

3rd Floor, Graphic Centre
199 Loop Street,
Cape Town, 8001, South Africa
PO Box 15002, Vlaeberg, 8018
Tel +27 21 424 3210
Fax +27 21 424 7810
E-mail mlh@mlh.co.za
Web www.mlh.co.za

Date:

To:

Being the owner of **Erf**, **Sandown**

Located at:

Dear Sir / Madam

SANDOWN BUILDING PLANS – REVIEW PROCESS AND FEES

The constitution of the Sandown Property Owners Association requires that all buildings within the development comply with the Single Residential Architectural Controls (as revised) that have been prepared for each of the various precincts within Sandown. This requirement is in addition to the City of Cape Town's By-Law regulations, as well as the National Building Regulations.

mlh architects and planners have been appointed as the 'Design Review Committee', acting on behalf of the Sandown Property Owner's Association, to ensure compliance of all building plans with the Single Residential Architectural Controls.

The fee for a building plan submission (consisting of a single, semi-detached and/or row housing unit proposal) is **R 1250.00** (excl. VAT) per review, payable to **mlh** architects and planners. The assessment is based on a review and electronic feedback to the development proposal submitted as Pdf documents, and e-mail communication. Should the review procedure require substantial editing and meetings between **mlh**, the property owner / architect / designer and/or the local authority, then an additional sum of R750-00 per hour will apply.

Plans will be approved and returned as Pdf files, i.e. no hard copies will be required.

Plans will be accepted for review once this fee has been paid by EFT to **mlh** architects and planners' bank account at:

Standard Bank, Thibault Square, Branch Code 020909, Account No. 070888426

Please use "Sandown, Erf ####" as reference when EFT is made. **mlh** will issue a tax invoice for this amount on application.

Please complete, sign, and return Annexures A & B to **mlh** architects and planners at the commencement of the building plan review process, together with proof of your EFT payment.

Yours faithfully



Allen Goosen
mlh architects and planners (alleng@mlh.co.za)

ANNEXURE A: SANDOWN BUILDING PLAN REVIEW PROCESS

The Sandown Building Plan Review Process, as outlined below, has been agreed to between the Sandown Developer, The Milnerton Estates, the City of Cape Town as the local authority, the Sandown Property Owners Association, and the review consultant, **mlh** architects and planners.

1. An initial design review assessment of sketch designs and/or building plans, review and comment of detailed design proposals, and final recommendation to the Sandown Property Owner’s Association and City;
2. The property owner / architect / designer should submit ‘initial sketch plans’ for review, together with proof of EFT payment of the **R 1250.00** review fee, (excl. VAT) per review. The review process will only commence once payment has been received by **mlh**. (see covering letter and under)

The following should be noted:

- **mlh** does not have the authority to “approve” the plans. **mlh** can only “endorse” plans on behalf of the Sandown Property Owners Association for final approval by the local authority;
- **mlh** will endorse plans by way of an electronic stamp on the Pdf documentation, as submitted by the developer;
- The local authority will not process any plans that have not been endorsed for approval by **mlh**.
- **mlh** will not discuss technical aspects of the building plans by telephone. All queries should be directed to **mlh** in writing/e-mail.
- **mlh** is not responsible for any technical or structural issues concerning the building plans as may be required in terms of the National Building Regulations, or any local authority regulations. **mlh** is only tasked with ensuring that the Single Residential Architectural Controls are adhered to.

I, (full name), being the registered owner of Erf , Sandown, confirm that I understand the review process outlined above, and undertake to abide by the letter and spirit thereof. Enclosed, please find proof of payment to **mlh** of the sum of R 1250.00 (excl. VAT) for this review process.

Signature :

Date :

mlh’s bank account is:

Standard Bank, Thibault Square, Branch Code 020909, Account No. 070888426

ANNEXURE B : SANDOWN- INFORMATION SCHEDULE

A. Registered Owner

Full name :

Postal address :
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.....

Telephone number/s :

Email address :

B. Property

Erf number :, Sagewood

Extent : square meters

Street address :
.....

C. Appointed Architect / Designer

Name of firm :

Contact person :

Postal address :
.....
.....

Telephone number :

Email address :

Signature :

Date :