

## Plan Submission Procedure

- Plans to be drawn up by a professional Architect.
- Two sets of plans and requested documents to be submitted to The New Horizon Villages Review Committee per hand, c/o EAS and payment for submission should be accompanied.
- The committee will meet on a two-weekly basis, maximum response time is 3 weeks. Approvals can be expected every second and last Friday of the month.
- The architectural review committee has the authority to approve plans or request a revision from the Architects.
- The committee will provide a written response to the Developer/Owner.
- Incomplete submissions will not be accepted and submission fees apply for every re-submission.
- Approval by the review committee is a pre-requisite for the Municipal Building Plan approval.

Plan Submission Address:

### Engineering Advice and Services

73 Heugh Road

WALMER

Port Elizabeth

6000

Submission Date:

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Submission Number .....

## Design Submission Checklist

### Details of Architect:

Name/Contact details

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### Details of Developer/Owner:

Name/Contact details

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- No. of units to be constructed ..... ☐
- A copy of the Regulation plan as illustrated in the New Horizon Villages Design Code Book ..... ☐
- A copy of the Concept plan as illustrated in the New Horizon Villages Design Code Book ..... ☐
- Floor plan 1:50/1:100 ..... ☐
- Roof plan with dimension 1:100 ..... ☐
- Site plan indicating the position of the unit in the neighbourhood and neighbouring units [if any] ..... ☐
- Contour plan indicating bulk earthworks - cut and fill ..... ☐
- Section [s] 1:100 or 1:50 ..... ☐
- All elevations 1:100 indicating materials, floor and roof dimensions ..... ☐
- Storm water management detail ..... ☐
- Finishing schedules including indication of colours ..... ☐
- Details on erf boundaries, walls, gates, including dimensions, materials and colour ..... ☐
- Owner's declaration or letter from architect confirming appointment for supervision ..... ☐
- Details of Architect and Developer/Owner ..... ☐
- Prescribed SACAP project form signed by Owner and Architect ..... ☐
- Architect and Owner to sign all plans and specification sheets ..... ☐

Type of Unit(s) (excl VAT)	- Individual Housing unit	R 950 each	<input type="checkbox"/>
	- Block of up to 6 units	R 500 each	<input type="checkbox"/>
	- Block of up to 20 units	R 400 each	<input type="checkbox"/>

First Submission ..... ☐

Re-Submission ..... ☐

**Total Submission** .....

Paid: .....

Response: .....

**Approval date:** .....

Review Committee Approval 01: .....

Review Committee Approval 02: .....

Review Committee Approval 03: .....