Drawing / Sketch showing the proposed additions together with letters of
“NO OBJECTION” from all affected neighbours to accompany this completed application

FOR OFFICIAL USE

Date of Meeting for the review of application: _____

Neighbours Consent: Yes / No _____

Reason for objection (if any) _____

Approval in principle: Yes / No

If NO _____ Plans referred back for the following reasons

Conditions imposed by H O A. Work may NOT commence until proof of Local Municipal Approval has been presented:

Final plans received: Yes / No Date received _____

Municipal Approval received: Yes / No Date received _____

Engineers Certificate received: Yes / No Date received _____

Date of commencement of Alterations _____

Building Contractor interviewed & briefed on Rietvlei Heights Estate Rules / Regulations /Policies / Security Date _____

APPROVED IN PRINCIPLE _____ Date : _____

Signed by nominated Trustee of the /Pebble Creek / Reed Drift Body Corporate:

Signed by nominated Director of the Rietvlei Heights Home Owners Association:

Indemnity: The applicant, together with all appointed contractors, hereby indemnifies the Directors /Trustees and all the Members of the Rietvlei Heights Homeowners Association /representative Body Corporate and holds them blameless for any losses or damages sustained by him / her during and after the completion of the building operations, for which this application has been submitted.

xxx



LETTER OF CONSENT

(To be signed and issued by Owners of neighbouring properties)

Date: _____

The Directors /Trustees
Homeowners Association
Rietvlei Heights / Pebble Creek /Reed Drift
(delete not applicable)

Dear Sirs/Madam

In the matter of

I / We _____

being the registered owner/s of Free Standing house No _____ / Sectional title Unit No _____
situated in Rietvlei Heights Estate / Pebble Creek /Reed Drift (delete those not applicable) do hereby
confirm that I / We have seen the plans of the proposed new alterations / construction /
installation , that is to be carried out at my neighbours;

Mr/Mrs. _____ of property (address)

_____ and have NO OBJECTION to their application for the
completion of the proposed project.

Yours faithfully,

Signature (Owner A): _____ Signature (Owner B): _____

Full Names: _____ Full names: _____

ID _____ ID _____

Telephone _____ Telephone _____

Address _____ Address _____

_____ xxx _____